Roseville Public Works, Environment and Transportation Commission
Meeting Agenda

Tuesday, May 24, 2016, 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. Election of Ethics Commission member**

6:45 p.m. **4. Approval of April 26, 2016 Meeting Minutes**

6:50 p.m. **5. Communication Items**

7:00 p.m. **6. Tree Credit Program**

7:15 p.m **7. MS4 Meeting**

7:45 p.m. **8. City Council Joint Meeting Agenda**

7:55 p.m. **9. Public Works City Code Updates**

8:20 p.m. **10. Possible Items for Next Meeting – June 28, 2016**

8:30 p.m. **11. Adjourn**

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Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 24, 2016 **Item No:** 3

Item Description: Ethics Commission Appointment

Background:
At the March 28, 2016 City Council meeting, the City Council decided to have one commission member from each commission service on the Ethics Commission. Each commission will appoint which Commissioner is on the Ethics Commission.

Recommended Action:
Appoint Commission Member for seat on Ethics Commission.

Attachments:
None

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 24, 2016 **Item No:** 4

Item Description: Approval of the April 26, 2016 Public Works Commission Minutes

Attached are the minutes from the April 26, 2016 meeting.

Recommended Action:
Motion approving the minutes of April 26, 2016 subject to any necessary corrections or revision.

Move**:** _____

Second**:** _____

Ayes**:** _____

Nays**:** _____

Roseville Public Works, Environment and Transportation Commission Meeting Minutes

Tuesday, April 26, 2016, at 6:30 p.m.
City Council Chambers, 2660 Civic Center Drive
Roseville, Minnesota 55113

1. Introduction / Call Roll /Swearing in of New Members

Vice Chair Cihacek called the meeting to order at approximately 6:30 p.m. and Public Works Director Mark Culver called the roll.

Swearing in of New Member

Vice Chair Cihacek administered the Oath of Office to newly-appointed PWETC member Thomas Trainor and, along with his colleagues, welcomed Commissioner Trainer to the PWETC.

As way of introduction, each commissioner provided a brief biography and their levels of interest through serving on the PWETC.

Present: Vice Chair Brian Cihacek; and Members John Heimerl, Kody Thurnau, Sarah Brodt Lenz, Joe Wozniak, Thomas Trainor, and Duane Seigler

Staff Present: Assistant Public Works Director Jesse Freihammer and City Engineer Luke Sandstrom

2. Election of Officers

Chair

Member Lenz moved nomination of, and Member Wozniak seconded, appointment of Member Cihacek to serve as Chair of the PWETC for the term of one year.

Member Cihacek accepted the appointment.

Ayes: 7
Nays: 0
Motion carried.

Vice Chair

Member Wozniak moved nomination of, and Member Heimerl seconded appointment of Member Lenz of to serve as Vice Chair of the PWETC for the term of one year.

Member Lenz accepted the appointment.

Ayes: 7
Nays: 0
Motion carried.

3. Public Comments
None.

4. Approval of March 22, 2016 Meeting Minutes
Member Wozniak moved, Member Lenz seconded, approval of the March 22, 2016 meeting minutes as presented.

Ayes: 7
Nays: 0
Motion carried.

5. Communication Items
Assistant Public Works Director Jesse Freihammer and City Engineer Luke Sandstrom provided additional comments and a brief review and update on projects and maintenance activities listed in the staff report dated April 26, 2016.

Discussion included:
Member Wozniak noted approval by the City Council at their meeting last night of a grant for Langton Lake. Member Wozniak expressed his interest in additional information on other aspects happening in the city that may be of interest to the PWETC and asked staff to provide that information to the PWETC in future reports.

Chair Cihacek agreed, noting the PWETC's interest in areas of significant development in the near future.

Member Lenz also agreed, expressing interest in the recent Brownfields work and future plans, as well as mitigation of water quality issues and concerns.

These requests were duly noted by Mr. Freihammer.

<u>Twin Lakes Parkway Extension/Additional Area Planning Considerations</u>
Further discussion included details of the Twin Lakes Parkway extension as a 2016 project currently underway, and proposed Twin Lakes Area East Collector Improvement Project being studied with preliminary designs in process as authorized by the City Council earlier this month, and intended as an alternate

east/west corridor to Snelling Avenue and providing much-needed geometric improvements at Terrace Drive and Lincoln Drive, with staff providing a preliminary concept design. As part of that redesign, Mr. Freihammer noted the intent would be to improve directional flow and vacation of the Terrace Drive dead-end at Snelling Avenue. At the request of Chair Cihacek, Mr. Freihammer revised the notification and public hearing process for vacating a road and whether or not an easement may be retained by the city.

Further discussion ensued related to the proposed design and restriping a center turn lane, anticipated volume increase in projected modeling, but not sufficient enough to warrant a signal, and brief consideration of but eventual lack of feasibility determined for considering a roundabout for the area.

Mr. Freihammer advised that the intended improvements would be to equalize traffic between County Road C-2 and Lydia Avenue, and hopefully pull some traffic from Lydia Avenue by increasing left bound capacity with a double left turn. As part of the redesign, Mr. Freihammer noted that, since MnDOT has signal light replacement scheduled in 2019, the project may occur in a phased design until the installation of that light, since the city is responsible for the cost of half of the signal. Mr. Freihammer clarified that prior to any final design – if and when the City Council approves the project – there would be neighborhood meetings held to garner their input on any proposed design.

Lexington Avenue/Highway 336 Bridge Replacement Project

Mr. Freihammer provided a brief update on the MnDOT bridge construction project, noting that ramps are currently closed, with Lexington Avenue scheduled for closure May 31, 2016.

Discussion ensued regarding specific dates for closure of adjacent ramps, with none yet identified by staff, as MnDot rebuilds and/or closure of the Hamline Avenue and Dale Street ramps onto westbound Highway 36. Staff assured the PWETC that they would pass on the information to the public and PWETC as soon as the information became available and during phases of the projects.

Mr. Freihammer announced the kick-off of the Metro Transit A-Line BRT Project on June 11, 2016, highlighting the new Roseville service.

Recycling Contract RFP

At the request of Chair Cihacek, Mr. Freihammer reported on the City Council's vote to authorize the Recycling Contract Request for Proposals (RFP) with the required pre-bid meeting held earlier today with potential proposers and Public Works Director Culver and Environmental Engineer Johnson, with 4-5 contractors in attendance and allowing 2-3 weeks for submission and anticipated approval in late May or early June.

Solar Project

At the request of Chair Cihacek, Mr. Freihammer reported that there was no news on the solar project, with Mr. Culver reporting to him earlier today that staff was still waiting information from the company. With the ongoing delays experienced with this proposal, Mr. Freihammer noted that it was being unpractical that this offer would still be good, and other options may be indicated.

6. Metro Transit Presentation

Mr. Freihammer introduced Greg Williams, new Assistant Director of Facilities Management from Metro Transit, formerly in facility management at the University of Minnesota for the last twenty years, most recently on the St. Paul campus adjacent to Roseville. Mr. Williams in turn introduced his colleague also attending tonight, Paul Lamb, an Engineer with the Metro Transit Engineering and Facilities Department.

Greg Williams

Mr. Williams provided a short presentation highlighting some of the recent changes in service area with shelter ownership, locations and policies and their plan for potential shelters within Roseville. Mr. Williams' presentation included Metro Transit's mission statement, guiding principles, and facilities maintenance mission statement. Mr. Williams reported that Metro Transit owned 1,100 shelters, 18 Green Line platforms, 17 Blue Line platforms, 4 Northstar platforms, 38 park and rides; with twelve one-person crews assigned to clean and maintain and service 82.5 shelters or stops per person per day.

At the request of Chair Cihacek, neither Mr. Williams or Mr. Lamb were able to definitely name the number of shelters owned/operated by external agencies; but noted those owned by Metro Transit were clearly identified and branded as such.

Mr. Williams outlined what "maintenance" consisted of at the various sites (e.g. power washing; trash emptying and debris pick-up; sweeping concrete pads and gutters; washing shelter benches, trash cans and lids, gutters, accessories, and the interior sidewalks and bus platforms; washing and/or monitoring advertising displays and bus schedule holders; washing ceiling panels, batter boxes, and solar panels, etc.). Non-routine cleaning reported on by Mr. Williams included complaint-driven items responded to within one business day of notification and involving anything from typical cleaning to bio-hazard issues. Mr. Williams noted that frequency of cleaning among the platforms and/or shelters varied vastly among their different uses and activity levels, evenly spaced to reduce time between cleanings. For those stops and/or shelters with higher ridership, Mr. Williams advised they required additional or higher levels of cleaning and on a more frequent basis as warranted. Mr. Williams further reported that, obviously, those with lower ridership may receive less frequent cleaning or maintenance.

Mr. Williams reported on expanded facilities maintenance with 55 new design passenger shelters and coordination with project offices, including engineering and construction staff during the design/construction phases. As part of Metro

Transit's sustainability and environmental leadership efforts, Mr. Williams noted their attempts to minimize waste, reduce energy consumption, and comply with state mandates including stormwater mitigation. Mr. Williams noted that preservation challenges included physical demands, vandalism, accidents and weather-related concerns.

Mr. Williams displayed a map showing Roseville weekday boarding averages at bus stops currently without shelters.

Mr. Lamb reviewed the criteria for designing and placing more shelters, with particular emphasis given to areas with specific concentrations of poverty and minority populations based on receipt of federal funding requiring certain situations for using that funding; and ongoing revisions of Metro Transit's capital program accordingly and considering criteria for other boarding stops.

Mr. Lamb further reviewed the background used for boardings and shelters within the metropolitan Minneapolis/St. Paul area, with focus on areas with more density, such as shelters located for stops showing 40 or more boarders per day in urban areas, and 25+ boarders per day in less dense suburban areas. If boardings show lower than 25 per day, Mr. Lamb noted that shelters are not typically considered at those sites due to the capital costs and extensive maintenance costs. Mr. Lamb noted that annual cost estimates for shelter maintenance were between $10,000 and $11,000 per shelter. With additional funding available for up to 150 new shelters, Mr. Lamb advised that Metro Transit was reviewing where best to place them, obviously as previously noted, often tied to federal funding and those areas showing higher poverty and/or minority populations.

Member Lenz asked that Mr. Williams speak to physical accessibility of Metro Transit bus stops, providing various examples of concerns in that accessibility.

Mr. Williams noted that maintaining accessibility at bus stops and/or shelters was always a challenge, and Metro Transit was attempting to implement a better bus stops program," similar to the highway "Adopt-a-Highway Program," but instead an "Adopt-a-Shelter" program, seeking partners (e.g. businesses or private individuals) to monitor shelters or stops in their area to take on some of the daily maintenance (e.g. snow or trash removal, window cleaning, etc.). Mr. Williams reported one landscape firm in the south metropolitan area that had taken the charge to beautify shelters with plantings, and noted that by their taking on that shared ownership it provided significant assistance to Metro Transit in their efforts. Mr. Williams stated it was his hope to further expand that program. Mr. Williams noted that in some cases, it was beneficial to a business owner and Metro Transit if a shelter or stop may block their business or if their branding wasn't getting out to the street; and with this shared partnership, it allowed a participating business to bring their branding or identification into the shelter while using the Metro Transit's aesthetic. In exchange for letting them advertise

their business in or on the shelter, Mr. Williams reported the business took on some of the maintenance responsibilities.

Mr. Williams noted that Metro Transit supervisors drove routes to monitor stops and shelters; assuring the PWETC that Metro Transit took customer feedback seriously and used that as a tool to track and grade their performance. However, with limited personnel available, Mr. Williams noted that snow removal frequently trumped all else, with safety being their first concern and consideration.

Specific to citing bus stops, or determining whether or not a stop or shelter is placed, Member Lenz asked how much influence Metro Transit had in applying to counties or cities to mitigate lacking sidewalks.

Mr. Williams responded that, in cases where shelters are indicated, and considering Americans with Disabilities Act (ADA) and access issues, if an alternative site is close and would provide better access (e.g. mid-block versus at an intersection), that would be considered. As to Metro Transit exerting pressure on Ramsey County, Mr. Williams noted that they could only make requests, and that everyone had their respective budgets and competing interests for those available funds.

Regarding bus stop and shelter planning, Chair Cihacek asked to what extent Metro Transit took into consideration area amenities (e.g. access) to save maintenance costs.

Mr. Lamb responded that for the last 1.5 years, Metro Transit's planning had been run by city and county staff to make sure adequate sidewalk and pedestrian ramps were available at that location. If stops are proposed mid-block, Mr. Lamb noted the necessity of a curb cut and pedestrian ramp and crosswalk also being available.

In terms of bus stops specifically, Mr. Lamb advised that he wasn't as involved with those locations, admitting he had observed a fair number without adequate area and/or sidewalks. However, since spacing didn't require as much of an investment from Metro Transit, Mr. Lamb opined that more flexibility may be available and considered in deploying ramps or placing stops in areas indicating high handicapped or wheeled device access was needed. Mr. Lamb advised that additional pedestrian improvements would be considered there through a cement block at the stop or an ADA ramp for boarding purposes to address accessibility for boarders.

Specific to bus routes #227 and #229, across County Road C and at Victoria Street, Member Lenz noted the inability to cross or access that area to board if using a wheelchair.

Mr. Lamb noted that area for further Metro Transit review, and advised that they attempted to work with counties and cities, and assured the PWETC that it was not their practice to not attempt sidewalk access as needed even with limited funding available.

Member Lenz opined that there shouldn't even be bus stops at those sites, since no one maintains or cleans them, summer or winter; and while recognizing the spacing concept, further opined that a stop at those sites wasn't practical. Member Lenz suggested longer stops between or flagged stops as an option versus grass verges not allowing safe boarding.

Mr. Lamb advised that he would report those concerns to Metro Transit's engineering staff during capital discussions; and asked that Member Lenz contact him personally at Metro Transit with the specific stops of concern.

As another example, Member Seigler noted a bus stop (e.g. a bus stop sign only) in front of his home that he personally maintained.

From a maintenance point of view, Member Lenz clarified that she wasn't suggesting Metro Transit should maintain those grass verges she had referenced, but to not make them bus stops in the first place if they are unsafe for use.

Chair Cihacek refocused the discussion on maintenance for bus stops versus shelters, opining stops were obviously of higher concern due their lack of protection for boarders. Also, Chair Cihacek asked the procedure to install a sign, where and who was responsible for installing them.

Mr. Lamb advised that, if in a public right-of-way, Metro Transit had the ability to put a stop anywhere reasonable, but worked with the appropriate municipality's public works department to do so.

Chair Cihacek suggested that Metro Transit work with municipalities such as Roseville for parks with empty parking lots to install a stop nearby, since those areas typically already had pedestrian facilities related to them. Chair Cihacek suggested this may allow all parties a more convenience and cost-effective option by using that existing infrastructure as opposed to moving a stop 10' one way or another.

Mr. Williams duly noted that idea, offering to definitely look at that option, noting use of church parking lots as park and ride facilities in those areas without a larger Metro Transit park and ride facility in place.

By putting a bus stop sign by existing facilities, whether on a sidewalk or by a commercial or park area, Chair Cihacek opined that it would allow Metro Transit to capture existing infrastructure versus relying on a homeowner for maintenance of the stops; and with a shared and intentional maintenance program versus

relying on private partners such as Member Seigler with a bus stop in his front yard.

Mr. Lamb noted that bus operations try to do so if within a certain area to take advantage of existing sidewalks when only a short distance. However, in those cases with longer distances, such as a matter of blocks, Mr. Lamb noted that then Metro Transit had to make a decision if there was no responsible party or if it would require a longer distance for boarders to walk to access the bus.

Chair Cihacek asked Member Lenz, with the volunteer assistance offered by Member Wozniak, to prepare a list for the PWETC and Metro Transit staff's information.

Mr. Lamb agreed with that effort, noting the number of stops dealt with by Metro Transit, and their reliance on the public and municipalities for comments and areas with the worst sites, or ideas for improvement and/or prioritization.

Mr. Williams agreed with his support of that list, noting it was feasible that some areas had been overlooked in the past.

Member Thurnau asked how involved Metro Transit was in the municipal comprehensive plan process as part of infrastructure improvements. Member Thurnau opined that would be valuable input to have during the process in considering pedestrian improvements as well as potential increased capacity for Metro Transit.

Mr. Williams noted that Metro Transit's transit-oriented development department works directly with counties and cities to look for development opportunities. For example, Mr. Williams noted his involvement at this time with the SE Light Rail Transit work with applicable counties and municipalities in related development opportunities. Mr. Williams agreed that the comprehensive plan process would provide a great opportunity to make that additional connection.

Chair Cihacek noted that since the city's comprehensive plan goes through the Metropolitan Council, while unsure who did the actual review, asked who it would be most beneficial for the city to contact on their staff and/or which department.

Mr. Lamb advised that he would provide that information to Roseville staff for their planning group to review those aspects of the comprehensive plan before it even gets to the Metropolitan Council.

At the request of Chair Cihacek, Mr. Freihammer reviewed the city's comprehensive plan process and intent for all transportation aspects to be integrated with that update (e.g. pedestrian, bicycle and vehicular), anticipated to be initiated within the next six months as directed by the City Council.

Chair Cihacek asked individual PWETC members to think about the information they wanted Metro Transit to provide to staff for dissemination to the PWETC as part of their future work on the comprehensive plan transportation aspects.

From Metro Transit's perspective, Mr. Lamb advised he would do the same on their end with their staff to make sure the appropriate and most helpful level of data and input is provided to Roseville staff and the PWETC.

At the request of Member Seigler, it was determined that the presentation data shared on Roseville boardings per location was available for the public and PWETC, but was in GIS format. Mr. Lamb advised he would get Roseville staff additional information on how to make access of that data easier.

For the viewing public, Member Heimerl asked for contact information for those having any transit issues or concerns, with Mr. Lamb referring the public to the Metro Transit website or customer information phone number, as well as it being posted in shelters.

During his short six months at Metro Transit, Mr. Williams noted their customer-focused interests and his favorable impression with treatment of riders equitably. Recognizing that future transit isn't sustainable under current models, Mr. Williams noted the interest in providing a mass transit product to Roseville, as well as the bigger picture to assist with continued growth. Mr. Williams thanked the PWETC and Roseville staff for their support, and asked that they feel free to contact him personally at Metro Transit with ideas or if there was any way he could help.

On behalf of the PWETC, Chair Cihacek thanked Mr. Williams and Mr. Lamb for their attendance, presentation, and valuable information.

7. ADA Transition Presentation

Mr. Freihammer introduced in-house staff work to-date for creation and adoption of a citywide transition plan, as required by law, for Americans with disabilities Act (ADA) for the City of Roseville.

City Engineer Luke Sandstrom provided a presentation on the draft plan (Attachment A) and how the city transitions into citywide ADA compliance. At the request of Chair Cihacek, Mr. Sandstrom advised that anything not currently at a proper grade or based on the now dated 1990 ADA requirements, would need replaced or revised. Mr. Sandstrom noted that this typically focused on public rights-of-way and areas not at today's proper grades for curb ramps. While required by law now, Mr. Sandstrom noted that the city had been proactively updating them when doing a project within the area, in order to facilitate Roseville residents and visitors to the area having physical and/or visual issues.

Mr. Sandstrom reviewed the proposed plan, and various components including a policy, schedule, assignment of an ADA Coordinator (Mr. Freihammer), collection of inspections and data retention, grievance procedures for the public's awareness, and design procedures. Mr. Sandstrom advised that this would be similar to the city's annual Pavement Management Plan (PMP) or street maintenance projects, with inspections performed for all pedestrian facilities within a particular project area, at which time they would be brought into compliance. As previously noted, Mr. Sandstrom advised that even without an official ADA plan in place the city had been making necessary revisions for years.

As part of his presentation, Mr. Sandstrom reviewed the various scenarios and diagrams of a cross slope for specific ranges (steepness) domes for visually impaired to feel out, grades for tapering the curb into the ramp and lip; and other steps to eliminate tripping hazards. Mr. Sandstrom advised that staff was currently finalizing its data collection process, and would ultimately begin inspections, subsequently incorporating that data into its asset management plan. Mr. Sandstrom reported on the 3-2-1 ranking system and the criteria of each (e.g. full compliance, non-compliant with small modification needed, or full replacement) and space requirements needed and/or available to being the grade into proper alignment.

At the request of Member Seigler, Mr. Freihammer estimated that the cost to remove and replace curb and gutter was approximately $30 to $40 per foot; typically running $7,000 to $8,000 per ramp; multiplied by four an intersection.

Mr. Sandstrom continued the presentation with why inspections were necessary since the 10-year-old ADA law was no longer compliant; and provided various photographic examples of ramps. Mr. Sandstrom referenced the appendix that would be included in the ADA transition plan with curbs identified and catalogued by map and list, including designating which are city-, county- or state owned.

Mr. Sandstrom reviewed a draft grievance or complaint procedure for use by residents to bring areas to the city's attention, and available on the city website or at city hall, or by leaving a recorded message at City Hall; and subsequent staff field investigations, and a 30-day response timeframe to the submitter and ranking for resolution.

Mr. Sandstrom noted designs going forward to bring ramps up to current requirements/standards, with MnDOT plan sheets available for five different scenarios, and typically updated annually. Mr. Sandstrom advised that those plan sheets will become part of the ADA transition plan for Roseville, and every project built to ADA standards, whether a local or Minnesota State Aid (MSA) street.

Mr. Freihammer noted that this involves more than just curb ramps, but also involved a few bus shelters owned by the City (Larpenteur Avenue) that may fall under this plan to ensure they are accessible to all residents, as well as including any sidewalk or pathway within the city's jurisdiction. Beyond those curb ramps, Mr. Freihammer noted historical construction, including driveways needing the cross slope revised to match the sidewalk, and part of staff's consideration for any new building permit applications to make sure this is part of that focus for users of sidewalks and pathways.

At the request of Member Lenz, Mr. Freihammer clarified that the city didn't own any signals itself, with ownership by Ramsey County and/or MnDOT, with both agencies proving quite receptive to automatic pedestrian signals, known as APS (talking signals) at intersections. While unable to define how proactive the process had been to-date, Mr. Freihammer advised that upgrading was being done upon request, while unsure of the number of retrofits done prior to a full signal upgrade.

Member Wozniak questioned how familiar residents were of how and where to file complaints about ADA concerns, and asked staff to provide information to make that determination, duly noted by staff.

Member Lenz suggested the City's Human Rights Commission as another resource to work with for any compliance concerns of residents.

At the request of Member Seigler, Mr. Freihammer reviewed the transition plan in identifying those areas out-of-compliance, and how the plan dictates how to address each scenario on a case by case basis.

8. MS4 Updates

For the benefit of the PWETC, and prior to next month's annual public hearing, Mr. Freihammer provided a preliminary review of the City's Municipal Storm Sewer Systems (MS4) Permit through the Minnesota Pollution Control Agency (MPCA) and its periodic review and updating. Mr. Freihammer noted that this allowed the city to discharge stormwater into local water resources, and had been previously updated in 2013. Mr. Freihammer reviewed those ordinances (3) that staff recommended revising in the near future as the PWETC's recommendation for approval to the City Council.

Mr. Freihammer referenced Attachment D entitled, "Draft Stormwater Management Standards" compared to current standards, and erosion control and stormwater drainage ordinances as applicable.

Discussion included staff's suggestion to mimic watershed district stormwater volume of 1.1" versus the city's current 1.0", and related triggers for watershed district action versus those too small to do so;

PWETC members noted some difficulty in identifying specific areas in the attachments to consider this revised language, asking that staff make sure appropriate sections are defined in future iterations for easier reference by the PWETC in their review.

Mr. Freihammer continued to review other proposed revisions tied to updated ordinance, including reducing application to erosion control sites of 5,000 square feet versus the current standard of 10,000 square feet and how that threshold would be triggered for application of those standards and involving public and private properties throughout the city.

Discussion ensued as to whether or not having these considerations under one permit was feasible and more prudent for ease of use; creation of another tier within the city fee schedule depending on the threshold and inspection needs as indicated; and combining one set of rules under one ordinance and one permit unless significant differentials were involved.

Mr. Freihammer noted other minor updates suggested by staff for MS4 permit requirements; but advised that the draft Stormwater Impact Fund (Attachment C) was a new addition. Mr. Freihammer explained its intent for standards to apply to development and/or redevelopment projects within the city and how they may or may not help achieve the water resource goals of the city's Surface Water Management Plan (SWMP) and maintain compliance with the National Pollutant Discharge Elimination System (NPDES) municipal permit program and its standards.

Specifically, Mr. Freihammer noted this would address residential properties at or over the 30% impervious surface restrictions, and mitigation efforts to address them or a fee in lieu of that mitigation to serve as a fund to offset those impacts. Mr. Freihammer reviewed the draft fund as provided, and intent for a one-time fee applied to a separate fund for use in stormwater projects located within that particular watershed district in which the properties are located. Mr. Freihammer opined that this would save staff resources, as they had just started going through those best management practices (BMP's) such as raingardens that had been installed five years ago as part of the recertification process.

Discussion ensued about the various scenarios that may occur under this requirement, with Member Seigler expressing personal concerns based on his particular lot among others citywide that may have significant easements considerably beyond what may ever be required and remaining dormant for years without the property owners ability to have that area considered as part of their green space.

Further discussion included how impervious calculations were done, with staff clarifying that those calculations included drainage and utility easements; lots historically over the 30% impervious coverage allotment and already non-

compliant; how a typical resident understood and complied with the calculations in determining that 30% coverage ratio and whether or not they needed a permit; lot shapes dictating rights-of-way and easement issues and in defining public/private space; and lack of standards citywide that create significant disadvantages for some property owners and significant advantages for others depending on the time and way they were developed.

Additional discussion included how to determine the area for the 30% impervious coverage rule; goal of mitigating runoff, especially in problem areas in the city; whether a standard percentage should be used or a lower percentage for areas with high runoff issues.

After further deliberation, Chair Cihacek noted there was some disagreement among PWETC members as to the stormwater permit fund and management standards, with the only apparent area of consensus tonight: moving from the city's current 1.0" to 1.5" watershed district stormwater volume standard

With Mr. Freihammer advising that staff was looking for a PWETC recommendation to allow them to bring all components to the City Council at one time, Chair Cihacek directed staff to develop a natural conformance standard and return to the next PWETC meeting with that. Also, Chair Cihacek asked that staff return with an examination of how runoff calculations related to total lot size and whether or not the rights-of-way or easement areas could be utilized or how that could be rectified or through what percentage.

Member Trainor noted controversy within the state on use of wetland credits; with Mr. Freihammer advising that the city had utilized that program for the recent Victoria Street project.

Member Trainor suggested using that type of program versus an impact fund to get the difference, recognizing the difference between residents and developers who may use it as an "out" for due diligence elimination on their part.

Mr. Freihammer responded that the city currently had a tiered structure for larger projects provided they can prove mitigation on the site and justify why stormwater isn't addressed on site. Mr. Freihammer suggested one area in which this may apply and an example of the exception to the rule with or without this, was the recent demolition of the former ICO building at the intersection of Larpenteur Avenue and Rice Street. In city staff's work with the project engineer, Mr. Freihammer reported that they would have to mitigate their stormwater management, but there was no adjacent stormwater and it would flow directly to the street forever. Mr. Freihammer noted it wasn't feasible to install underground storage as there was no place for infiltration or no pipe discharge as the soils in that area were not amenable to that. Therefore, Mr. Freihammer noted that site may be able to mitigate through a fee in lieu of for the portion that could not be mitigated.

Mr. Freihammer advised that there were few commercial permits having a larger impact for which this situation could apply, recollecting only one or two others where this proposed fund could have been practically used without doing something extreme.

Chair Cihacek asked if there was a net gain for staff efficiency with this recommendation versus inspection and recertification of BMP's.

Mr. Freihammer noted that any project would have to go through some type of permitting project, but with residential projects, once a stormwater impact fee had been collected, it would be allotted to an account for larger projects to construct an oversized pond or rain garden, or by building an additional one in that area; and would not require long-term maintenance or recertification every five years. For residential projects, Mr. Freihammer opined there could be significant staff savings as well as savings for residents with no need for staff sending letters to property owners to prove their site was still working as designed. On the commercial side, Mr. Freihammer opined there may be fewer savings, and may only apply to those unique sites.

Chair Cihacek suggested for the residential side, the same results may be able to be accomplished through another mechanism, such as buy-in versus policy, stormwater mitigation and assessment as described by staff; but suggested staff review whether or not there may be a different mechanism to do so and a different fiduciary function to accomplish the same goal without impacting current practices or changing a policy that may not actually need changing, with the recognized limited value of the policy from a commercial project perspective.

Discussion ensued regarding potential buy-in through expansion and assessment with a potential credit for your lot if a project provides value to the surrounding area as well; examples of types of projects (e.g. recent Corpus Christi rain garden); whether or not the project and credit follows the property; how overbuilding area systems could tie in; staff management of 500 rain gardens versus only 50 stormwater projects with the city controlling their maintenance; and if and when the door closed for buy-in based on the project schedule.

Further discussion included difficulties identified by staff for random locations and rationale for remaining within one of the three specific watershed districts; with the intended operation for the city similar to that of existing watershed districts to build up credits to be used for over-sizing applicable systems to address mitigation efforts and improve the overall capacity.

At the request of the PWETC for better clarify, staff offered to provide more detailed information on the intent, and differentials between residential and commercial applications; and how the fee would be applied and where it would go.

Chair Cihacek noted that there appeared to be some interest of the PWETC in the concept, but more details were needed on how it was intended to function and ultimately work short- and long-term.

Member Seigler addressed the majority of Roseville's housing stock and implications to and limits of those properties as a consideration in this stormwater and runoff discussion. Member Seigler cautioned that if the runoff concern got in the way of the city's desire to continue improving its housing stock, or if too many rules were made negating the possibility of improving that existing housing stock, it would not only result in rundown housing, but relocation of residents to other suburbs. Member Seigler opined that if rules were made so housing stock couldn't be improved if the lot sizes were too small, it would kill the city. Member Seigler suggested the standard be what the best water retention that could be achieved for the typical 1,200 square foot home in the suburban metropolitan area. Member Seigler admitted he had concerns with anything that got in the way of that goal; and was not interested in having the city do anything resulting in the decline of its housing stock, his number one concern.

From staff's perspective, Mr. Freihammer advised that while fees were less impactful, since they were only one-time, upfront fees, the result would be that there would only be the initial cost of installation, with no long-term costs for maintenance.

At the request of Member Lenz, Mr. Freihammer confirmed that if a home were demolished and new construction put in its place, it would push the reset button and require that new stormwater and environmental requirements were then met.

Member Seigler opined that anything a homeowner would do would restart the calculations; and reiterated that the city needed to find a way to push the boundary lines out, further opining that current easements were extreme, especially if remaining unused up to this point; or in other words, he supported a "use them or lose them" scenario.

Mr. Freihammer clarified that while there may not be anything obvious above-ground on rights-of-way, often there were underground utilities.

Member Seigler reiterated that, no matter a variance could apply, and the area should be included as part of your property, especially if over a 65-year period, as is his personal case, the easement had never been used, opining that the city should lose any ability to use the easement or right-of-way.

Chair Cihacek noted this issue had come up before, with there being no standard right-of-way easement creating differentials among neighbors for comparison, depending on when their property was platted or when their home was built.

Member Seigler suggested that should be re-analyzed when a resident remodeled of sought to improve their property.

Specific to Items 2 and 3 of Attachment C, Chair Cihacek noted the apparent lack of consensus; with conceptual agreement with lowering the stormwater volume from 10,000 square feet to 5,000 square feet to be consistent with that of watershed districts; and agreement in principle, but not conforming with reality. Specifically, Chair Cihacek noted the need for more details on the permit process and tangible impacts for water quality overall as part of that stormwater management goal.

Regarding the fund itself, Chair Cihacek asked that staff flesh out how the fund actually works (e.g. detailed financing, how and if it can be borrowed against, whether it would remain segregated or incorporated in the General Fund, how it could or would work with tax increment financing or other financing tools) to determine what was actually viable.

Member Seigler agreed, opining that this comes across as a gimmick for him right now.

While not having the actual data available tonight, Mr. Freihammer noted that building permit applications continued to increase annually as residents expand their homes.

Member Wozniak noted his difficulty in understanding the design of these attachments: whether as fact sheets or standards; and suggested that for the general public, plainer language was needed to get across their intent.

Chair Cihacek suggested a breakdown between residential and commercial properties and applications, since the decision-making could be different and involve a different process for both applications; as well as making it easier to read.

9. Possible Items for Next Meeting – May 24, 2016

- **Annual MS4 Permit Public Hearing** by Environmental Engineer Ryan Johnson
- **Follow-up on Tonight's Stormwater Discussion/Additional Information**
- **Communication items from Staff**
- **Solar Process Update**
- **Recycling RFP Status Update**
- **Right-of-Way Discussion (Seigler)**
  Member Seigler asked that staff, including Public Works Director Culver, return with something more formal, including input from the Planning Commission on how calculations are done.
- **Pathway Master Plan Update and its Conformance to other Development Plans (Cihacek)**

Staff reiterated that this would be addressed, including specific bus routes, as part of the upcoming comprehensive plan update/transportation component. Mr. Freihammer also noted that the surface water management plan would also be addressed as part of that process, with RFP's going out tomorrow for a consultant for the comprehensive plan update and involving multiple meetings with the PWETC.

- **Ordinance Updates (Mr. Freihammer)**
  Mr. Freihammer advised that two additional ordinances would be coming forward for PWETC discussion: sump pump clarifications as they related to the I and I and suggested language revisions from staff and for PWETC review; and also for private hydrants and creation of an ordinance addressing their installation and maintenance.

  Member Seigler asked staff to provide the number of new meter installations and related data.

  Chair Cihacek asked that staff provide the PWETC, as part of next month's meeting packet, the updated PWETC charge and uniform commission code information governing the PWETC for review by individual members and as a body.

10. Adjourn

Member Lenz moved, Member Thurnau seconded, adjournment of the PWETC at approximately 8:31 p.m.

Ayes: 7
Nays: 0
Motion carried.

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 24, 2016 **Item No:** 5

Item Description: Communication Items

Public Works Project updates:

- Twin Lakes Parkway
  - Extension of Twin Lakes Parkway from Prior Ave to Fairview Ave.
  - Crews have begun removing trees and existing pavement for the new road alignment.
  - Starting week of April 25, crews will begin installing watermain.
    - Fairview Avenue at Terrace Avenue will be closed April 25 & 26 for a water main connection.
- 35W & Cleveland Interchange
  - Improved intersection improvements at 35W and Cleveland Avenue.
  - Major work is ongoing on the north bound lanes.
    - Retaining wall, storm sewer, and curb and gutter have been installed on the north bound lanes
    - Week of May 23 paving northbound lanes.
    - Traffic shift beginning Week of May 31. Ramps to and from northbound 35W will be closed for 3-4 weeks to reconstruct southbound lanes.
- Capital Region – Upper Villa Reuse and Infiltration Project
    - All work on the project is completed other than sod replacement in the outfield which will occur in the fall.
    - The infiltration and reuse system is in full use.
- 2016 Sewer Lining Project
  - The contractor, Insituform, has completed 90% of the lining work and should be done by June 15.
- 2016 Pavement Management Project
  - City's annual mill and overlay project. This year approximately 7 miles of roads will be repaved
    - Work on Sherren, Shryer, Ryan, Wilder and Sharondale should be completed by next week.
- Heinel Watermain Lining Project
  - Project is scheduled to be awarded on June 13.
- Cleveland Lift Station
  - Lift station replacement project at Cleveland & Brenner.
  - Staff s working with Bolten-Menk on design. Construction late fall or early spring of 2017.
- Twin Lakes Area East Collector

- Staff will hold a public open house on May 19 to discuss street improvements to Lincoln Drive/Terrace Ave and Lincoln Drive/County Rd C2.
- Recycling RFP
  - Received 4 Request for Proposals
  - Scheduled to bring to Council July 11.
- Surface Water Management Plan Update RFP
  - Proposals due May 20.

Ramsey County Transportation Projects;

- Victoria Avenue Resurfacing, County Road B – County Rd B2
  - The mill and overlay should be completed and opened to traffic by May 20.

Minnesota Department of Transportation Projects;

- Lexington Avenue Bridge Construction
  - Lexington Avenue is scheduled to be closed beginning May 31.

Metro Transit A Line BRT Project:

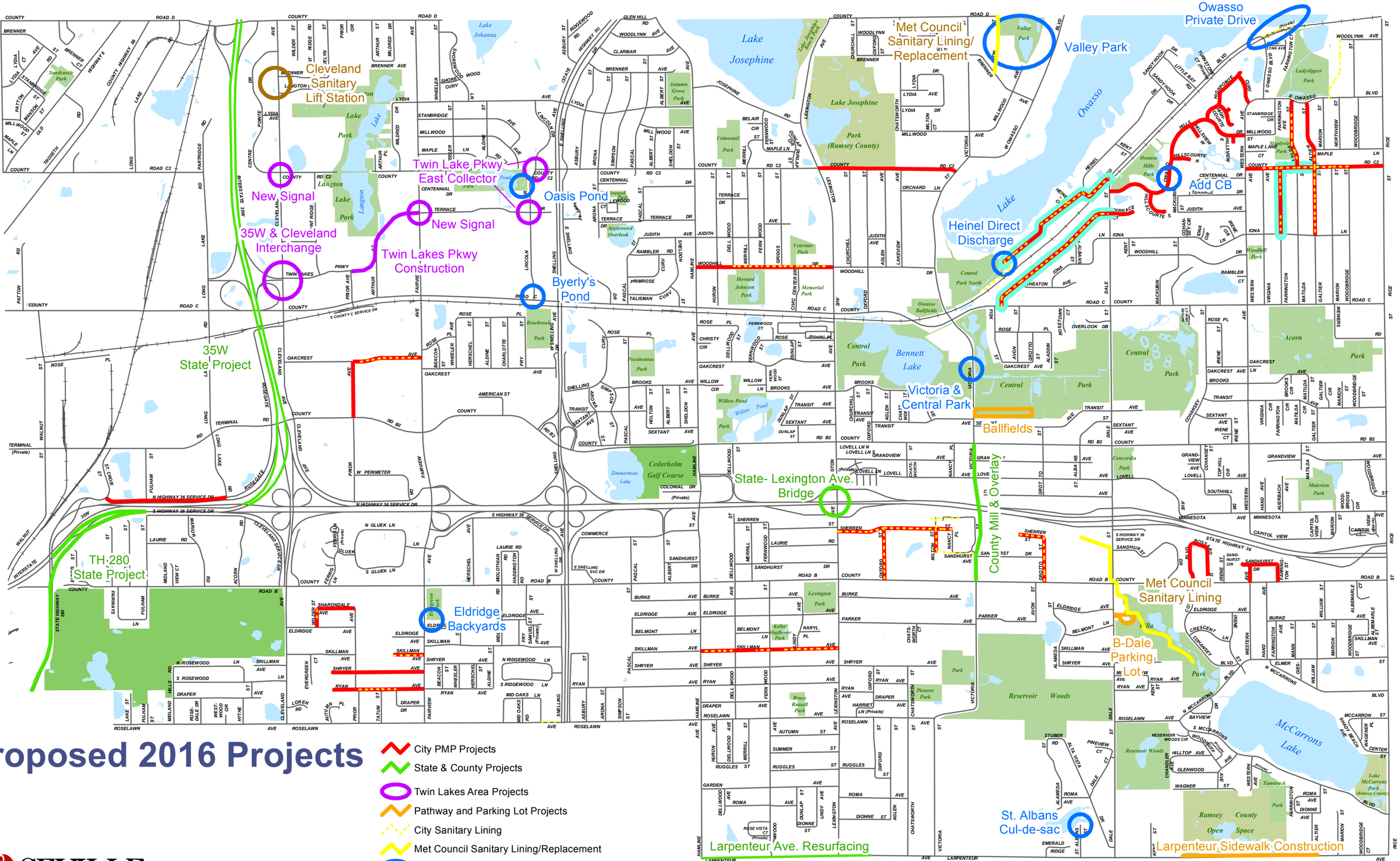
- A kick-off event for the start of BRT service has been scheduled for Saturday, June 11th.

Major Maintenance Activities:

- Public Works assisted in paving the parking lot at B-Dale Club.
- Contractor completed centerline painting.
- Delineators are up on the pathway on County B from Cleveland to Eustis.
- Water break concrete contractor has completed the Water breaks concrete curbs and panels.
- Ongoing sign work.
- Ongoing general pavement patching continues.
- Continue working on meter repairs and replacements. We are down to 39 meters needing an upgrade to the new meter and radio.
- The contractor continued working at the St. Croix storm water lift station. Asphalt has been laid and waiting in black dirt and seed for the remainder of the site.
- Collected bacteriological water samples.
- Continued with the 2016 sanitary sewer cleaning program.
- Seasonal employees have been hired and began the 2016 hydrant flushing program.
- Repaired a broken water main in the parking lot of City Hall.

Attachments:

A: 2016 Project Map



Proposed 2016 Projects

- City PMP Projects
- State & County Projects
- Twin Lakes Area Projects
- Pathway and Parking Lot Projects
- City Sanitary Lining
- Met Council Sanitary Lining/Replacement
- Storm Projects
- Watermain Projects
- Lift Station

ROSEVILLE

Prepared by:
Engineering Department
April 12, 2016

Data Sources and Contacts:
* Ramsey County GIS Base Map (4/04/16)
* 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: Proposed2016_AllProjectsLabels.mxd
map: Proposed2016_AllProjectsLabels.pdf

N

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 24, 2016 **Item No:** 6

Item Description: Tree Replacement Fund Policy

Background:
On May 9, 2016, the Planning Division discussed with the City Council some general items concerning the recently adopted Tree Preservation Ordinance. Some Council Members had an interest in broadening the allowance of tree planting on adjacent private property (to a development site in need of tree replacement) and other Council Members desired discussion regarding establishing a policy on tree replacement fund expenditures.

One of the outcomes of the policy discussion was that the Planning Division should touch base with the Parks and Recreation Commission/Tree Board and the Public Works, Environment, and Transportation Commission to receive additional comments prior to final consideration of the policy for Council adoption.

Community Development Staff will do a quick presentation on the draft policy and will facilitate a discussion with Commissioners to solicit input.

Recommended Action:
Receive presentation on the Draft Tree Replacement Fund Policy and give input to Community Development.

Attachments:
A. Draft Tree Replacement Fund Policy
B. Tree Replacement Fund Talking Points

TREE REPLACEMENT & REPLACEMENT FUND POLICY

As a component of the recently adopted Tree Preservation and Restoration in all Districts ordinance, the City is responsible for collecting funds for tree replacement when a site is no longer capable of accommodating additional trees. The fee collected is $500 per tree or up to a maximum of 10% of the fair market value of the property. As the funds are collected a separate account will be created in order to manage the funds.

The following are the policy points discussed by the City Council on May 9, 2016 concerning the tree replacement fund.

- The City Council shall establish a policy whereby tree replacement funds for a given project are identified for installation within a two year timeframe.
- The City Council shall establish a policy that creates a hierarchy of tree replacement fund installation locations, including:
  - Retention of tree fund expenditures within the general area of the subject development/redevelopment site or one quarter mile.
  - Consideration given to seeking requests from adjacent properties and/or the surrounding neighborhood to determine interest in the provision of a tree(s) for private property owner planting.
  - Expenditure of tree replacement funds on tree restoration associated with a public improvement project in the general area or one quarter mile from the subject project site.
  - Determination of tree replacement funds on public lands within the general area or one quarter mile from the subject project site.
- The City Council shall review and approval all expenditure of tree replacement fund dollars.

TREE REPLACEMENT & REPLACEMENT FUND
DISCUSSION POINTS

Discuss whether Code should be amended to allow installation of trees on adjacent properties versus just public land.

- Create additional screening
- Do not allow boulevard trees

How to best use replacement tree funds

- Utilize within a two year timeframe
- Keep expenditures within general area
- Tie them to a public improvement project
- Review and approval of expenditure of fund dollars by City Council

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 24, 2016 **Item No:** 7

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 draft 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. 2015 Annual Report
B. 2013-2018 NPDES Phase II Permit
C. Stormwater Best Management Practice Inventory
D. Stormwater Pond/Wetland Inventory

Minnesota Pollution Control Agency

You are currently logged in as:

Roseville City MS4

If this is correct, click the 'Next' button. If this information is incorrect, contact Cole Landgraf (651-757-2880, cole.landgraf@state.mn.us) or Rachel Stangl (651-757-2879, rachel.stangl@state.mn.us).

Before you begin...

A fillable Microsoft Word document with all of the questions is available at https://www.pca.state.mn.us/sites/default/files/wq-strm4-06a.doc (for personal use only, not for submittal).

The MS4 Annual Report for 2015 will automatically save your answers when you hit the 'Next' button at the bottom of each page.

If you wish to leave the MS4 Annual Report for 2015 and complete the document at another time, you may do so by hitting 'Next' at the bottom of your current page to save your progress before exiting the document. Return to the survey by following the previously used web link, and again login using your email and assigned password credentials. Once you successfully log in, your previous answers will appear.

The MPCA will email a PDF of your MS4 Annual Report for 2015 information to you in a confirmation email within three business days after you submit this form.

You may print a copy of the MS4 Annual Report for 2015 for your records at any time by pressing the 'Print' button at the bottom of the page.

Additionally, it is possible to save a PDF copy of the MS4 Annual Report for 2015 if you are working on a computer with OneNote (a program often included in Microsoft Office packages). Detailed saving instructions are available at stormwater.pca.state.mn.us/index.php/Guidance_for_saving_MS4_annual_reports.

MS4 Annual Report for 2015

Reporting period: January 1, 2015 to December 31, 2015

Due: June 30, 2016

Instructions: Complete this annual report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2015 and December 31, 2015. MPCA staff may contact you for additional information.

Fillable document available at https://www.pca.state.mn.us/sites/default/files/wq-strm4-06a.doc (for personal use only, not for submittal).

Questions: Contact Cole Landgraf at 651-757-2880 or cole.landgraf@state.mn.us or Rachel Stangl at 651-757-2879 or rachel.stangl@state.mn.us.

MS4 General Contact Information

Full name	Ryan Johnson
Title	Environmental Specialist
Mailing address	2660 Civic Center Drive
City	Roseville
State	MINNESOTA
Zip code	55113
Phone	6517927049
Email	ryan.johnson@cityofroseville.com

Preparer Contact Information (if different from the MS4 General Contact)

Full name	
Title	
Organization	
Mailing address	
City	
State	
Zip code	
Phone	

Email

MCM 1: Public Education and Outreach

The following questions refer to Part III.D.1. of the Permit.

Q2 Did you select a stormwater-related issue of high priority to be emphasized during this Permit term? [Part III.D.1.a.(1)]

- (•) Yes
- ( ) No

Q3 What is your stormwater-related issue(s)? Check all that apply.

- [ ] TMDL(s)
- [ ] Local businesses
- [ ] Residential BMPs
- [ ] Pet waste
- [ ] Yard waste
- [x] Deicing materials
- [ ] Household chemicals
- [ ] Construction activities
- [ ] Post-construction activities
- [x] Other

Describe:

IDDE

Q4 Have you distributed educational materials or equivalent outreach to the public focused on illicit discharge recognition and reporting? [Part III.D.1.a.(2)]

- (•) Yes
- ( ) No

Q5 Do you have an implementation plan as required by the Permit? [Part III.D.1.b.]

- (•) Yes
- ( ) No

Q6 How did you distribute educational materials or equivalent outreach? Check all that apply and provide circulation/audience associated with each item. [Part III.D.1.a.]

- [x] Brochure
- [x] Newsletter
- [ ] Utility bill insert
- [x] Newspaper ad
- [ ] Radio ad
- [x] Television ad
- [x] Cable access channel
- [x] Stormwater-related event
- [ ] School presentation or project

- [x] Website
- [ ] Other (1)
- [ ] Other (2)
- [ ] Other (3)

Q7 Intended audience? Check all that apply.

	Residents	Local Businesses	Developers	Students	Employees	Other
Brochure	☑	☑	☑	☑	☑	☐
Newsletter	☑	☑	☑	☑	☑	☐
Newspaper ad	☑	☑	☑	☑	☑	☐
Television ad	☑	☑	☑	☑	☑	☐
Cable access channel	☑	☑	☑	☑	☑	☐
Stormwater-related event	☑	☑	☑	☑	☑	☐
Website	☑	☑	☑	☑	☑	☐

Q8 Enter the total circulation/audience (if unknown, use best estimate):

Brochure	750
Newsletter	105600
Newspaper ad	32864
Television ad	10
Cable access channel	15
Stormwater-related event	1800
Website	1750

Provide a brief description of each activity related to public education and outreach (e.g. rain garden workshop, school presentation, public works open house) held and the date each activity was held from January 1, 2015 to December 31, 2015. [Part III.D.1.c.(4)]

Q9 Date of activity	Q10 Description of activity
Date (mm/dd/yyyy) 02/21/2015	raingarden workshop
Date (mm/dd/yyyy) 02/21/2015	Living Smarter Fair: Stormwater Presentation, Handouts at Public Works Booth/Display
Date (mm/dd/yyyy) 5/2/2015	Waterfest with RWMWD at Lake Phalen (Stormwater education)
Date (mm/dd/yyyy) 4/4/2015	Ramsey County Library Presentation

Date (mm/dd/yyyy)	4/11/2015	Ramsey County Library Presentation
Date (mm/dd/yyyy)	10/6/2015	Roseville U held at City Hall
Date (mm/dd/yyyy)		
Date (mm/dd/yyyy)		

Q11 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.]

- ○ Yes
- ◉ No

MCM 2: Public Participation/Involvement

The following questions refer to Part III.D.2.a. of the Permit.

Q12 You must provide a minimum of one opportunity each year for the public to provide input on the adequacy of your Stormwater Pollution Prevention Program (SWPPP). Did you provide this opportunity between January 1, 2015 and December 31, 2015? [Part III.D.2.a.(1)]

- ◉ Yes
- ○ No

Q13 What was the opportunity that you provided? Check all that apply.

- ☑ Public meeting
- ☐ Public event
- ☐ Other

Q14 Did you hold a stand-alone meeting or combine it with another event?

- ☐ Stand-alone
- ☑ Combined

Enter the date of the public meeting (mm/dd/yyyy):	05/24/2016
Enter the number of citizens that attended and were informed about your SWPPP:	0

Q17 Between January 1, 2015 and December 31, 2015, did you receive any input regarding your SWPPP?

- ○ Yes
- ◉ No

Q19 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your public participation/involvement program? [Part IV.B.]

- ○ Yes
- ◉ No

MCM 3: Illicit Discharge Detection and Elimination

The following questions refer to Part III.D.3. of the Permit.

Q20 As of December 31, 2015, have you enacted a regulatory mechanism which prohibits non-stormwater discharges to your MS4?

- ◉ Yes
- ○ No

Q21 Provide either a website address to the above regulatory mechanism or upload a copy. How will you provide this regulatory mechanism?

- ☑ Website address
- ☐ Upload

Q22 Website address:

http://www.cityofroseville.com/DocumentCenter/View/17416 Section 803.03

Q24 Did you identify any illicit discharges between January 1, 2015 and December 31, 2015? [Part III.D.3.h.(4)]

- ◉ Yes
- ○ No

Q25 Enter the number of illicit discharges detected:

10

Q26 How did you discover these illicit discharges? Check all that apply and enter the number of illicit discharges discovered by each category.

- ☑ Public complaint
- ☑ Staff

Q27 Enter the number discovered by the public:

3

Q28 Enter the number discovered by staff:

7

Q29 Did any of the discovered illicit discharges result in an enforcement action (this includes verbal warnings)?

- (•) Yes
- ( ) No

Q30 What type of enforcement action(s) was taken and how many of each action were issued between January 1, 2015 and December 31, 2015? Check all that apply.

- [x] Verbal warning
- [ ] Notice of violation
- [ ] Fines
- [ ] Criminal action
- [ ] Civil penalties
- [ ] Other

Enter the number of verbal warnings issued: 5

Q31 Did the enforcement action(s) taken sufficiently address the illicit discharge(s)?

- (•) Yes
- ( ) No

Q33 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.]

- (•) Yes
- ( ) No

Q34 Provide either a website address to the above ERPs or upload a copy. How will you provide these ERPs?

- [ ] Website address
- [x] Upload

Q36 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.

ref:0000000078:Q36

Q37 Did you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges) and reporting illicit discharges for further investigations? [Part III.D.3.e.]

- (•) Yes
- ( ) No

Q38 How did you train your field staff? Check all that apply.

- [ ] Email
- [x] PowerPoint
- [x] Presentation
- [x] Video
- [ ] Field Training
- [ ] Other

The following questions refer to Part III.C.1. of the Permit.

Q39 Did you update your storm sewer system map between January 1, 2015 and December 31, 2015? [Part III.C.1.]

- (•) Yes
- ( ) No

Q40 Does your storm sewer map include all pipes 12 inches or greater in diameter and the direction of stormwater flow in those pipes? [Part III.C.1.a.]

- (•) Yes
- ( ) No

Q41 Does your storm sewer map include outfalls, including a unique identification (ID) number and an associated geographic coordinate? [Part III.C.1.b.]

- (•) Yes
- ( ) No

Q42 Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.]

- (•) Yes
- ( ) No

Q43 Does your storm sewer map include all receiving waters? [Part III.C.1.d.]

- (•) Yes
- ( ) No

Q44 In what format is your storm sewer map available?

- ( ) Hardcopy only
- (•) GIS
- ( ) CAD
- ( ) Other

Q45 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program? [Part IV.B.]

- ( ) Yes
- (•) No

MCM 4: Construction Site Stormwater Runoff Control

The following questions refer to Part III.D.4. of the Permit.

Q46 As of December 31, 2015, have you enacted a regulatory mechanism that is at least as stringent as the Agency's general permit to Discharge Stormwater Associated with Construction Activity (CSW Permit) No. MN R100001 (http://www.pca.state.mn.us/index.php/view-document.html?gid=18984) for erosion and sediment controls and waste controls? [Part III.D.4.a.]

- (•) Yes
- ( ) No

Q47 Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.]

- (•) Yes
- ( ) No

Q48 Have you documented each site plan review as required by the Permit? [Part III.D.4.f.]

- (•) Yes
- ( ) No

Q49 Enter the number of site plan reviews conducted for sites an acre or greater of soil disturbance between January 1, 2015 and December 31, 2015:

5

Q50 What types of enforcement actions do you have available to compel compliance with your regulatory mechanism? Check all that apply and enter the number of each used from January 1, 2015 to December 31, 2015.

- [x] Verbal warnings
- [x] Notice of violation
- [x] Administrative orders
- [x] Stop-work orders
- [x] Fines
- [x] Forfeit of security of bond money
- [x] Withholding of certificate of occupancy
- [x] Criminal actions
- [x] Civil penalties
- [ ] Other

Enter the number of verbal warnings issued: 29

Enter the number of notice of violations issued: 2

Enter the number of

administrative orders issued:	0
Enter the number of stop-work orders issued:	0
Enter the number of fines issued:	0
Enter the number of forfeitures of security bond money issued:	0
Enter the number of withholdings of certificate of occupancy issued:	0
Enter the number criminal actions issued:	0
Enter the number of civil penalties issued:	0

Q51 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your construction site stormwater runoff control regulatory mechanism(s)? [Part III.B.]

- (•) Yes
- ( ) No

Q52 Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2015 and December 31, 2015:

5

Q53 Do you have written procedures for identifying priority sites? [Part III.D.4.d.(1)]

- (•) Yes
- ( ) No

Q54 How are sites prioritized? Check all that apply.

- [x] Site topography
- [x] Soil characteristics
- [x] Types of receiving water(s)
- [x] Stage of construction
- [ ] Compliance history
- [ ] Weather conditions
- [ ] Other

Q55 Do you have a checklist or other written means to document site inspections when determining compliance? [Part III.D.4.d.(4)]

- (•) Yes
- ( ) No

Q56 Enter the number of site inspections conducted for sites an acre or greater between January 1, 2015 and December 31, 2015:

58

Q57 Enter the frequency at which site inspections are conducted (e.g. daily, weekly, monthly): [Part III.D.4.d.(2)]

weekly and or after a 0.5" rainfall, which ever happens first.

Q58 Enter the number of trained inspectors that were available for construction site inspections between January 1, 2015 and December 31, 2015:

3

Q59 Provide the contact information for the inspector(s) and/or organization that conducts construction stormwater inspections for your MS4. List your primary construction stormwater contact first if you have multiple inspectors.

(1) Inspector name	Dana Stevens
Organization	City of Roseville
Phone (Office)	6517927047
Phone (Work Cell)	
Email	dana.stevens@cityofroseville.com
Preferred contact method	email
(2) Inspector name	Dan Turner
Organization	City of Roseville
Phone (Office)	6517927045
Phone (Work Cell)	
Email	dan.turner@cityofroseville.com
Preferred contact method	email
(3) Inspector name	Vance Campbell
Organization	City of Roseville
Phone (Office)	6517927046
Phone (Work Cell)	
Email	vance.campbell@cityofroseville.com
Preferred contact method	email

Q60 What training did inspectors receive? Check all that apply.

- [x] University of Minnesota Erosion and Stormwater Management Certification Program
- [ ] Qualified Compliance Inspector of Stormwater (QCIS)
- [ ] Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or

- [ ] Supervisor

- [ ] Minnesota Utility Contractors Association Erosion Control Training
- [ ] Certified Professional in Erosion and Sediment Control (CPESC)
- [ ] Certified Professional in Stormwater Quality (CPSWQ)
- [ ] Certified Erosion, Sediment and Storm Water Inspector (CESSWI)
- [ ] Other

Q61 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.]

- ( ) Yes
- (•) No

MCM 5: Post-Construction Stormwater Management

The following questions refer to Part III.D.5. of the Permit.

Q62 As of December 31, 2015, have you enacted a regulatory mechanism to incorporate all requirements as specified in Part III.D.5.a. of the Permit?

- (•) Yes
- ( ) No

Q63 What approach are you using to meet the performance standard for Volume, Total Suspended Solids (TSS), and Total Phosphorus (TP) as required by the Permit? [Part III.D.5.a.(2)]
Check all that apply.

Refer to the link http://www.pca.state.mn.us/index.php/view-document.html?gid=17815 for guidance on stormwater management approaches.

- [x] Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surfaces on-site
- [ ] Retain the post-construction runoff volume on site for the 95th percentile storm
- [x] Match the pre-development runoff conditions
- [ ] Adopt the Minimal Impact Design Standards (MIDS)
- [ ] An approach has not been selected
- [ ] Other method (Must be technically defensible--e.g. based on modeling, research and acceptable engineering practices)

Q64 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your post-construction stormwater management regulatory mechanism(s)? [Part III.B.]

- (•) Yes
- ( ) No

Q65 Between January 1, 2015 and December 31, 2015, did you modify your BMPs,

measurable goals, or future plans for your post-construction stormwater management program? [Part IV.B.]

- ○ Yes
- ◉ No

MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations

The following questions refer to Part III.D.6. of the Permit.

Q66 Enter the total number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds within your MS4 (exclude privately owned).

Structural stormwater BMPs	210
Outfalls	184
Ponds	133

Q67 Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2015 to December 31, 2015 within your MS4 (exclude privately owned). [Part III.D.6.e.]

Structural stormwater BMPs	63
Outfalls	40
Ponds	25

Q68 Have you developed an alternative inspection frequency for any structural stormwater BMPs, as allowed in Part III.D.6.e.(1) of the Permit?

- ○ Yes
- ◉ No

Q69 Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)]

- ◉ Yes
- ○ No

Q70 Briefly describe the maintenance that was conducted:

Cleaning of sediment from inlets, basins, sumps, hydrodynamic seperators, etc. Raingardens were remulched and additional plants were added as needed.

Q71 Do you own or operate any stockpiles, and/or storage and material handling areas? [Part III.D.6.e.(3)]

- ◉ Yes
- ○ No

Q72 Did you inspect all stockpiles and storage and material handling areas quarterly? [Part III.D.6.e.(3)]

- (•) Yes
- ( ) No

Q73 Based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas?

- (•) Yes
- ( ) No

Q74 Briefly describe the maintenance that was conducted:

street and parking lot sweeping, sump cleanouts, perimeter control

Q75 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your pollution prevention/good housekeeping for municipal operations program? [Part IV.B.]

- ( ) Yes
- (•) No

Discharges to Impaired Waters with a USEPA-Approved TMDL that Includes an Applicable WLA

You must complete the **TMDL Annual Report Form**, available at: http://stormwater.pca.state.mn.us/index.php/Upload_page_with_TMDL_forms. Attach your completed TMDL Annual report form to this Annual Report as instructed below. [Part III.E.]

Q77 Click the "up arrow" icon below to upload your TMDL Annual report form. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.

ref:0000000078:Q77

Partnerships

Q84 Did you rely on any other regulated MS4s to satisfy one or more Permit requirements?

- ( ) Yes
- ( ) No

Additional Information

If you would like to provide any additional files to accompany your annual report, use the space below to upload those files. For each space, you may attach one

file. You may provide additional explanation and/or information in an email with the subject *YourMS4NameHere_2015AR* to ms4permitprogram.pca@state.mn.us.

Q86 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.

Q87 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.

Q88 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.

Q89 Optional, describe the file(s) uploaded:

Owner or Operator Certification

The person with overall administrative responsibility for SWPPP implementation and Permit compliance must certify this MS4 Annual Report. This person must be duly authorized and should be either a principal executive (i.e., Director of Public Works, City Administrator) or ranking elected official (i.e., Mayor, Township Supervisor).

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. R. 7001.0070). I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (Minn. R.

7001.0540).

☐ Yes

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that information can be used for the purpose of processing my MS4 Annual Report.

Name: _____

Title: _____

Date: (mm/dd/yyyy) _____

When you are ready to submit, you must click the 'Submit' button at the bottom of this page.

Provide the email(s) of the individual(s) you would like to receive the MS4 Annual Report for 2015 submittal confirmation email from the MPCA. After you click the Submit button below, please allow up to three business days to receive this email.

Email (1) _____

Email (2) _____

Email (3) _____

Print or save a copy of your completed MS4 Annual Report for 2015 for your records. The MPCA will email a PDF of your MS4 Annual Report for 2015 information in a confirmation email within three business days after you submit this form to the email(s) you provided above.

You may print a copy of the MS4 Annual Report for 2015 for your records by pressing the 'Print' button at the bottom of the page.

Additionally, it is possible to save a PDF copy of the MS4 Annual Report for 2015 if you are working on a computer with OneNote (a program often included in Microsoft Office packages). Detailed saving instructions are available at stormwater.pca.state.mn.us/index.php/Guidance_for_saving_MS4_annual_reports.

If you have any questions, contact MPCA staff Cole Landgraf (cole.landgraf@state.mn.us, 651-757-2880) or Rachel Stangl (rachel.stangl@state.mn.us, 651-757-2879).

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:

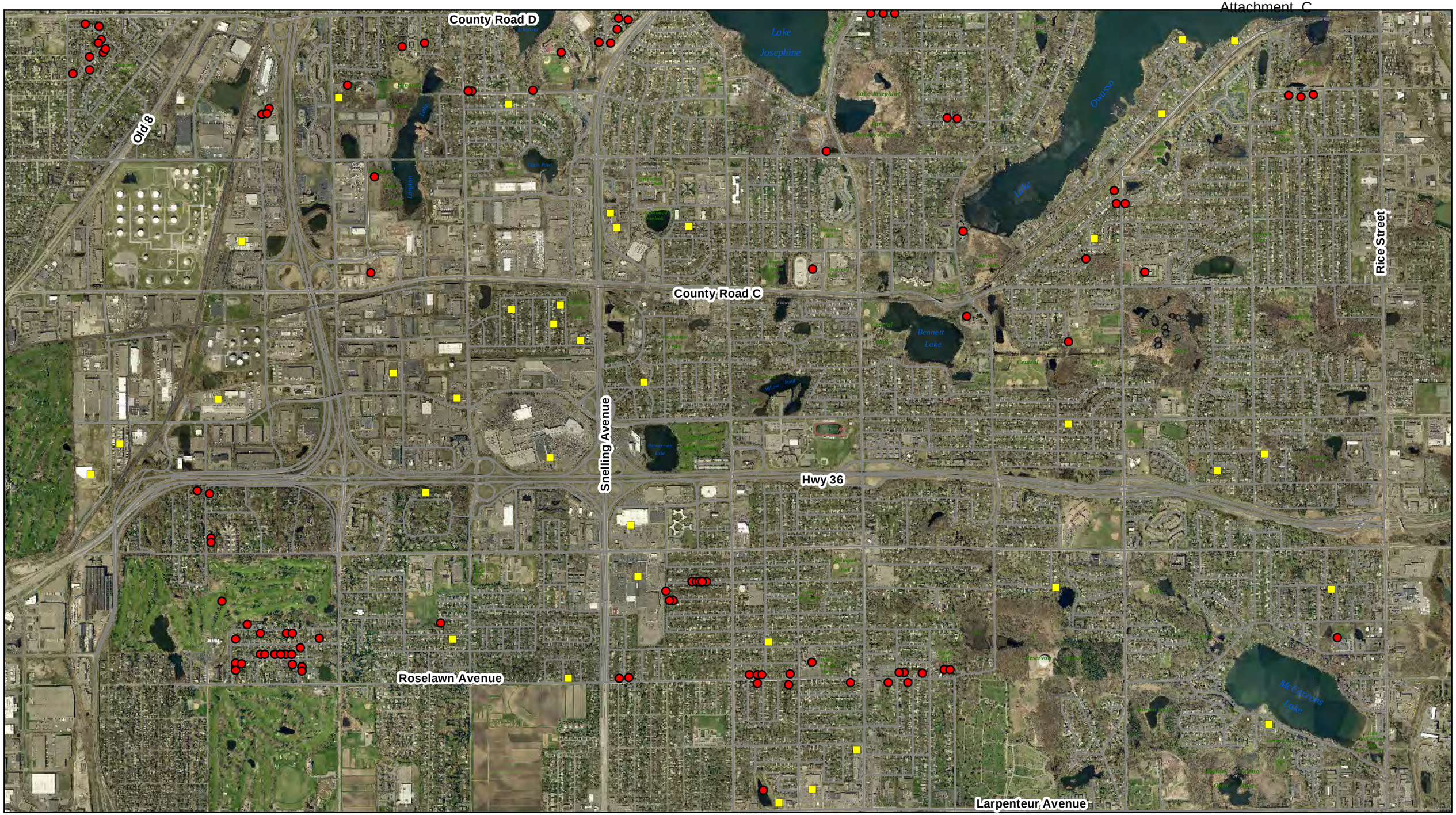
    1. A predominance of hydric soils

    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

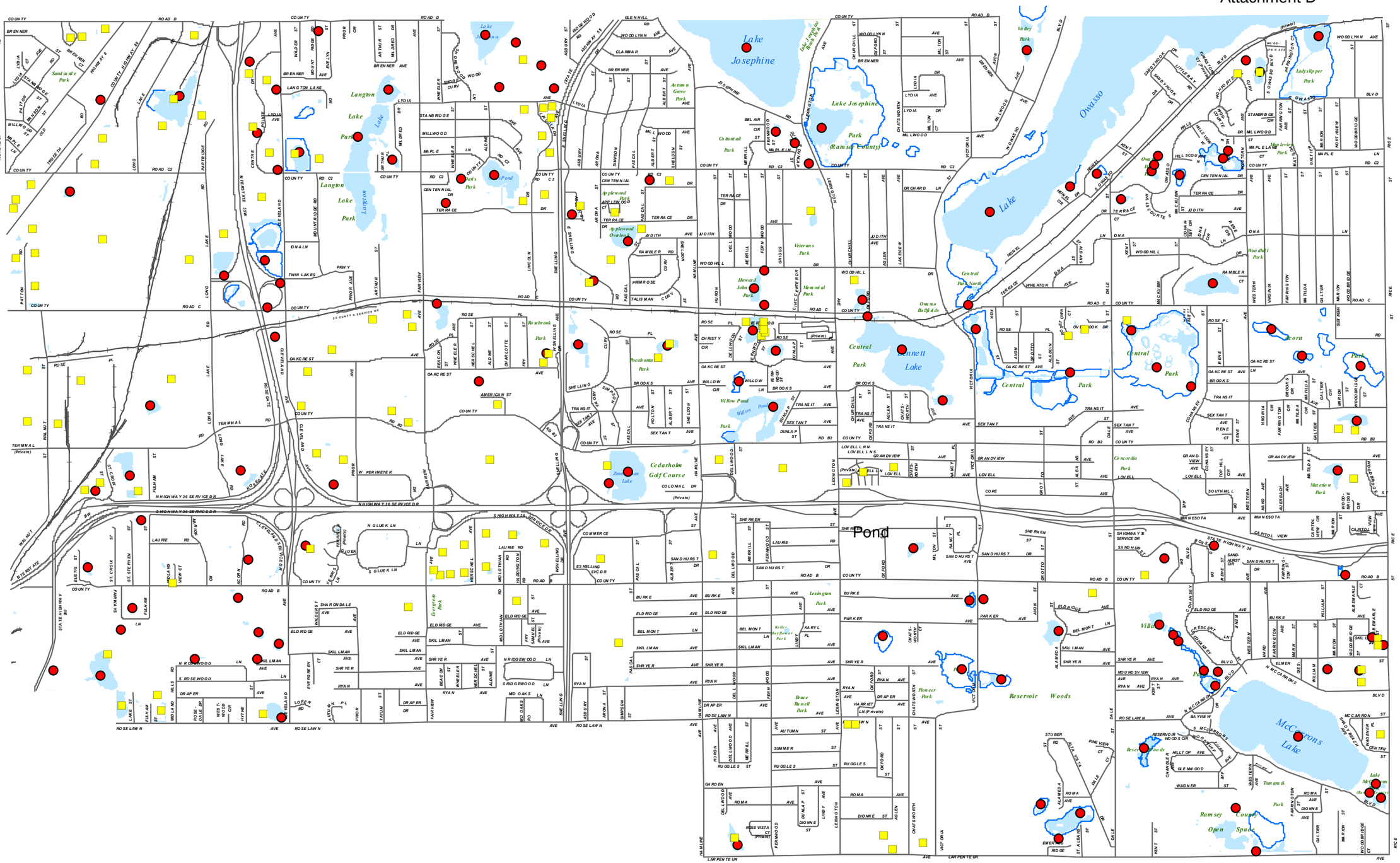
For further information regarding the contents of this map contact:
City of Roseville, Engineering Department,
2660 Civic Center Drive, Roseville MN

0 500 1000 1500 2000 Feet

N

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

Attachment D



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

0 500 1000 1500 2000 Feet

mapdoc: PondInventory.mxd
map: PondInventory.pdf

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Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 24, 2016 **Item No:** 8

Item Description: City Council Joint Meeting Discussion Items

Background:
The PWETC is scheduled for its annual joint meeting with the City Council on June 20, 2016. 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 20, 2016 Council packet. Attached is the 2015 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. 2015 Council Action
B. 2015-2016 PWETC Meeting Topic Review

REQUEST FOR COUNCIL ACTION

Date: June 22, 2015
Item No.:

Department Approval

City Manager Approval

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:

- Introduced solar power discussions
- Recommended termination of leaf pickup program
- Annual MS4 Stormwater meeting
- Review of Pavement Management Program status and issues
- Review of Snelling Ave BRT project
- Discussion of recommended code changes for sump pump inspections

Work Plan items for the upcoming year:

- Railroad transportation issues
- Pathway and sidewalk additional review around schools
- Continued review and discussion of delamination pavement distress and suspension of seal coat program
- Continued solar power discussions
- Sanitary and water services
- Communication plan, outreach and education discussing options in lieu of the leaf pickup program
- Evaluation of risk management based on weather related incidents

Questions or Concerns for the City Council:

- Pathway Master Plan implementation
- Role of PWETC for equipment replacement
- Transportation disparity: access to transit and expanding/optimizing options within Roseville
- Insurance options for sanitary and/or water service lines for homeowners
- Neighborhood Organized Trash Collection Guide

Prepared by: Marc Culver, Public Works Director
Attachments: A: Proposed Neighborhood Organized Trash Collection Guide

Roseville Public Works, Environment and Transportation Commission

2016 Review

Below is a list of topics discussed at the PWET Commission Meetings from June 2015-May 2016.

2015

June:
Community Solar Update
Update on Resource Recovery Facility
Review of Joint Meeting with City Council

July:
City Campus Solar Panel Installation Proposal Review
Living Streets and Recycling Workshop

August:
Leaf Disposal Outreach and Education Discussion

September:
Snelling Ave (A Line) BRT Project Update
Sanitary Sewer System Review and Discussion of Sanitary Services

October:
2016 Utility Rate Proposal
Water Service Presentation and Discussion

November:
Skating Center Solar Installation
Continuation of Sewer and Water Private Services Discussion

2016

January:
2016 Work Plan
Recycling RFP Discussion
Skating Center Solar Project Update

February:
Private Sewer Services Lining Options
Roseville Recycling RFP Presentation (Continued from January)

March:
South Owasso Private Drive Storm Sewer Improvements
Public Works Commission Tour: Upper Villa Stormwater System, Water Booster Station, St Croix Lift Station, Corpus Christi Stormwater Basin

April:
Metro Transit Presentation
ADA Transition Plan
MS4 Updates

May:
Tree Credit Program
MS4 Annual Meeting
City Council Joint Meeting Agenda
Public Works City Code Updates

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 24, 2016 **Item No:** 9

Item Description: Ordinance updates for Sump Pumps and Private Hydrants

Background:
City staff has been working on Ordinance updates to address issues with sump pump installations and the maintenance of private hydrants.

The purpose of updating the sump pump ordinances is to provide guidance on how to properly install sump pumps in new and existing structures so they operate correctly and don't cause any nuisances to neighbors or are connected illegally to the City's sanitary sewer system.

The purpose of updating the private hydrant ordinances is to set up a system by which private hydrants are inspected and maintained in order to provide working hydrants in need of an emergency. This program would require property owners with private hydrants to submit annual inspection records to the City or have the City inspect the private hydrants for a fee.

Recommended Action:
Receive a presentation on the Ordinance updates and offer feedback.

Attachments:
A: Proposed Ordinance Updates

TITLE 8
PUBLIC WORKS

conserving and water regulating devices as approved by the Public Works Director. (Ord. 388, 4-22-1963)

801.19 : RESTRICTIONS AGAINST SPRINKLING AND OTHER LIMITATIONS:

All water customers and consumers shall be governed by the applicable regulations promulgated by the Board of Water Commissioners of the City of Saint Paul as to limitations in the time and manner of using water and such other applicable regulations promulgated by the City Council affecting the preservation, regulation and protection of the water supply. (Ord. 388, 4-22-1963)

801.20 : LIABILITY FOR DEFICIENCY OR SHUTOFFS:

The City shall not be liable for any deficiency or failure in the supply of water to consumers, whether occasioned by shutting the water off for the purpose of making repairs or connections or from any other cause whatever. In case of fire, or alarm of fire, or in making repairs or construction of new works, water may be shut off at any time and kept shut off as long as necessary. (Ord. 388, 4-22-1963)

801.21 : WILLFUL DAMAGE TO SYSTEM:

No person shall remove or damage any structure, appurtenance or property of the water system, fill or partially fill any excavation or raise or open any gate constructed or maintained for the water system. (Ord. 388, 4-22-1963)

801.22 : DISCONTINUANCE FOR VIOLATIONS:

Water service may be shut off at any stop box connection whenever:

A. Violation: The owner or occupant of the premises serviced or any person working on any pipes or equipment which are connected with the water system, has violated or threatens to violate any of the provisions of this Chapter.
B. Nonpayment of Charges: Any charge for water, service, meter or any other financial obligation imposed on the present or former owner or occupant of the premises served is unpaid.
C. Fraud or Misrepresentation: Fraud or misrepresentation by the owner or occupant of the premises served in connection with an application for service. (Ord. 388, 4-22-1963)

801.23 : ABANDONED SERVICES:

A. Abandoned Service Installations: All service installations that have been abandoned or have not been used for three years shall be disconnected at the main by the City and all pipe and appurtenances removed shall be the property of the City. Any expense of the City shall be charged to the property.
B. New Building/Increased Service: When new buildings are erected on the site of old ones and it is desired to increase or change the old water service, no connections with the mains shall be made until all the old service shall have been removed and the main plugged by the City. Any expense of the City shall be charged to the property. (Ord. 394, 3-27-1963)

801.24 : FIRE HYDRANTS:

All publicly owned hydrants shall remain visible and accessible from the roadway for maintenance and emergency use. All sides, including top, shall have a minimum three foot clear zone. No person other than authorized City employees shall operate fire hydrants or interfere in any way with the water system without first obtaining a permit to do so from the Public Works Director as follows:

A. Permit: Permit to use a fire hydrant shall be issued for each individual job or contract and for a minimum of 30 days and for such additional30 day periods as the Public Works Director shall determine. The permit shall state the location of the hydrant and shall be for the use of that hydrant and none other. (Ord. 409, 12-23-1963; 1995 Code)
B. Deposit: The user shall make an advance cash deposit set by City Council resolution to guarantee payment for water used and to cover breakage and damage to hydrant, which shall be refunded upon expiration of the permit, less applicable charges for use. (Ord. 733, 8-12-1974; 1995 Code)
C. Rental Charge: The user shall pay a rental charge set by City Council resolution. (Ord. 936, 12-19-1983; 1995 Code)
D. Hydrant Rentals: There shall be a rental fee for fire hydrants, set by City Council resolution, payable by each owner (including the City) upon whose property such hydrant is situated. (Ord. 394, 5-27-1963; 1995 Code)
E. Temporary Connection to Fire Hydrants: An owner of a private water system may make a temporary aboveground connection to a fire hydrant, subject to the time periods, conditions and payment as specified in subsection C of this Section. In addition, the method of connection to the private system shall conform to all existing requirements of the City Code and the type of meter used shall meet the approval of the Public Works Director. (Ord. 523, 1-9-1967; 1995 Code)

801.25 : PRIVATELY OWNED HYDRANTS:

Section 508 of the state fire code requires inspection, testing and maintenance of fire protection water supplies which include water lines and fire hydrant systems.

Fire hydrant systems shall be subject to periodic tests, maintained in an operative condition at all times and shall be repaired where defective. Additions, repairs, alterations and servicing shall comply with approved standards. Section 101 of the state fire code authorizes the city to adopt rules to implement the fire code.

It is in the public interest that private hydrants be inspected and tested by qualified personnel and repaired and maintained in good working order to protect life and property.

At least once a year, the City, City's agent or a company licensed in the state of Minnesota will complete fire protection inspections that shall inspect all fire hydrants directly or indirectly connected to the municipal water system. This inspection shall include testing of the operation and flow of the hydrants.

If the property owner elects to have the City complete the inspection a hydrant inspection fee shall be charged for each hydrant inspected by the city or city's agent and the fee shall be billed once annually to the owner of the private hydrant as part of the water bill. The city council shall have the authority to prescribe by resolution the rates to be charged for hydrant inspection to the customer from time to time and may prescribe the date of billing, a discount for payment within a prescribed period and/or penalty for failure to pay within such period.

In the event the inspection indicates that repairs are required, the city shall notify the owner of the hydrant or water line, with a copy to the fire department, setting forth the repairs

required. If repairs are not made within the time period set forth by the utility department in the notification, the necessary repairs shall be made by the city and the cost billed to the owner. Bills that remain unpaid may be certified for collection with taxes similar to other unpaid water utility charges.

The property owner may sign a waiver and petition the city for the repairs. The city will contract for the repairs and assess the property in accordance with the city's assessment policy.

If the property owner elects to hire their own inspection company that is licensed in the state of Minnesota, They will be requires to submit the annual inspection form to the Utility Department. This inspection form will be required to contain a list of information that will be provided to the property owner.

Commented [LS1]: Added language

801.26 : CONNECTIONS BEYOND CITY BOUNDARIES:

Where water mains of the City are in any street or alley adjacent to or outside the corporate limits of the City, the City Council may issue permits to the owners or occupants of properties adjacent or accessible to such water mains to make proper water service pipe connections with such water mains of the City and to be supplied with water in conformity with the applicable provisions of this Chapter and subject to the contract between the City and the City of Saint Paul for supply of water. (Ord. 388, 4-22-1963)

801.27 : PRIVATE WATER SUPPLIES:

A. Connection to Water System Prohibited: No water pipe of the water system shall be connected with any pump, well, tank or piping that is connected with any other source of water supply. (Ord. 388, 4-22-1963)

B. Continued Use after Connection to System: Private wells may be maintained and continued in use after connection is made to the water system, provided there is no means of cross-connection between the private well and Municipal supply at any time. Hose bibbs that will enable the cross-connection of the two systems are prohibited on internal piping of the well supply system. The threads on the boiler drain of the well volume tank shall be removed or the boiler drain bibb replaced with a sink faucet. Where both private and City systems are in use, outside hose bibbs shall not be installed on both systems.

C. New Construction:

1. Water Main Available: All new homes or buildings shall connect to the Municipal water

connection for the main, including interest at a rate equal to the interest rate of the original assessment from the date of the original assessment and continuing for a period of 20 years or the amount of years the assessment was payable, whichever is less. Interest may be waived or decreased when it is determined by the Public Works Director that the improvement was not subject to utilization until a later date. Said assessable cost is to be determined by the Public Works Director upon the same basis as any assessment previously levied against other property for the main. If no such assessment has been levied, the assessable cost will be determined upon the basis of the uniform charge which may have been or which shall be charged for similar connection with said main, determined on the basis of the total assessable cost of said main, allocated on a frontage basis, acreage basis or both. (Ord. 745, 12-30-74)

D. Licenses Required: Permits shall be issued only to such persons who are duly licensed by the City to engage in the business of plumbing who have filed with the City the insurance certificates required under subsection F of this Section; provided, however, that permit may be issued to any person who is duly licensed by the City as a sewer contractor and who has filed with the City the insurance certificates required under subsection F for building and repairing that portion of the house or building sewer extending from the property line to the main sewer or other outlet. (Ord. 234, 8-6-57; amd. 1995 Code)
E. License Fees: The annual license fee shall be as set by City Council resolution.
F. Insurance:
   1. Before any required permit is issued, the licensee applying for the permit shall file with the City Manager a certificate of insurance covering the licensee for the period covered by the license in the minimum liability amount of six hundred thousand dollars ($600,000.00).
   2. The certificate shall state that the policies covering the licensee shall not be canceled without ten days' written notice to the City. (Ord. 531, 3-20-67; amd. 1995 Code)

802.5 : REVOCATION OF CONTRACTOR LICENSE:

A. Violation: The City Council shall have power to revoke any license upon satisfactory proof that the holder of said license has willfully violated any of the provisions of this Chapter.
B. Reinstatement: A revoked license shall not be reinstated in any manner for a period of six months.
C. Claim by City: The failure to pay, within sixty (60) days, any legitimate claim the City may have against a contractor shall constitute cause for revocation of license. (Ord. 233, 7-23-57; amd. 1995 Code)

802.6 : CONSTRUCTION REQUIREMENTS:

A. Materials: All pipes shall be constructed of materials approved by the Public Works Director.
B. Joints and Connections: All joints and connections shall be constructed of materials approved by the Public Works Director.
C. Grades:
   1. Unless otherwise, all house sewers shall have a grade of not less than one-eighth inch per foot. A grade of one-quarter inch per foot should be used wherever practical. The contractor shall check grades before construction proceeds. Wherever possible, the connecting sewer shall join the building at an elevation which is below the basement floor of such building. (Ord. 219, 9-4-56)

2. In the event that a sewer service exists from the main sewer to a point outside of the street, the contractor shall excavate and expose the upper end of the service pipe. The elevation of the pipe leaving the structure shall be determined, and the difference between the two pipes shall be sufficient so that a minimum grade of one-eighth inch per foot is maintained. (1990 Code)

D. Alignment: No connecting sewer shall contain bends or a combination of bends which at any point shall be greater than 45 degrees, and no more than two bends, regardless of angle, shall be permitted in any single house connection except where manholes or, in case of slab home, cleanouts are constructed at such points and in manner as directed by the Public Works Director. No connecting sewer shall be laid parallel to any bearing wall or footing unless further distant than three feet from any such bearing wall or footing. No connecting sewer shall be laid within 20 feet of any existing well. (Ord. 234, 8-6-57)

E. Trenching and Backfilling:

1. All excavations shall be open trench work unless otherwise authorized by the City Engineer. The foundation in the trench shall be formed to prevent any subsequent settlement of the pipes. If the foundation is good and firm earth, the earth shall be pared or molded to give a full support to the lower third of each pipe. Bell holes shall be dug to provide ample space for pouring of joints. Care must be exercised in backfilling below the center line of the pipe in order to give it proper support.

2. Backfilling shall be placed in layers and solidly tamped or packed up to two feet above the pipe. Backfilling shall not be done until the section to be backfilled has been inspected and approved by the Public Works Director.

F. Use of Existing Sewer Services: Existing sewer services or portions of such sewers may be approved for use by the Public Works Director. The Public Works Director may request that the old sewer be excavated for the purpose of facilitating inspection. No cesspool or septic tank shall be connected to any portion of a house sewer that is also laid across or over any existing cesspool or septic tank, the existing cesspool or septic tank shall first be pumped clean and filled with earth to the surrounding ground level. Where a sewer is laid across or over any existing cesspool or septic tank, only material approved by the Public Works Director shall be used for that portion of the connecting sewer which is laid across or over the existing cesspool or septic tank.

G. Connections at "Y" Only: Every connecting sewer shall be connected to the Municipal sewer system at the "Y" designated for the property served by the connection, except where otherwise expressly authorized by the Public Works Director. Where expressly authorized by the Public Works Director, all connections made at points other than the designated "Y" shall be made only under the direct supervision of the Public Works Director in such manner as the Public Works Director may direct.

H. Sump pumps:

1. All new and existing structures with sumps for which a building permit is issued shall be plumbed to the outside of the dwelling and inspected by City personnel before a certificate of occupancy is issued. A sump pump discharge system shall not be connected directly or indirectly to the City's sanitary sewer system. A sump pump shall have a permanently installed discharge line, which provides for year-round discharge to the outside of a building or structure. The discharge line shall be terminated on private property and not in public right of way unless approved by the Public Works Director. The discharge line shall not discharge water in locations that would cause negative impacts to adjacent property owners or the public. It shall consist of a rigid discharge line inside the dwelling or building, with glued fittings that do not contain unions for other than pump service, bypass valves or apparatus inside the dwelling or building that allow for altering the path of

Commented [LS2]: Added Language

discharge.

Commented [LS3]: Added Language

I. Tunneling: Tunneling for distances of not more than six feet is permissible in yards, courts or driveways of any building site. When pipes are driven, the drive pipe shall be at least one size larger than the pipe to be laid.

J. Independent Systems Required:

1. The drainage and plumbing system of each new building and of new work installed in an existing building shall be separate from and independent of that of any other building except where provided in this subsection and every building shall have an independent connection with a public sewer when such is available. (Ord. 219, 9-4-56; amd. 1995 Code)

2. A separate connection shall be required for each dwelling unit constructed on or after September 19, 1979, in R-1, R-2, R-4, R-5 and R-6 Districts as defined in Title 10 of this Code. A separate connection shall not be required for apartment-type buildings as determined by the Public Works Director. (Ord. 855, 9-10-79; amd. 1995 Code)

K. Exception to Independent Sewer System Requirement: Under the following limited circumstances, the requirement for an independent sewer system provided in subsection I of this Section need not be met:

1. Where one building stands to the rear of another building on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard or driveway, the building drain from the front building may be extended to the rear building and the whole will be considered as one building drain. Where such a building drain is extended, a cleanout shall be provided immediately inside the rear wall of the front building.

2. A new structure on one parcel may be permitted to connect to an existing sewer line serving an adjacent parcel when the following conditions are met:

a. The alternative construction of a new sewer service to serve the parcel would create a hardship due to the necessity of crossing a railroad or roadway by method other than open cut or as determined by the Public Works Director.

b. The owners of the property will sign and record an instrument, in perpetuity, for joint use and maintenance of the shared service, which instrument specifically holds the City harmless and releases the City from any and all claims relating to the shared service. A copy of said instrument will be filed with the City for approval by the City Attorney.

c. The Public Works Director determines that the shared sewer has adequate capacity for anticipated flows.

d. A cleanout is provided at the junction point of the two (2) services. (Ord. 926, 5-22-83; amd. 1995 Code)

L. Repair of Public Right of Way: No connection to the City sanitary sewer system shall be finally approved until all streets, pavements, curbs and boulevards or other public improvements have been restored to their former condition to the satisfaction of the Public Works Director. (219, 9-4-56; amd. 1995 Code)

M. Costs and Maintenance:

1. Installation and Connection: All costs and expenses incidental to the installation and connection to the Municipal sewer system shall be borne by the owner and the owner shall indemnify the City for any loss or damage that may, directly or indirectly, be occasioned by the installation of the sewer connection, including restoring streets and street surface.

2. Maintenance: It shall be the responsibility of the owner or occupant to maintain the sewer service from the main sewer into the house or building. (Ord. 532, 3-20-67)

802.7 : USE OF CERTAIN BUILDINGS RESTRICTED:

No person shall use any building or allow any other person to use any building which is not connected to the Municipal sanitary sewer system as required by Section 802.03 of the City

Code. (Ord. 414, 4-6-64)

802.8 : PROHIBITED DISCHARGES:

All discharge into the City's sanitary sewer system shall be in conformance with the Waste Discharge Rules adopted by the Metropolitan Council Environmental Services (1995 Code). Prohibited discharges include, but are not limited to, any unpolluted water, such as noncontact cooling water, rain water, storm water, groundwater, or water collected from foundation drains or sumps, or roof drainage; water insoluble oils, including but not limited to, fuel oil, nonbiodegradable cutting oil, lubricating oil, hydraulic oil, mineral oil and motor oil.

A. Waiver.

The Director of Public Works shall have the power and duty of hearing and deciding requests for waivers from the applicability of the provisions of this Section where strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration or cause a safety problem. This may also include cases where it would not be practical or feasible to correct an otherwise prohibited discharge in the City's sewerage system.

Application for waivers pursuant to this Section shall be addressed in writing to the Director of Public Works. The applications shall at a minimum identify the subject property, the name of the property owner/applicant, and describe in detail what characteristics of the subject property create an undue hardship. Within a reasonable time the Director of Public Works shall make a decision on the matter and send a copy of such decision to the applicant by regular mail. Upon approval of an application for a waiver, a property owner shall be allowed to discharge directly into the sewerage system for a limited time specified in the written decision and in accordance with other terms and conditions specified. If a temporary waiver is granted, the property owner shall pay a fee in an amount duly adopted by City Council and set forth in the City's Fee Schedule.

The public works director may set conditions to the temporary waiver. The public works director may terminate the temporary waiver upon a failure to comply with any conditions imposed on the temporary waiver. The public works director must give a five-day written notice of the termination to the property owner and occupant setting forth the reasons for the termination. After expiration or termination of a temporary waiver, the property owner shall comply with the provisions of this section.

B. Surcharge.

A monthly surcharge in an amount duly adopted by City Council and set forth in the City's Fee Schedule shall be assessed against property owners who are found not in compliance with this section. The surcharge shall be added every month until the property is verified to be in compliance through the city's inspection program. The surcharge shall be added every month thereafter for properties until the property owner submits proof to the Director of Public Works that the property is brought into full compliance. If the surcharge is not paid, the City reserves the right to assess the property owner the unpaid balance pursuant to Minnesota Statute Section 429.101, as amended.

Commented [LS4]: Added Language

802.9 : TAMPERING PROHIBITED:

No person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the Municipal sewer system. (Ord. 218, 9-4-56)

802.10 : CERTAIN CONNECTIONS PROHIBITED:

No building located on property lying outside the limits of the City shall be connected to the Municipal sanitary sewer system unless authorization is obtained from the City Council. (Ord. 218, 9-4-56; amd. 1995 Code)

802.11 : ENTRY UPON PRIVATE PROPERTY:

A. The Public Works Director and other duly authorized employees of the City, bearing proper credentials and identification, shall at reasonable times be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling and testing in connection with the operation of the Municipal sanitary sewer system. (Ord. 218, 9-4-56; amd. 1995 Code)

B. Every person, owner, lessee or occupant of any parcel of land, building or premises that discharges into the City's sanitary sewer system shall allow an employee of the city or a designated representative of the City to inspect the building or premises for which the City possesses evidence of discontinuation of compliance with the requirements of Section 802.06 of this Chapter.

C. In lieu of the City inspection, the owner, lessee or occupant may furnish a certificate from a City registered State licensed plumber certifying that the building or premises are in compliance with the requirements of 802.06 of this Chapter.

D. Surcharges for buildings or premises that do not comply with this section will be determined by the City Council and listed in the Fee Schedule.

802.12 : RATES AND CHARGES:

A. Charges for Use: A charge is hereby imposed upon every person whose premises are served, either directly or indirectly, by the sanitary sewer system within the City, for the use of the facilities of said sewer system and for connection to the system. Such charges shall be in an amount set by the Council and shall be kept on file in the City Manager's office in the form of a rate schedule. (Ord. 592, 2-17-69; amd. 1990 Code)

B. Supplemental Charges for Industrial Sewage Wastes: In respect to property which shall be

Roseville Public Works, Environment and Transportation Commission

Agenda Item

Date: May 24, 2016 **Item No:** 10

Item Description: Look Ahead Agenda Items/ Next Meeting June 28, 2016

Suggested Items:

- Review of Joint City Council Meeting
- Stormwater Credit Impact Fund Update
- Recycling RFP Update/Presentation of Scores and Pricing

Recommended Action:
Set preliminary agenda items for the June 28, 2016 Public Works, Environment & Transportation Commission meeting.