

City of North Saint Paul SWPPP 2006

January 01, 2008 To December 31, 2008

This program consists of the following 7 Minimum Control Measure(s).

1. Public Education and Outreach
2. Public Participation/Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management in New Development and Redevelopment
6. Pollution Prevention/Good Housekeeping
7. Additional BMPs

1 Public Education and Outreach

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

The MS4 must implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of Storm Water discharges on water bodies and the steps that the public can take to reduce pollutants in Storm Water Runoff. The goal is to help broaden public participation in the storm water management program as the public develops an understanding of the need for the program and the individual actions they can take to protect and improve area waters.

What is Required?

An informed and knowledgeable community is crucial to the success of a stormwater management program. To satisfy this Minimum Control Measure, the MS4 must develop Best Management Practices (BMPs) to inform the public about the impacts of storm water discharges (runoff) on water bodies such as creeks, lakes, wetlands and ponds.

Best Management Practices

Program actions and activities must use educational materials and activities to inform the public. This could include brochures, fact sheets, recreational guides, volunteer education group activities, and stormwater hotlines among others.

Best Management Practices

1.a-1 Distribute Educational Materials

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

The City will publish a series of articles in the local newsletter that may be mailed to City residents and made available at City offices. The City will also continue to produce and maintain a website that will communicate water resource activities and projects at <http://www.ci.northsaintpaul.mn.us>.

BMPs have been selected to increase awareness by making positive impressions on individuals that will help to change attitudes and behaviors towards storm water issues. The desired end result is improvements in the water quality of City water resources.

Goals

1.a-1.1 Maintain City web page for water resources information.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date

Name

Description

01/01/2008

08 City web page

Web site maintained including link with EAC and watersheds. See attached city EAC web site example

File Attachment [EAC web site.bmp](#)

1.a-1.2 Update education materials, as needed, and make available at City offices.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 update	Education materials coordinated with EAC, watersheds, and cleanwatermn.

1.a-1.3 Publish 2-3 articles on storm water related information in North St. Paul newsletter.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 newsletter	Newsletter had approximately 7 articles on SWPPP education

1.b-1 Implement an Education Program

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

The City's education program consists of a wide range of activities as described in the BMP summary sheets in MCM 1 and 2, including newspaper articles, mailings, public meetings, resident participation programs and web-based information access. The City's surface water webpages have links to watershed organization websites where events and activities are posted.

The City will publish a series of articles in the City Newsletters that will be mailed to City residents and made available at City Hall. The City will publish a website to communicate to city residents. The City will maintain coordination efforts with the Ramsey Washington Metro Watershed District (RWMWD) and Valley Branch WD (VBWD) to implement educational programs and distribute materials on non-point source pollution, impacts, and needs for education.

Specific Components and Notes

This BMP involves the coordination of education program activities with BMPs 1c-1 to 1c-6.

Goals

1.b-1.1 Distribute storm water-related literature.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

Distribute storm water-related literature to developers and contractors, neighborhood groups, churches, schools, City staff and business owners.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 distribute literature	Handouts at home and garden show, parades and the above description. See attached EAC activity 1.c -2.1

1.b-1.2 Coordinate and support watershed district efforts for distribution of public education materials.

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

Coordinate and support watershed district efforts for distribution of public education materials and activities.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 coordinate with watershed & others	<p>Many activities done in '08 including waterfest (city contributed \$500), home & garden show, and hosting 2 storm water pond maintenance conf. with watershed. Support Minnesota Water-Let's keep it clean(city contributed \$1,000 and helped plan activitites)-SEE ATTACHED REPORT. SEE ALSO ATTACHED RWMWD/City education efforts report and ATTACHED RWMWD press releases and articles.</p> <p>File Attachment Updated 2008 Media Campaign .msg</p> <p>File Attachment RWMWD 2008 education report.pdf</p> <p>File Attachment RWMWD media distribution.pdf</p>

1.c-1 Education Program: Public Education and Outreach

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Required: Yes

Audiences Involved

All City residents, business owners, City Council and committees, developers, contractors, watershed organizations and others.

Educational Goals for Each Audience

Increased awareness: BMPs have been selected to increase awareness by making positive impressions on individuals that will help to change attitudes and behaviors towards storm water issues. The desired end result is improvements in the water quality of City lakes and water resources. The City will publish a series of articles in the City Newsletters that will be mailed to City residents and made available at City Hall.

Performance Measures

1. Quantity of flyers distributed.
2. Web site traffic on storm water management pages.

Goals

1.c-1.1 Distribution of educational and informational flyers (including at Kiosks at City Hall).

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 Distribute	Several flyers passed out at various events. Attached is photo of EAC display at community center home improvement show.
	File Attachment	2008 Home Improvement Fair 017.jpg

1.c-1.2 Maintain web site postings of storm water program information.

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 city web page	Web site maintained including link with EAC and watersheds. Attached example of rain garden link.
	File Attachment	City web raingarden edu.bmp

1.c-2 Education Program: Public Participation

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Audiences Involved

Residents, developers, businesses, volunteers, youth groups, local clubs, visitors to the City.

Educational Goals for Each Audience

Increased awareness: The program will make known the importance of storm water issues and how people can make an impact on a larger scale. Activities may include storm drain stenciling, picking up trash near the stenciled storm drains and by noting where maintenance is needed. Storm drain stenciling is a program that labels storm drains to notify residents that allowing pollutants into the storm sewer will have an impact on the quality of the receiving water bodies. Storm drains are often illegally used by residents to dump household chemicals. Storm drain stenciling is an educational and interactive tool to raise citizen awareness of polluted runoff flowing into water bodies, minimize the illegal dumping and involve residents in watershed pollution prevention.

The City will continue to promote the mission of the Environmental Advisory Commission (EAC) to advise the City in establishing plans, policies and procedures in matters affecting the environment. The EAC will assist in educational tasks and other environmental interests and concerns that the Council may deem appropriate.

Performance Measures

1. Number of events (and level of City support).
2. Number of events (and level of City support).

Goals

1.c-2.1 Conduct Environmental Advisory Commission Meetings.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date

01/01/2008

Name

08 EAC meetings

Description

Monthly meetings held. Minutes recorded. Summary attached

1.c-2.2 Conduct or support EAC goals (such as storm drain stenciling and other programs).

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 EAC goals	Many project goals accomplished in 2008. Examples: Recycling Kiosk at Community Center Shoreline planting/maintenance Rain garden maintenance Pumpkin Drop

1.c-3 Education Program: Illicit Discharge Detection and Elimination

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Audiences Involved

Residents, developers, businesses, volunteers, visitors to the City, City staff.

Educational Goals for Each Audience

The program will make known the importance of storm water issues and how people can make an impact on a larger scale. These means of contact for City information on this topic are featured in articles posted on the city's storm water page and in the North St. Paul newsletter. The various articles solicit storm water related questions and citizen input on the city's SWPPP, and encourages residents to report illicit discharges or other storm water related problems.

Performance Measures

1. Information posted.
2. Article published.

Goals

1.c-3.1 Post information on the City website relating to Minimum Control Measure #3.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 website	Posted phone numbers to call. Link to watershed and EAC websites

1.c-3.2 Publish at least 1 article in the North St. Paul newsletter relating to MCM #3.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Date	Name	Description			
01/01/2008	08 newsletter	Phone numbers for Public Works and Community Services listed. Article on lawn care for lakes.			

1.c-4 Education Program: Construction Site Run-off Control

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Audiences Involved

Residents, developers, businesses, volunteers, visitors to the City.

Educational Goals for Each Audience

The program will make known the importance of storm water issues and how people can make an impact on a larger scale. Information on erosion control is available on the city's website and can be accessed via links on the city's storm water pages. Links are also provided to the city's erosion control ordinance and erosion related information on the MPCA and watershed district websites. Information on erosion control may be distributed with grading permits and building permits by the City and/or watersheds.

Performance Measures

1. Article posted.
2. Article published
3. Summary of materials/information sent to developers relating to erosion control.

Goals

1.c-4.1 Post information on the City website relating to Minimum Control Measure #4.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Date	Name	Description			
01/01/2008	08 website	Good link to watershed and EAC websites containing construction site run-off control BMP's and info.			

1.c-4.2 Publish at least 1 article in the North St. Paul newsletter relating to MCM #4.

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Date	Name		Description		
01/01/2008	08 newsletter		Article on Buckthorn removal and impacts to wetlands.		

1.c-4.3 Distribute and make available standards guidance information to developers.

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

Distribute and make available standards guidance information to developers as initial contacts are made (materials may include MnDOT guide manual, MPCA guidance, watershed guidance, City Standard Details, etc.).

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Date	Name		Description		
01/01/2008	08 standards guidance		Distributed at City as part of building permit packets.		

1.c-5 Education Program: Post-Construction Stormwater Management in New

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Audiences Involved

Residents, developers, businesses, volunteers, visitors to the City.

Educational Goals for Each Audience

The program will make known the importance of storm water issues and how people can make an impact on a larger scale. The City will continue to maintain and update flyers/informational materials and the City website relating to storm water management practices for development and redevelopment projects.

Performance Measures

1. Article posted.
2. Article published
3. Summary of materials/information sent to developers relating to erosion control and post-construction practices.

Goals

1.c-5.1 Post information on the City website relating to Minimum Control Measure #5.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 website	City website links to EAC and Watershed with more detailed articles. See attached EAC website link on education materials.
	File Attachment	EAC educational material & links.bmp

1.c-5.2 Publish at least 1 article in the North St. Paul Newsletter relating to MCM #5.

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Date	Name		Description		
01/01/2008	08 newsletter		Info on rain garden education workshops and coaching seminars.		

1.c-5.3 Make available storm water treatment system standards and guidance documents to

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

Distribute and make available (City and Watershed District) storm water treatment system standards and guidance documents to developers.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Date	Name		Description		
01/01/2008	08 guidance documents		Handouts passed out at City Hall and Watershed.		

1.c-6 Education Program: Pollution Prevention/Good Housekeeping for Municipal

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Audiences Involved

Residents, developers, businesses, volunteers, visitors to the City, City staff.

Educational Goals for Each Audience

The program will make known the importance of storm water issues and how people and city staff can make an impact on a larger scale. This information will also let residents know what the City is doing on a regular basis to actively improve water quality throughout the City. Information discussing the City's Pollution Prevention/Good Housekeeping Plan for the municipal operations will be posted on the city's website and be accessible through the city's storm water management page. The City will also participate in the RWMWD Public Works Forum which includes discussion topics and information on PP methods and activities for municipality to consider in their programs.

Performance Measures

1. Article posted.
2. Article published.
3. Number of staff trained and/or training events.

Goals

1.c-6.1 Post information on the City website relating to Minimum Control Measure #6.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 website	Links to watershed and EAC

1.c-6.2 Publish at least 1 article in the North St. Paul Newsletter relating to MCM #6.

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 newsletter	Article keeping leaves out of streets and storm sewer in Sept. Newsletter

1.c-6.3 Conduct annual internal staff training event on municipal operations.

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

Conduct annual internal staff training event on municipal operations and make information available to staff.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 staff training	One morning per week have a safety/misc. meeting. Various topics including pollution prevention and good housekeeping.

1.d-1 Coordination of Education Program

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

The City will work with Ramsey County, the Ramsey-Washington-Metro Watershed District (RWMWD) and VBWD to distribute general information on non-point source pollution, water resource impacts and needs for and benefits of reduction. The City also currently has efforts ongoing with these agencies to promote and install a range of storm water practices in suitable areas. The most efficient method of coordinating these programs is by maintaining links to related programs on the various websites. Programs may include: distributing information on phosphorus fertilizer ban, driveway construction alternatives, RWMWD rain water gardens and various alternative BMPs for storm water management.

Specific Components and Notes

See also BMPs 1b-1 and 1c-1 to 1c-6.

Goals

1.d-1.1 Maintain a link to material available from various sources.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

Maintain a link to material available from various sources such as Ramsey County, MPCA, RWMWD and VBWD web pages. Annually check access and update, as needed.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 web page link	Checked and updated. See attached watershed web newsletter example. eNews-12-08fnl.pdf

1.e-1 Annual Public Meeting

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

The City will hold an annual public meeting at a Council meeting between approximately February and May of each year to present progress to date on the City's SWPPP for the current year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.

The City will provide at least 30 days notice to residents through the local newspaper relating to the date, time and details of the annual public meeting. The meeting will be held in between February and May of each year to present progress to date on the City's SWPPP for the past year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.

Specific Components and Notes

See also BMP 2a-1, 2b-1, 2c-1.

Goals

1.e-1.1 Hold annual public meeting relating to NPDES SWPPP.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Date	Name	Description			
12/31/2008	08 annual public meeting	Annual meeting scheduled for April 21, 2009			

1.e-1.2 Reserve time in meeting agenda for public comment.

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	08 reserve time	Meeting was opened for public comment after presentation of annual report.

1.e-1.3 Have review written materials available prior to and at the public meeting.

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

Prepare draft report prior to meeting.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	08 Draft report	Draft annual report complete by 3/1/09. Draft available on City website 3/11/09

2 Public Participation/Involvement

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

The MS4 must provide opportunities for the public to play an active role in both the development and implementation of the Storm Water Pollution Prevention Program (SWPPP). Public support allows citizens to become partially responsible for the program so they would be more likely to take an active role in its implementation as they become more aware of citizen responsibility, costs and expected benefits of the storm water management program. Public participation also provides a broader base of expertise for developing ideas and practices needed to meet the City's goals.

What is Required?

To satisfy this Minimum Control Measure, the MS4 must reach out and engage the public to encourage public input and assistance with the storm water management program. The goal is to allow the public opportunities to play an active role in development and implementation of the program. At a minimum the City must provide an annual public meeting to provide an opportunity for the public to provide comment on the stormwater program.

Best Management Practices

Program actions and activities must provide opportunities for the public to become engaged in the stormwater program. This could include public meetings, volunteer water quality monitoring, storm drain stenciling programs, community clean ups or Citizen watch groups among others.

Best Management Practices

2.a-1 Comply with Public Notice Requirements

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

The City will hold an annual public meeting at a Council meeting in approximately February to May of each year to present progress to date on the City's SWPPP for the current year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.

The City will provide at least 30 days notice to residents through the local newspaper relating to the date, time and details of the annual public meeting. The meeting will be held in between February and May of each year to present progress to date on the City's SWPPP for the past year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.

Specific Components and Notes

See also BMP 1e-1, 2b-1, 2c-1.

Goals

2.a-1.1 Prepare and notice the public meeting in the official local paper.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

Prepare and notice the public meeting in the official local paper. The notice will specify format and timing of meeting to ensure full and fair consideration of all views. Notice at least 30 days prior to the scheduled meeting.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date

12/31/2008

Name

08 notice

Description

Published March 18, 2009. See copy of notice as attachment. In addition, notice included with monthly newsletter in March. In March, and April placed notice on city website, cable bulletin, city hall notice board and mentioned at council meetings.

File Attachment [SWPPP public mtg. notice.doc](#)

2.b-1 Solicit Public Input and opinion on the Adequacy of the SWPPP

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

The City will hold an annual public meeting at a Council meeting in approximately February to May of each year to present progress to date on the City's SWPPP for the current year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.

The City will provide at least 30 days notice to residents through the local newspaper relating to the date, time and details of the annual public meeting. The meeting will be held in between February and May of each year to present progress to date on the City's SWPPP for the past year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.

Goals

2.b-1.1 Provide an opportunity for public input in written or oral format.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

Activity will be completed annually, prior to the meeting, at the meeting or by data specified in the notice.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Date	Name	Description			
12/31/2008	08 public input	March & April, opportunity for input through website, city hall, and public meeting. Notice also sent to lake association.			

2.b-1.2 Have draft annual report available at public meeting.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Date	Name	Description			
12/31/2008	08 draft report	In March, April, draft annual report available at public meeting, city hall, and on city website. Copy of MPCA's Annual Report Summary attached.			
		File Attachment	<u>SWPPP Annual Report 2008 MS4.doc</u>		
		File Attachment	<u>SWPPP Annual Report 2008 ADDITIONAL COMMENTS.doc</u>		

2.c-1 Consider Public Input

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

The City will hold an annual public meeting at a Council meeting in approximately February to May of each year to present progress to date on the City's SWPPP for the current year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.

The City will provide at least 30 days notice to residents through the local newspaper relating to the date, time and details of the annual public meeting. The meeting will be held in between February and May of each year to present progress to date on the City's SWPPP for the past year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.

Goals

2.c-1.1 Summarize comments and analyze needs for adjustments to the SWPPP where appropriate.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

Activity will be done annually, prior to June 30.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Date	Name	Description			
12/31/2008	08 annual public meeting	No comments by public. Council meeting minutes attached.			
	File Attachment	<u>08 Council minutes</u>			

2.c-1.2 Incorporate any significant changes into the annual report and SWPPP revisions.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

Incorporate any significant changes identified by the input into the annual report and SWPPP revisions.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Date	Name		Description		
12/31/2008	08 significant changes		The following BMP's were added to the SWPPP permit and annual report: 1)Source Water Protection Areas 2)Impaired Waters Review Process		

3 Illicit Discharge Detection and Elimination

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

An “illicit discharge” is any discharge to an MS4 that is not composed entirely of stormwater. This does not include fire-fighting activities or discharges from facilities that are already permitted under the National Pollutant Discharge Elimination System (NPDES) permit program. Discharges are considered illicit if the City is not designed to accept, process, or discharge such non-stormwater wastes. This could include direct connections (for example waste water piping mistakenly or deliberately connected to a storm drain) or indirect connections through spills or dumping of materials into a storm drain. Sources could include items such as septic tank effluent, paint or solvents dumped in storm drains, radiator flushing, car washing discharges or improper oil disposal.

What is Required?

To satisfy this Minimum Control Measure, the MS4 must evaluate potential discharges and determine if they are significant, develop a map of the stormwater system and develop an ordinance (or other regulatory measure) that would prohibit illicit discharges that have been determined to be significant. Education of the general public about the hazards and potential impacts to aquatic, wildlife and human health associated with illegal and improper disposal of wastes is also to be included.

Best Management Practices

The objective of this Minimum Control Measure is for the City to gain an awareness of their stormwater system to determine if illicit discharges are entering the system and establish legal, technical and educational means to eliminate these discharges if found. This could include completing the storm sewer system map, developing an ordinance, providing educational materials on illicit discharges, coordinating volunteers to stencil storm drains, or initiating a clean up for commonly dumped materials.

Best Management Practices

3.a-1 Storm Sewer System Map

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

The City has prepared a map that shows the location of portions of the City storm sewer system, treatment facility components and receiving water bodies. The map currently helps facilitate management of the overall illicit discharge detection and elimination program and the BMP maintenance program. The map is updated annually.

The map currently includes much of the City's system and upon final completion will identify: 1) ponds, streams, lakes and wetlands that are part of the City's storm system; 2) structural pollution control devices (grit chambers, separators, etc.); 3) all pipes and conveyances as a goal, but at a minimum, those pipes that are 24 inches in diameter and over; and 4) Outfalls to receiving waters and other MS4s, structures that discharge directly to groundwater, overland discharge points and all other points that are outlets, but not diffuse flow areas.

Goals

3.a-1.1 Review map details and incorporate new BMPs and storm system created by new and

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 Review map	Map checked and updated.

3.a-1.2 Complete the MS4 map

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
None		

3.b-1 Regulatory Control Program

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

The City's regulatory mechanism to prohibit non-storm water discharges into the storm sewer system is contained in several sections of City code. The City recently implemented an ordinance to address Illicit Discharges on January 4, 2006. The City will continue to enforce these codes and review them to determine if changes or additions are needed to prohibit illicit discharges from other sources. State law covers the use of commercial fertilizer and lawn fertilizer applications. These ordinances and codes provide authority to inspect systems and facilities, prevent illicit connections and discharges, and allow for punitive measures.

Goals

3.b-1.1 Review ordinances to determine if adequately meeting the illicit discharge requirements.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

Review ordinances to determine if adequately meeting the illicit discharge requirements and complete updates, as needed, through formal ordinance review and modification process.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 review ordinances	Checked and found to be adequate at this time.

3.c-1 Illicit Discharge Detection and Elimination Plan

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Required: Yes

Description

The City is not currently aware of any locations where this exists. The City has coordinated current activities with the complaint response program and related inspection and monitoring activities. This will be one of the methods by which the City monitors for illicit discharges into and from their system.

A range of potentially polluting activities occurs throughout the City (e.g., construction projects, hazardous materials handling, used oil and pesticide disposal, etc.) that can be identified and better addressed through this program. The storm system outfalls in the City inspecting these outfalls will be one step in tracking down illicit discharges or other potential water quality hazards that may impact the MS4 system.

The City will also continue to participate in the Household Hazardous Waste and Recycling Program which collects: adhesives, aerosol spray products, automotive products, fluorescent lamps, furniture refinishing products, household cleaners, paint, stain, pool chemicals, pesticides, herbicides, insecticides. More information can be found at:
<http://www.co.ramsey.mn.us>.

Goals

3.c-1.2 Respond to complaints or information relating to potential illicit discharges and illegal dumping.

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date

01/01/2008

Name

08 respond

Description

No complaint on dumping. Inquiries about H.H.W.& R. referred to Ramsey County. Inquiries about both city curbside and electronics recycling programs referred to city staff.

3.c-1.3 Implement inspection program of the City storm system and development projects.

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 inspection program	Public works staff trained. Programs reviewed at P.W. forum meeting. Portions of city system

3.c-1.4 Request annual monitoring data.

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Description

Request annual monitoring data (if available) that may be available from the local watershed districts and/or Household Hazardous Waste Program data from Ramsey County.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 NSP data	Households participating-354 Average amount HHW/household-59lbs Total amount of HHW from NSP residents-20,932lbs. City electronics recycling program-recycling elec wts.pdf

File Attachment

3.d-1 Public and Employee Illicit Discharge Information Program

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Required: Yes

Description

The City maintenance staff meets regularly to distribute information and discuss illicit discharges into the City's storm sewer system. As these discharges occur, they are generally corrected and removed immediately when they are found connected to the City's system. The City participates in the RWMWD Public Works Forum and sends staff to annual training events on these topics.

The program will make known the importance of storm water issues and how residents and City staff can make an impact on a larger scale. These means of contact for City information on this topic are featured in information that may be posted on the city's web pages and in the North St. Paul newsletter. The various articles may solicit storm water related questions and citizen input on the city's SWPPP, and encourages residents to report illicit discharges or other storm water related problems.

Specific Components and Notes

The Public Works Forum will be the primary training event for Measurable Goal #2.

Goals

3.d-1.1 Distribute information on illicit discharges in conjunction with BMP 1c-3.

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Date	Name		Description		
01/01/2008	08 distribute info		Info distributed at Waterfest, H&G show, city hall, community center, etc.		

3.d-1.2 Conduct annual staff training in conjunction with BMP 6a-1.

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 staff training	Several staff at Public Works Forum throughout year. Included Illicit Discharge review. See RWMWD Public Works Forum 2008 Annual Report attachment under 6a-1.1

3.e-1 Identification of Non Stormwater Discharges and Flows

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Required: Yes

Description

The City has reviewed the following categories of non-storm water discharges or flows (i.e., illicit discharges) and has determined that none identified in the list are known to be significant contributors of pollutants to our system at this time.

Significant Contributor? No to all categories that follow:

- Water line flushing; Landscape irrigation; Diverted stream flows; Rising ground waters;
- Uncontaminated ground water; Uncontaminated pumped ground water;
- 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; Discharges or flows from fire fighting activities.

Goals

3.e-1.1 Review non-storm water discharge list annually to evaluate significance of each potential

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 review	List reviewed, none identified as new significant contributors of pollutants.

4 Construction Site Stormwater Runoff Control

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

Polluted stormwater runoff from construction sites often flows into local creeks, wetlands and ponds. The main pollutant is usually sediment; in fact sediment runoff from construction sites is often 10 to 20 percent greater than agricultural lands and 1,000 to 2,000 times greater than forest lands. Other potential contaminants include fertilizers, sanitary waste, solid waste, concrete truck washout, construction debris and oil and grease. Construction sites can potentially harm the physical, chemical and biological make up of our waters.

What is Required?

To satisfy this Minimum Control Measure, the MS4 must develop, implement and enforce a program to reduce pollutants from construction sites that are greater than or equal to one acre in size.

Best Management Practices

The City must establish a construction program that controls polluted runoff from construction sites with a land disturbance equal to or greater than one acre. This would include items such as development of an ordinance to require erosion and sediment control as well as other wastes on construction sites, establishment of procedures for site plan review, development of a procedure for inspections and penalties for construction sites and provide for a mechanism for the public to report problems on construction sites.

Best Management Practices

4.a-1 Ordinance or Other Regulatory Mechanism

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

The City has an existing ordinance that was published and implemented on January 4, 2006, that addresses construction site erosion control. The ordinance requires erosion control plans and a grading permit for sites.

The current ordinance (Chapter 62) prescribes the requirements and escrow for construction sites to have necessary erosion control measures in place during the construction process and a process for the City to address non-compliance if the permit holder does not comply with notifications. The City currently inspects all construction sites between 10,000 SF to one (1) acre and the watershed districts inspect sites of one acre or greater. The City requires a deposit/escrow sufficient to insure the installation, completion and maintenance of the erosion and sediment control plan and practices. When needed, the inspector may order street sweeping by the City to remove sediment from streets near the project.

Goals

4.a-1.1 Review erosion and sediment control ordinance sections.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

Review erosion and sediment control ordinance sections to maintain adequate controls and complete updates, as needed, through formal ordinance review and modification process.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 review ordinances	Staff did review in 2008

4.b-1 Construction Site Implementation of Erosion and Sediment Control BMPs

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

As part of the RWMWD and Valley Branch permit programs, the City will continue work with the Districts to ensure compliance with the requirements and to support the inspection and enforcement process by the Districts. In addition, the City will continue to promote the BMPs required by the District and compliance with the MPCA Construction NPDES Permit in all areas of the City. The City currently inspects all construction sites between 10,000 SF to one (1) acre and the RWMWD and VBWD inspects site of one acre or greater. The City requires a deposit/escrow sufficient to insure the installation, completion and maintenance of the erosion and sediment control plan and practices. When needed, the inspector may order street sweeping by the City to remove sediment from streets near the project.

The watershed districts review projects located with its respective boundaries as it pertains to their permit requirements. Both the City and watersheds inspect construction sites during the construction seasons. The watersheds give the City results of permit review comments upon their findings and non-compliant sites are copied to the City for our files. The City may also require site owners/contractor to sweep streets to remove accumulated sediment tracked from construction sites.

See also BMPs 4d-1, 4e-1 and 4f-1.

Specific Components and Notes

The City will work closely with the activities and actions of the RWMWD and VBWD on projects within the City.

Goals

4.b-1.1 Conduct inspections of construction sites.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date

01/01/2008

Name

08 inspections

Description

All required sites were inspected. 3 sites by city, 3 sites by watershed. No follow-up action required in 2008. See attached email report.

4.c-1 Waste Controls for Construction Site Operators

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

The City has a current ordinance (Chapter 62) that addresses construction site waste controls and as described in BMP 3b-1. The City also follows the Minnesota Building Code requirements for prohibitions on discharges or dumping of waste into the storm system.

The City currently inspects all construction sites between 10,000 SF to one (1) acre in compliance with Chapter 62 requirements. The City requires an escrow sufficient to insure the installation, completion and maintenance of the erosion and sediment control plan and practices. When needed, the inspector may order street sweeping by the City to remove sediment from streets near the project.

Goals

4.c-1.1 Inspect site for compliance.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 inspection	All required sites were inspected.

4.d-1 Procedure for Site Plan Review

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Required: Yes

Description

The City currently reviews all land disturbing activities for compliance with the erosion and sediment control ordinance prior to issuing a building permit. If the project involves land disturbing activities, the project is reviewed by engineering for a range of issues including erosion control.

The current ordinance (Chapter 62) prescribes the requirements and escrow for construction sites to have necessary erosion control measures in place during the construction process and a process for the City to address non-compliance if the permit holder does not comply with notifications. The City currently inspects all construction sites between 10,000 SF to one (1) acre and the RWMWD and VBWD inspect sites of one acre or greater. The City requires an escrow sufficient to insure the installation, completion and maintenance of the erosion and sediment control plan and practices. When needed, the inspector may order street sweeping by the City to remove sediment from streets near the project.

Specific Components and Notes

Tracking the type of BMP installed may also be conducted and may include both erosion and sediment control BMPs and permanent water quality BMPs (e.g., ponds, rain gardens, structural devices). These data will be included in updates to the storm system map under BMP 3a-1.

Goals

4.d-1.1 Review development plans for sites for which include land disturbing activities.

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 review plans	All development plans greater than 10,000 SF were reviewed by staff, planning Commission, and Council

4.e-1 Establishment of Procedures for the Receipt and Consideration of Reports of

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Required: Yes

Description

The City will use their existing system of responding to calls on storm water related concerns. The program phone number and process will be noticed in the North St. Paul newsletter and on the webpage. Residents of the City will be able to use the call line to report illicit discharges, report construction site erosion or sedimentation concerns and provide comments on the City's SWPPP.

The current ordinance (Chapter 62) prescribes the requirements and escrow for construction sites to have necessary erosion control measures in place during the construction process and a process for the City to address non-compliance if the permit holder does not comply with notifications. The City currently inspects all construction sites between 10,000 SF to one (1) acre and the RWMWD and VBWD inspect sites of one acre or greater. The City requires an escrow sufficient to insure the installation, completion and maintenance of the erosion and sediment control plan and practices. When needed, the inspector may order street sweeping by the City to remove sediment from streets near the project.

Goals

4.e-1.1 Maintain storm water call number on website.

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 call numbers	City general and emergency call numbers on web site.

4.e-1.2 Track inspections and follow-up actions resulting from the call line.

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

Track inspections and follow-up actions resulting from the call line. This will include information requested from the RWMWD and VBWD on inspections in North St. Paul.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 track inspections	No requests received from call line. Written copy of notices from watershed had staff follow-up.

4.f-1 Establishment of Procedures for Site Inspections and Enforcement

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Required: Yes

Description

The current ordinance (Chapter 62) prescribes the requirements and escrow for construction sites to have necessary erosion control measures in place during the construction process and a process for the City to address non-compliance if the permit holder does not comply with notifications. The City currently inspects all construction sites between 10,000 SF to one (1) acre and the RWMWD inspects site of one acre or greater. The City requires an escrow sufficient to insure the installation, completion and maintenance of the erosion and sediment control plan and practices. When needed, the inspector may order street sweeping by the City to remove sediment from streets near the project.

See also BMP 4b-1, 4c-1

Goals

4.f-1.1 Record the number of sites inspected annually and summarize follow-up actions.

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 inspections	3 sites inspected by City. 3 sites inspected by watershed. No follow-up action required.

5 Post-Construction Stormwater Management in New Development and Redevelopment

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

Areas undergoing new development or redevelopment can generate runoff that affect creeks, wetlands or ponds. Planning and design for the minimization of pollutants in post-construction sites is a cost-effective way to approach stormwater quality management. Two key considerations include stabilization of the soils to reduce sediment runoff and infiltration of water on-site to prevent stream bank scouring or downstream flooding. Redevelopment would include projects that alter the footprint of an existing site or building in such a way that one acre or more of land is disturbed.

What is Required?

The City must develop, implement and enforce a program to reduce pollutants in post-construction runoff for areas of new development and redevelopment that result in land disturbance of greater than or equal to one acre. They must develop strategies that include a combination of structural and/or non structural Best Management Practices that address runoff.

Best Management Practices

Nonstructural and structural BMPs are to be developed and implemented to reduce runoff after construction is complete. This would include use of zoning ordinances, local master plans or other documents to guide the growth of the community away from sensitive areas, incorporation of buffer strips to protect open spaces, or use of stormwater ponds, infiltration basins or trenches, porous pavement, grassy swales, rainwater gardens or filter strips to reduce runoff to sensitive areas.

Best Management Practices

5.a-1 Development and Implementation of Structural and/or Non-structural BMPs

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

The City currently has an ordinance and standards that must be followed to address post construction runoff controls at sites where land disturbing activities are occurring. Ramsey-Washington Metro Watershed District and Valley Branch Watershed District require permits for any development or redevelopment within its jurisdiction. The permit requirements for sites greater than one (1) acre address water quantity, water quality, and sediment and erosion control.

Specific Components and Notes

See also BMPs 3a-1 and 4b-1.

Goals

5.a-1.1 Track the number and type of structural and non-structural BMPs installed annually.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

Track the number and type of structural and non-structural BMPs installed annually (e.g., NURP ponds, infiltration basins, sump manholes, grit chambers, bioretention areas, etc.). Note: Request this information from the RWMWD for sites of one acre or greater.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Date	Name	Description			
01/01/2008	08 track BMPs	1 in 08: Cardinal Garden's raingardens.			

5.a-1.2 Incorporate new facilities in BMP database and map for City-owned practices.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 incorporate	N/A in 2008

5.b-1 Regulatory Mechanism to Address Post Construction Runoff from New

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

The City has an existing ordinance that was published and implemented on January 4, 2006, that addresses development standards. The current ordinance (Chapter 62) prescribes the requirements and escrow for construction sites to have necessary erosion control measures in place during the construction process and a process for the City to address non-compliance if the permit holder does not comply with notifications. The City currently inspects all construction sites between 10,000 SF to one (1) acre and the RWMWD and VBWD inspect sites of one acre or greater.

The requirements for development and new development include water quality, rate control, and quantity requirements on all new development and re-development per the (Local) Water Management Plan and local watershed requirements.

Goals

5.b-1.1 Review ordinance annually and update as needed.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 review ordinance	Staff reviewed ordinance, no update for 2008.

5.c-1 Long-term Operation and Maintenance of BMPs

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

City of North Saint Paul operates a program to maintain the public-owned Best Management Practices within the MS4 in conjunction with its Water Management Plan (1998) and the watershed plans of RWMWD and VBWD. Of specific concern is the maintenance of storm water ponds within the MS4 to maintain their effectiveness. The City's storm water utility provides funds for routine maintenance and repairs to the storm water system.

For private systems, the City has completed a review of the systems currently in operation in the City and has identified only a few rain water gardens. The City may map these in the future as resources allow.

Goals

5.c-1.1 Require maintenance agreements on new private BMPs.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

Require maintenance agreements on new private BMPs during the development approval process in conjunction with City and watershed district permit programs.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 agreements	No projects in 2008 requiring agreement.

5.c-1.2 Establish private BMP maintenance agreement tracking system (e.g., by location, BMP, etc.).

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 tracking	No action necessary in 2008.

6 Pollution Prevention/Good Housekeeping

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

This measure enables the City to examine their own actions to help reduce the amount and type of pollution that collects on streets, parking lots, storage areas and vehicle maintenance areas that could potentially be discharged to local waterways. Timely and proper maintenance of the City's storm sewer system is a key component of this measure. One benefit expected is proper and timely maintenance of the storm sewer system to help avoid repair costs associated with age and neglect.

What is Required?

To satisfy this Minimum Control Measure, the MS4 must develop and implement an operation and maintenance program with the ultimate goal of preventing or reducing pollutant runoff from municipal operations into the storm sewer system.

Best Management Practices

The City must evaluate ongoing maintenance activities and procedures, develop controls for reducing or eliminating pollutant discharges, ensure that new flood management projects assess the impacts on water quality, and provide education for employees on how to reduce impact to stormwater runoff. This could also include actions such as promoting employee recycling, minimizing pesticide use, and ensuring proper disposal of animal waste in municipal buildings.

Best Management Practices

6.a-1 Municipal Operations and Maintenance Program

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

The City has participated in a pollution prevention workshop/training program for City grounds and landscaping staff, fleet and building maintenance staff, street maintenance staff. The City will reach staff having responsibilities in the storm water program annually and will provide information for new employees as needed. The City will work with the Public Works Forum to support a training program and research opportunities to and send staff to the MnDOT training and certification programs as resources allow.

City staff use substantial quantities of artificial chemicals, and are involved in activities that can result in elevated levels of nutrients and toxics in receiving waters. The workshop and training programs will emphasize the benefits of recycling organic material; reducing the use and planning the timing of application of chemicals and water; selecting native vegetation to reduce water, nutrient, and maintenance demand; street sweeping and sand/salt application activities. The City will continue to implement the Spill Prevention Control and Countermeasure Plan (SPCC) associated with the municipally-owned industrial facility NPDES permit.

Goals

6.a-1.1 Conduct a staff training event at least annually to discuss the topics relating to water resources

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date

01/01/2008

Name

08 staff training

Description

Public Works staff held many "once a week" morning meetings to discuss sweeping, mowing, sanding/salting operations, etc. as it relates to swppp. Several staff attended monthly RWMWD Public Works Forum meetings for training. See attached Forum 2008 annual report.

File Attachment

[2008RamseyWashington public works forum.pdf](#)

6.a-2 Street Sweeping**

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Required: Yes

Description

The City will continue the current street sweeping program for vehicle safety, pedestrian safety, and water quality and environmental reasons. Street sweeping will be completed as weather permits (late March to early April) through the first snowfall. The City also prioritizes sweeping to target key areas of the City.

Goals

6.a-2.1 Sweep at least once in the spring, summer and fall of each year.

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Description

Sweep at least once in the spring, summer and fall of each year (additional sweeping may be completed in targeted areas and as weather permits).

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 sweeping	Started March 17th. Swept priority areas first: Silver & Casey lakes, McKnight & Southwood ponding areas. Entire town done 2 times. Picked up total of 80 yds of debris. Swept throughout summer 2 more times, including after seal coating. Total 100 yds. Fall sweeping of leaves Oct. 6th. to early Nov. Total of 800 yds. Record map on file.

6.b-2 Annual Inspection of All Structural Pollution Control Devices

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Required: Yes

Description

The City currently operates a program of cleaning structural BMPs including catch basins (CBs), storm water ponds and system outfalls. City staff inspects system components to look for sediment and debris buildup and proper functioning of the system. The City will continue this program and look for opportunities to improve the tracking of inspection results and incorporate the required illicit discharge detection component into the program.

Goals

6.b-2.1 Inspect 100% of the pollution control devices.

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Description

Inspect 100% of the pollution control devices such as trap manholes, grit chambers, sumps, floatable skimmers, separators and other small settling or filtering devices each year. Record inspection date, weather conditions and results for each component inspected.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Date	Name		Description		
01/01/2008	08 inspections		There are no pollution control devices identified at this time.		

6.b-2.2 Record and track follow-up actions needed and summarize major maintenance activities.

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activity Date	Name		Description		
01/01/2008	08 maintenance activities		No follow-up or maintenance required in '08		

6.b-3 Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Required: Yes

Description

The City currently operates a program of cleaning structural BMPs including catch basins (CBs), storm water ponds and system outfalls. City staff inspects system components to look for sediment and debris buildup and proper functioning of the system. The City will continue this program and look for opportunities to improve the tracking of inspection results and incorporate the required illicit discharge detection component into the program.

Goals

6.b-3.1 Inspect at least 20% of system outfalls, sediment basins and ponds each year.

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Description

Inspect at least 20% of system outfalls, sediment basins and ponds each year. Record inspection date, weather conditions and results for each component inspected.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
10/29/2008	08 Outfall inspection OF-23	Digital photo MS4photos2008 001. Apron has 3" separation. File Attachment inspection.pdf
10/29/2008	08 Outfall inspection OF-24	Digital photo MS4photos2008 002. Apron needs sticks & leaves removed. File Attachment inspection.pdf
10/29/2008	08 Outfall inspection OF-25	Digital photo Ms4photo 2008 003. Good shape, trash guard has leaves. File Attachment inspection.pdf
10/29/2008	08 Outfall inspection OF-26	No photo. Apron and pipe have 6 to 8 inches of dirt on bottom. File Attachment inspection.pdf
10/29/2008	08 Outfall inspection OF-28	Digital photo ms4 photos 2008 004 File Attachment inspection.pdf
10/31/2008	08 Outfall inspection OF-33	Digital photo ms4photos 2008 005. Trash guard shifted. File Attachment inspection.pdf

10/31/2008	08 Outfall inspection OF-34	Digital photo ms4photos 2008 006. File Attachment inspection.pdf
10/31/2008	08 Outfall inspection OF-35	Digital photo ms4photos 2008 008. File Attachment inspection.pdf
10/31/2008	08 Outfall inspection OF-36	Digital photo ms4photos 2008 009. File Attachment inspection.pdf
11/03/2008	08 Outfall inspection OF-31	Digital photo ms4 photos 2008 019 Inlet and outlet need debris, leaves, sticks removed. File Attachment inspection.pdf
11/03/2008	08 Outfall inspection OF-32	Digital photo ms4photos 2008 020. Apron joint connection separated ~9". Watershed scheduled to fix. File Attachment inspection.pdf

6.b-3.2 Record and track follow-up actions needed, & summarize maintenance & inspection activities,

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	08 Outfall and pond inspection summary	11 outfalls and 10 wet ponds inspected. Have 48 total in system, 44% inspected. Some maintenance needed and is scheduled

6.b-3.3 Wet Pond Inspection

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
10/31/2008	08 inspection Pond-5	File Attachment inspection.pdf
10/31/2008	08 inspection Pond-6	File Attachment inspection.pdf

10/31/2008	08 inspection Pond-7	File Attachment	inspection.pdf
10/31/2008	08 inspection Pond-8	File Attachment	inspection.pdf
10/31/2008	08 inspection pond-9	File Attachment	inspection.pdf
10/31/2008	08 inspection pond-10	File Attachment	inspection.pdf
10/31/2008	08 inspection pond-11	File Attachment	inspection.pdf
10/31/2008	08 inspection pond-12	File Attachment	inspection.pdf
10/31/2008	08 inspection Pond-4	File Attachment	inspection.pdf
11/03/2008	08 inspection Pond-3	File Attachment	inspection.pdf

6.b-4 Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Required: No

Description

The City currently operates a covered and enclosed material stockpile and handling area. The City inspects the area at least annually and conducts maintenance as needed as part of the overall storm system maintenance program. The City will continue this program and look for opportunities to improve the tracking of inspection results and program efficiency. The inspection program will be coordinated with the BMP and outfall mapping updates.

Goals

6.b-4.1 Inspect material stockpile and handling area.

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 inspection	Inspected several times throughout 2008.

6.b-5 Inspection Follow-up Including the Determination of Whether Repair, Replacement,

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Required: Yes

Description

The City will continue to update the database/records of structural runoff controls and continue current BMP maintenance and pond cleanout programs and record data in the database system to integrate the location of these controls with schedules for regular inspection and maintenance. The program will result in timely maintenance of the City's storm system components.

Summary of significant repair or maintenance activities from BMPs 6b-2, 6b-3 and 6b-4.

Goals

6.b-5.1 Maintain system components according to system established by the City.

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date

Name

Description

01/01/2008

08 maintain system

2 major cleanouts at outfalls done in PCU pond.

6.b-6 Record Reporting and Retention of all Inspections and Responses to the

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Required: Yes

Description

The City currently records system inspections in a preliminary database. The City's goal is to continue to develop the database management system for the storm sewer system that is coordinated with the system map. This BMP is intended to start with the current database that can be expanded to include information on a range of BMPs located in and operated by the City. The database will help the City in tracking the condition of system components, scheduling and tracking inspections under related BMPs in the City's MS4 permit, and in completion of the annual reporting requirements. Ultimately, the database will allow more efficient use of City resources to comply with NPDES program requirements and there in protecting and improving water resources in the City.

Specific Components and Notes

Measurable Goal refers to City system only. However, as the database system develops the City may further refine the system to include private BMPs throughout the City.

Goals

6.b-6.1 Continue to track inspection program data in current system and maintain and update the

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Description

Continue to track inspection program data in current system and maintain and update the database with system inspection records. This is an ongoing activity.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 track inspections	Continued use of electronic forms to record inspections. See 6.b-3.1

6.b-7 Evaluation of Inspection Frequency

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Required: Yes

Description

The City currently operates a program of cleaning structural BMPs including catch basins, storm water ponds and system outfalls. City staff inspects system components to look for sediment and debris buildup and proper functioning of the system and illicit discharges. The inspection program will be coordinated with the BMP and Outfall mapping updates.

As the City develops a more comprehensive system database to better track system maintenance activities and findings, the system will assist in evaluating the frequency of maintenance for components of the City's system. As the system is populated with data, the City will be better able to evaluate the need for more or less frequent maintenance of BMPs, storm system and material storage and handling areas.

Goals

6.b-7.1 Reevaluate inspection schedule and frequencies following annual reporting results.

Responsible Staff / Position

Mark Bartholomew
Public Works Supt
(651) 747-2446

Description

Reevaluate inspection schedule and frequencies following annual reporting results and increase or decrease frequency if prior year conditions warranted more or less frequent cleaning or maintenance.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 reevaluate inspection	No changes in 2008

7 Additional BMPs

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

These BMPs have been added to meet permit conditions beyond the six standard MCMs. IN 2008 BMPs for the Impaired Waters Review Process and Source Water Protection Areas were added to the City's SWPPP.

Best Management Practices

7.1-1 IVD-1 Impaired Waters Review Process

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Required: Yes

Description

The City will review discharges from our MS4 system to impaired waters, as defined by the current USEPA approved 303(d) list. As part of this review, the City has:

- Identified the impaired waters within our jurisdictional boundaries or that are within 1 mile of our boundary and that may be impacted by the MS4s stormwater discharge.
- Delineated the watershed area(s) that contribute to the impaired waters and will use a combination of City and Watershed District maps to assess potential stormwater discharges to these waters; and
- Evaluated the hydrology, land use and other characteristics of the watershed area(s) that may impact the impaired water as a result of a stormwater discharge from our MS4.

Based on the ongoing review process above, we will determine if any changes to the existing stormwater system or BMPs are needed to minimize the impact of discharges from our MS4 to the impaired water(s). If such modifications are deemed necessary, we will modify our SWPPP and submit those modifications to the MPCA with the current year's annual report. In our review, we will consider timing and long and short term costs. The basis for our decisions will be documented in our program records and will be kept along with other records associated with the MS4 permit. A narrative summary of this review will then be prepared, and identify any associated SWPPP revisions that were made.

Specific Components and Notes

This process is to be reassessed annually over the course of the permit cycle. As new 303(d) lists with additional impaired waters listed are published in the future, the City will review changes to the list and conduct the necessary review of additional waters within or directly adjacent to our boundaries that may be impacted by the MS4s stormwater discharges. When an approved TMDL is finalized, the City intends to comply with the resulting permit requirements. We understand that waters impaired due to mercury will be addressed by other agencies and that this pollutant will not be part of our review under this BMP.

Goals

7.1-1.1 Update the impaired waters list (for North St. Paul).

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

The list will be updated to address impaired waters within our jurisdictional boundaries or adjacent to our boundary where there is direct discharge of storm water that may impact the water body.

	2006	2007	2008	2009	2010
Planned Activity:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 update list	City staff meet several times to coordinate. List has been updated.

7.1-1.2 Update storm system map.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

BMP 3a-1 map will be updated to include impaired waters.

	2006	2007	2008	2009	2010
Planned Activity:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 update map	Location of current impaired waters outside city boundary. Update of map N/A at this time.

7.1-1.3 Complete a written summary.

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

Summary will include conclusions reached during our review, the decision making process used to determine what SWPPP revisions may be needed, and a projected schedule and timeline to incorporate any necessary changes into the SWPPP, if needed.

	2006	2007	2008	2009	2010
Planned Activity:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
01/01/2008	08 written summary	Coordinating with watershed that has the written plan at this time.

7.2-1 IXH-1 Source Water Protection Areas

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Required: Yes

Description

The city of North St. Paul obtains its drinking water supply from 5 wells that draw water from the Prairie du Chien-Jordan aquifer. The wellhead protection areas (WHPAs) for the city wells were delineated using a multi-aquifer groundwater flow model. Four of North St. Paul's wells (unique numbers 208223, 208224, 205744, and 112229) have been classified as vulnerable to contamination. In addition, the vulnerability to contamination of the portion of the aquifer within the wellhead protection area has been classified as very low to moderate. Taken together, these well and aquifer vulnerability assessments indicate that land uses within the wellhead protection area have the potential to affect groundwater quality. The city wells meet construction standards of the State Well Code and are in good condition. The existing wellhead protection plan outlines a program aimed at minimizing to the extent possible the potential for contaminants released at the surface within the wellhead protection area to reach the source water aquifer and the city's wells.

The city is in the process of updating the Wellhead Protection Plan. Once the updated plan is approved by the Minnesota Department of Health (MDH), the management strategies identified in the plan will be implemented. The City anticipates MDH completes their review of Part 1 of updated Wellhead Protection Plan in 2008 and Part 2 in 2009.

Specific Components and Notes

As part of the plan update, the City will identify potential sources of pollution within the vulnerable well areas and develop a plan to prevent any future pollutants from being introduced. The City will also explore opportunities to inform owners of land parcels in those areas that they may be contributing pollutants to and provide information regarding the City's wellhead protection efforts to residents and businesses.

Goals

7.2-1.1 Complete update of Part 1 of the Wellhead Protection Plan and submit to MDH for approval

Responsible Staff / Position

Dave Kotilinek
 City Engineer
 651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date

Name

Description

7.2-1.2 Complete update to Part 2 of the Wellhead Protection Plan and submit to MDH for approval

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Complete:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
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None

7.2-1.3 Begin implementation of updated Wellhead Protection Plan

Responsible Staff / Position

Dave Kotilinek
City Engineer
651.747.2437

Description

	2006	2007	2008	2009	2010
Planned Activity:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
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None