

**MEETING AGENDA  
ENVIRONMENTAL ADVISORY COMMISSION  
September 25, 2017  
6:00 PM**

North St. Paul City Hall – Sandberg Room  
2400 Margaret Street



- I. CALL TO ORDER**
- II. ROLL CALL**
  - Simba Blood
  - Felicia Tolbert-Ireland
  - Glen Olson, Vice Chair
  - Sue Springborn, Chair
- III. ADOPT AGENDA**
- IV. APPROVAL OF MINUTES**
  - A. Approval of the August 28, 2017 regular meeting minutes.
- V. MEETING OPEN TO THE PUBLIC**

*Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.*
- VI. PUBLIC HEARINGS**
  - A. **Review/Discussion:** SWPPP Presentation
- VII. PRESENTATION**
- VIII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**
  - A. **Review/Discussion/Possible Action:** Pumpkin Drop
  - B. **Review/Discussion/Possible Action:** Mid-year goal status
  - C. **Review/Discussion/Possible Action:** Score Grant
  - D. **Review/Discussion/Possible Action:** Fix It Clinic debrief
  - E. **Review/Discussion/Possible Action:** Reschedule or cancel December 25 meeting?
- IX. REPORTS FROM STAFF**
  - A. **Review/Discussion:** October 16 Meeting 5:00-6:00 p.m.
  - B. **Review/Discussion:** Bee and Chickens
- X. REPORTS FROM COMMISSIONERS**
  - A. **Review/Discussion:** Comprehensive Planning Taskforce Update.
- XI. ADJOURNMENT**

***Next Meeting: October 16, 2017 @ 5:00pm City Hall - Sandberg Room***

**MEETING MINUTES**  
**ENVIRONMENTAL ADVISORY COMMISSION**  
**August 28, 2017**  
**6:00 PM**

North St. Paul – City Hall/Sandberg Room  
2400 Margaret Street



**I. CALL TO ORDER**

Chair Sue Springborn called the meeting to order at 6:04 p.m.

**II. ROLL CALL**

Present: Sue Springborn, Chair  
Glen Olson, Vice Chair  
Simba Blood  
Jan Walczak, Council Liaison

Absent: Felicia Tolbert-Ireland

Staff: Keith Stachowski, Public Works  
Debra Gustafson, Strategic Operations Director

Others: Brian Frandle, Electric Director  
Morgan Dawley, WSB  
Stacy Harwell Hoschka, WSB  
James Soltis, WSB

**III. ADOPT AGENDA**

On motion by Commissioner Blood, seconded by Vice Chair Olson with all present voting aye, motion carried to adopt the agenda as presented.

**IV. APPROVAL OF MINUTES**

On motion by Commissioner Blood, seconded by Vice Chair Olson with all present voting aye, motion carried to approve the May 22, 2017 meeting minutes as presented.

**V. MEETING OPEN TO THE PUBLIC**

*Note: This is a courtesy extended to persons wishing to address the Commission concerning issues that are not on the agenda. This discussion will be limited to 15 minutes.*

**VI. PUBLIC HEARINGS-**

**VII. PRESENTATIONS**

**VIII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**

A. **Review/Discussion/Possible Action:** Solar Power: Brian Frandle, Electric Director attended the meeting to discuss Solar Power with the Commission. Frandle stated the City is required to currently use 17% renewable energy (the City is currently using

close to 30% throughout year). The renewable energy requirement jumps to 25% in 2025. Frandle mentioned the cost to have solar is coming down in price but not enough to make sense to install from a financial perspective.

Frandle mentioned the City does offer a program from residents to purchase renewable energy without having to install solar panels. For only \$3 a month, 100% of your electricity can be sourced from renewable energy. Alternatively, for \$1 a month, 50% of your electricity can be sourced from renewable energy, or for \$2 a month, 75% of your electricity can be sourced from renewable energy.

Jan Walczak mentioned Excel energy gives a rebate to customer that install solar. She mentioned maybe the City in the future should consider in the future waiving the City permit fee for residents that want to install solar.

There are some concerns regarding solar. Currently solar users, use the electrical system but do not pay to maintain the system.

- B. Review/Discussion/Possible Action:** 2018 Road Reconstruction Project. The following staff from WSB attended the meeting to review the project with the commission: Morgan Dawley, Stacy Harwell Hoschka, and James Soltis.

Morgan Dawley provided an updated regarding the silver lake bio-filtration pond, he said it should be done by this fall before the 2018 project starts.

Morgan Dawley said the feasibility report was shared with City Council two weeks prior.

James Soltis stated WSB has been working on community engagement. He said approximately 35-40 residents attended a project open house the other week. Five or six residents are interested in participating in the voluntary rain garden program. He said the project is currently in the design stage and so far the feedback has been generally positive. James mentioned that most of the resident feedback regarding installation of a sidewalk on 19<sup>th</sup> was negative since the proposed sidewalk does not go anywhere and people do not want to be responsible for snow removal. The resident feedback regarding the proposed trail has been mixed.

Stacy Harwell Hoschka shared storm water management information with the Commission. Stacy said she has been working with Velley Branch Watershed District, She said Velley Branch follows mids. Since most of the project falls within the Valley branch, Ramsey Washington Watershed has agreed to default to Valley Branch recommendations.

Commissioner Blood suggested that when the City installs Rain Gardens that they should contract with a company for a few years to maintain until the raingarden plantings are established.

Liaison Stachowski asked if WSB has talked with Maplewood regarding completing the project to Joy. Morgan stated he has had an initial conversation with the interim Public Works director in Maplewood.

C. **Review/Discussion/Possible Action:** Recycling Survey. The Commission reviewed the draft survey memo and had the following feedback regarding the memo:

- Age ranges listed on the graph charts need to be corrected: Should be 35-44, not 34-44
- Edit on page 4, last paragraph: Should have five spelled out not six. Currently has six (5).
- On question 2, the EAC would like a synopsis of the open ended responses included in the memo, since a substantial amount of people answered “Other Reason”
- Age range 18-24 was only included on some charts. They felt to be consistent it should either be included on all charts or none.

Item the Commission would like considered for the 2019 RFP:

- Organized collection for Multi-Unit and Businesses. Ramsey county would like to see organized multi-unit recycling collection by 2023
- Weekly Recycling Option. If weekly recycling could be offset by less trash costs to residents.
- Organics, if support is available by the time we do the RFP. We may be two contracts out before we can offer. County would like to see cities offer by 2025.
- Clarity regarding bulky program.

Resident Elaine Barton was at the meeting and she would like the City to consider every other week trash pick-up for residents that would like that option.

D. **Review/Discussion/Possible Action:** Fix-It Clinic. Gustafson started she would be there in the morning to get the group set up. Keith said he would be there at the end of the clinic to help the group wrap up. Chair Springborn and Vice Chair Olson are planning to attend the event. The Commission asked Gustafson to have the event advertised on the yellow sign in front of Casey.

E. **Review/Discussion/Possible Action:** Mid-year goal status. Commission asked to have placed on the next agenda.

F. **Review/Discussion/Possible Action:** Score Grant. Commission asked to have placed on the next agenda.

G. **Review/Discussion/Possible Action:** Cancel or Re-schedule October EAC Meeting. The Commission asked to have the meeting rescheduled for October 16 at 5:00 p.m. Gustafson stated she would send out a reminder email to the commission regarding the date change.

## IX. REPORTS FROM STAFF

A. **Review/Discussion:** Highway 36 Landscape Partnership Update. Gustafson stated she and Stachowski meet with Todd Carroll from MNDot on August 28, Todd is planning to start work on developing design plans for the platers.

B. **Review/Discussion:** Community Café, September 11, 6:00 p.m. at Casey Lake. Discussion regarding the environment and active living. Liaison Gustafson encouraged the EAC to attend the upcoming Community Café meeting.

C. **Review/Discussion:** Bees and Chickens. Gustafson stated it is a topic for the September 5 City Council workshop meeting.

## X. REPORTS FROM COMMISSIONERS

A. **Review/Discussion:** Comprehensive Plan Steering Committee Update. Vice Chair Olson had no update since he missed the last meeting.

**XI. ADJOURNMENT**

On motion by Commissioner Blood, seconded by Vice Chair Olson, with all present voting aye, motion carried to adjourn the meeting at 8:22 p.m.

***Next Meeting: The next regularly scheduled meeting September 25, 2017***



## **VI. PUBLIC HEARING**

### **A. 2016 STORMWATER POLLUTION PREVENTION PLAN (SWPPP) ANNUAL REVIEW AND PUBLIC MEETING**

#### **ACTIONS TO BE CONSIDERED**

No action needed.

#### **FACTS**

- The Minnesota Pollution Control Agency (MPCA) has designated the City of North St. Paul (City) as a Municipal Separate Storm Sewer System (MS4) community.
- Each MS4 community is required to develop a Stormwater Pollution Prevention Plan (SWPPP) to address the six program areas of the MS4 permit. To meet the Public Participation requirement of the MS4 permit, the City is required to hold at least one opportunity annually for the public to provide input on the adequacy of the City's SWPPP.
- At the annual meeting on September 25, 2017, staff will deliver a short presentation on this past year's accomplishments related to stormwater activities, and receive any questions or comments from the community and the Environmental Advisory Committee regarding the City's SWPPP.

#### **ATTACHMENTS**

2016 MS4 Annual Report



You are currently logged in as:

North St Paul City MS4

If this is correct, click the 'Next' button. If this information is incorrect, contact Cole Landgraf (651-757-2880, cole.landgraf@state.mn.us) or Megan Handt (megan.handt@state.mn.us, 651-757-2843).

## Before you begin...

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

The MS4 Annual Report for 2016 will automatically save your answers when you hit the 'Next' button at the bottom of each page.

If you wish to leave the MS4 Annual Report for 2016 and complete the document at another time, you may do so by clicking 'Next' at the bottom of your current page to save your progress before exiting the document. Return to the survey by following the previously used web link, and again login using your email and assigned password credentials. Once you successfully log in, your previous answers will appear.

**The MPCA will email a PDF of your MS4 Annual Report for 2016 information to you in a confirmation email within three business days after you submit this form.**

You may print a copy of the MS4 Annual Report for 2016 for your records at any time by pressing the 'Print' button at the bottom of the page.

Additionally, it is possible to save a PDF copy of the MS4 Annual Report for 2016 if you are working on a computer with OneNote (a program often included in Microsoft Office packages). Detailed saving instructions are available at [stormwater.pca.state.mn.us/index.php/Guidance\\_for\\_saving\\_MS4\\_annual\\_reports](http://stormwater.pca.state.mn.us/index.php/Guidance_for_saving_MS4_annual_reports).

## MS4 Annual Report for 2016

**Reporting period:** January 1, 2016 to December 31, 2016

**Due:** June 30, 2017

**Instructions:** Complete this annual report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2016 and December 31, 2016. MPCA staff may contact you for additional information.

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

**Questions:** Contact Cole Landgraf (cole.landgraf@state.mn.us, 651-757-2880) or Megan Handt (megan.handt@state.mn.us, 651-757-2843)

### MS4 General Contact Information

Full name	Nick Fleischhacker
Title	Public Works Director
Mailing address	2400 Margaret Street
City	North St. Paul
State	MN
Zip code	55109
Phone	651-747-2446
Email	nick.fleischhacker@northstpaul.org

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

Full name	Meghan Litsey
Title	Environmental Scientist
Organization	WSB & Associates
Mailing address	701 Xenia Ave S, Suite 300
City	Golden Valley
State	MN
Zip code	55416
Phone	763-287-7155
Email	mlitsey@wsbeng.com

### MCM 1: Public Education and Outreach

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

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

- Yes  
 No

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

- TMDL(s)  
 Local businesses  
 Residential BMPs  
 Pet waste  
 Yard waste  
 Deicing materials  
 Household chemicals  
 Construction activities

- Post-construction activities
- Other

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

Yes  
 No

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

Yes  
 No

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

- Brochure
- Newsletter
- Utility bill insert
- Newspaper ad
- Radio ad
- Television ad
- Cable access channel
- Stormwater-related event
- School presentation or project
- Website
- Other (1)
- Other (2)
- Other (3)

Other (1), describe:

Q7 Intended audience? Check all that apply.

	Residents	Local Businesses	Developers	Students	Employees	Other
Brochure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsletter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater-related event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Website	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Brochure	<input type="text" value="75"/>
Newsletter	<input type="text" value="7,100"/>
Stormwater-related event	<input type="text" value="200"/>
Website	<input type="text" value="1,000"/>
Other (1)	<input type="text" value="1,000"/>

Provide a brief description of each activity related to public education and outreach (e.g. rain garden workshop, school presentation, public works open house) held and the date each activity was held from January 1, 2016 to December 31, 2016. [Part III.D.1.c.(4)]

Q9 Date of activity	Q10 Description of activity
Date (mm/dd/yyyy) <input type="text" value="4/25/2016"/>	<input type="text" value="Smart Salting Level 2 Workshop"/>
Date (mm/dd/yyyy) <input type="text" value="5/2/2016"/>	<input type="text" value="Turf Maintenance Workshop"/>
Date (mm/dd/yyyy) <input type="text" value="7/18/2016"/>	<input type="text" value="RWMWD WaterFest"/>
Date (mm/dd/yyyy) <input type="text" value="8/23/2016"/>	<input type="text" value="Turf Maintenance Workshop"/>
Date (mm/dd/yyyy) <input type="text" value="6/1/2016"/>	<input type="text" value="RWMWD Technical advisory committee/public works forum meetings (meets monthly)"/>
Date (mm/dd/yyyy) <input type="text" value=""/>	<input type="text" value=""/>
Date (mm/dd/yyyy) <input type="text" value=""/>	<input type="text" value=""/>
Date (mm/dd/yyyy) <input type="text" value=""/>	<input type="text" value=""/>

Q11 Between January 1, 2016 and December 31, 2016, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.]

Yes  
 No

**MCM 2: Public Participation/Involvement**

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

Q12 You must provide a minimum of one opportunity each year for the public to provide input on the adequacy of your Stormwater Pollution Prevention Program (SWPPP). Did you provide this opportunity between January 1, 2016 and December 31, 2016? [Part III.D.2.a.(1)]

Yes  
 No

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

- Public meeting
- Public event
- Other

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

- Stand-alone
- Combined

Enter the date of the public meeting (mm/dd/yyyy):

Enter the number of citizens that attended and were informed about your SWPPP:

Q17 Between January 1, 2016 and December 31, 2016, did you receive any input regarding your SWPPP?

- Yes  
 No

Enter the total number of individuals or organizations that provided comments on your SWPPP:

- Q18 Did you modify your SWPPP as a result of written input received? [Part III.D.2.b.(2)]
- Yes  
 No
- Q19 Between January 1, 2016 and December 31, 2016, did you modify your BMPs, measurable goals, or future plans for your public participation/involvement program? [Part IV.B.]
- Yes  
 No

### MCM 3: Illicit Discharge Detection and Elimination

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

- Q20 Do you have a regulatory mechanism which prohibits non-stormwater discharges to your MS4? [Part III.D.3.b.]
- Yes  
 No
- Q21 Did you identify any illicit discharges between January 1, 2016 and December 31, 2016? [Part III.D.3.h.(4)]
- Yes  
 No
- Q30 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.]
- Yes  
 No
- Q31 Between January 1, 2016 and December 31, 2016, did you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges) and reporting illicit discharges for further investigations? [Part III.D.3.e.]
- Yes  
 No
- Q32 How did you train your field staff? Check all that apply.
- Email  
 PowerPoint  
 Presentation  
 Video  
 Field Training  
 Other

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

- Q33 Did you update your storm sewer system map between January 1, 2016 and December 31, 2016? [Part III.C.1.]
- Yes  
 No
- Q34 Does your storm sewer map include all pipes 12 inches or greater in diameter and the direction of stormwater flow in those pipes? [Part III.C.1.a.]
- Yes  
 No
- Q35 Does your storm sewer map include outfalls, including a unique identification (ID) number and an associated geographic coordinate? [Part III.C.1.b.]
- Yes  
 No
- Q36 Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.]
- Yes  
 No
- Q37 Does your storm sewer map include all receiving waters? [Part III.C.1.d.]
- Yes  
 No
- Q38 In what format is your storm sewer map available?
- Hardcopy only  
 GIS  
 CAD  
 Other
- Q39 Between January 1, 2016 and December 31, 2016, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program? [Part IV.B.]
- Yes  
 No

### MCM 4: Construction Site Stormwater Runoff Control

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

- Q40 Do you have a regulatory mechanism that is at least as stringent as the Agency's general permit to Discharge Stormwater Associated with Construction Activity (CSW Permit) No. MN R100001 (<http://www.pca.state.mn.us/index.php/view-document.html?gid=18984>) for erosion and sediment controls and waste controls? [Part III.D.4.a.]
- Yes  
 No
- Q41 Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.]
- Yes  
 No
- Q42 Have you documented each site plan review as required by the Permit? [Part III.D.4.f.]
- Yes

No

Q43 Enter the number of site plan reviews conducted for sites an acre or greater of soil disturbance between January 1, 2016 and December 31, 2016:

1

Q44 What types of enforcement actions do you have available to compel compliance with your regulatory mechanism? Check all that apply and enter the number of each used from January 1, 2016 to December 31, 2016.

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

Enter the number of verbal warnings issued: 0

Enter the number of notice of violations issued: 19

Enter the number of stop-work orders issued: 0

Enter the number of forfeitures of security bond money issued: 1

Enter the number of civil penalties issued: 0

Q45 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your construction site stormwater runoff control regulatory mechanism(s)? [Part III.B.]

- Yes  
 No

Q46 Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2016 and December 31, 2016:

3

Q47 Do you have written procedures for identifying priority sites for inspections? [Part III.D.4.d.(1)]

- Yes  
 No

Q48 How are sites prioritized for inspections? Check all that apply.

- Site topography  
 Soil characteristics  
 Types of receiving water(s)  
 Stage of construction  
 Compliance history  
 Weather conditions  
 Citizen complaints  
 Project size  
 Other

Q49 Do you have a checklist or other written means to document site inspections when determining compliance? [Part III.D.4.d.(4)]

- Yes  
 No

Q50 Enter the number of site inspections conducted for sites an acre or greater between January 1, 2016 and December 31, 2016:

20

Q51 Enter the frequency at which site inspections are conducted (e.g. daily, weekly, monthly): [Part III.D.4.d.(2)]

Weekly or monthly

Q52 Enter the number of trained inspectors that were available for construction site inspections between January 1, 2016 and December 31, 2016:

2

Q53 Provide the contact information for the inspector(s) and/or organization that conducts construction stormwater inspections for your MS4. List your primary construction stormwater contact first if you have multiple inspectors.

(1) Inspector name

Nicole Soderholm

Organization

RWMWD

Phone (Office)

651-792-7976

Phone (Work Cell)

Email

nicole.soderholm@rwmwd.org

Preferred contact method

phone

(2) Inspector name

Paige Ahlborg@rwmwd.org

Organization

RWMWD

Phone (Office)

651-792-7976

Phone (Work Cell)

Email

paige.ahlborg@rwmwd.org

Preferred contact method

phone

(3) Inspector name

Organization

Phone (Office)

Phone (Work Cell)

Email

Preferred contact method

Q54 What training did inspectors receive? Check all that apply.

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

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

Q55 Between January 1, 2016 and December 31, 2016, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.]

- Yes  
 No

#### MCM 5: Post-Construction Stormwater Management

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

Q56 Do you have a regulatory mechanism which meets all requirements as specified in Part III.D.5.a. of the Permit?

- Yes  
 No

Q57 What approach are you using to meet the performance standard for Volume, Total Suspended Solids (TSS), and Total Phosphorus (TP) as required by the Permit? [Part III.D.5.a.(2)]  
 Check all that apply.

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

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

Other, describe:

Defer to local watershed district for projects over one acre.

Q58 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your post-construction stormwater management regulatory mechanism(s)? [Part III.B.]

- Yes  
 No

Q59 Between January 1, 2016 and December 31, 2016, did you modify your BMPs, measurable goals, or future plans for your post-construction stormwater management program? [Part IV.B.]

- Yes  
 No

#### MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations

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

Q60 Enter the total number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds within your MS4 (exclude privately owned).

Structural stormwater BMPs	9
Outfalls	93
Ponds	8

Q61 Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2016 to December 31, 2016 within your MS4 (exclude privately owned). [Part III.D.6.e.]

Structural stormwater BMPs	9
Outfalls	0
Ponds	8

Q62 Have you developed an alternative inspection frequency for any structural stormwater BMPs, as allowed in Part III.D.6.e.(1) of the Permit?

- Yes  
 No

Q63 Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)]

- Yes  
 No

Q64 Briefly describe the maintenance that was conducted:

Vactored out accumulated materials and debris.

Q65 Do you own or operate any stockpiles, and/or storage and material handling areas? [Part III.D.6.e.(3)]

- Yes  
 No

Q66 Did you inspect all stockpiles and storage and material handling areas quarterly? [Part III.D.6.e.(3)]

- Yes  
 No

Q67 Based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas?

- Yes  
 No

Q68 Briefly describe the maintenance that was conducted:

Swept the public work's yard regularly, removed excess material, and maintained salt storage facility to properly contain salt.

Q69 Between January 1, 2016 and December 31, 2016, did you modify your BMPs, measurable goals, or future plans for your pollution prevention/good housekeeping for municipal operations program? [Part IV.B.]

- Yes  
 No

Describe those modifications:

The City adopted a stormwater management asset management program to assess ponds for TSS and TP effectiveness.

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

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

Q71 Click the "up arrow" icon below to upload your TMDL Annual report form. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.

ref:0000000219:Q71

**Partnerships**

Q78 Did you rely on any other regulated MS4s to satisfy one or more Permit requirements?

- Yes  
 No

Q79 Describe the agreements you have with other regulated MS4s and which Permit requirements the other regulated MS4s help satisfy: [Part IV.B.6.]

The RWMWD and Valley Branch Watershed District are delegated site plan review, post-construction stormwater management, inspection, and enforcement of construction sites one acre or larger. In addition, the City has an MOU with RWMWD for partnership on MCM 1-6 and TMDL requirements.

**Additional Information**

If you would like to provide any additional files to accompany your annual report, use the space below to upload those files. For each space, you may attach one file. You may provide additional explanation and/or information in an email with the subject *YourMS4NameHere\_2016AR* to [ms4permitprogram.pca@state.mn.us](mailto:ms4permitprogram.pca@state.mn.us).

Q80 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.

ref:0000000219:Q80

Q81 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.



Q82 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.



Q83 Optional, describe the file(s) uploaded:

**Owner or Operator Certification**

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

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. R. 7001.0070). I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (Minn. R. 7001.0540).

Yes

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

Name:   
 Title:   
 Date:   
 (mm/dd/yyyy)

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

Provide the email(s) of the individual(s) you would like to receive the MS4 Annual Report for 2016 submittal confirmation email from the MPCA. After you click the Submit button below, please allow up to three business days to receive this email.

Email (1)   
 Email (2)   
 Email (3)

**Print or save a copy of your completed MS4 Annual Report for 2016 for your records. The MPCA will email a PDF of your MS4 Annual Report for 2016 information in a confirmation email within three business days after you submit this form to the email(s) you provided above.**

You may print a copy of the MS4 Annual Report for 2016 for your records by pressing the 'Print' button at the bottom of the page.

Additionally, it is possible to save a PDF copy of the MS4 Annual Report for 2016 if you are working on a computer with OneNote (a program often included in Microsoft Office packages). Detailed saving instructions are available at [stormwater.pca.state.mn.us/index.php/Guidance\\_for\\_saving\\_MS4\\_annual\\_reports](http://stormwater.pca.state.mn.us/index.php/Guidance_for_saving_MS4_annual_reports).

If you have any questions, contact MPCA staff Cole Landgraf ([cole.landgraf@state.mn.us](mailto:cole.landgraf@state.mn.us), 651-757-2880) or Megan Handt ([megan.handt@state.mn.us](mailto:megan.handt@state.mn.us), 651-757-2843).



# 2015 MS4 Organizational Chart

*City of North St. Paul SWPPP*



**NORTH  
ST. PAUL**  
*extraordinary.*

**Assistant Public Works  
Superintendent**

- 1-A, 1-B, 1-C, 1-F, 1-H, 2-B, 3-C, 3-D, 4-I, 6-A, 6-B, 6-C, 6-D, 6-E, 6-F, 6-G, 6-H, 6-I, 6-J, 7-A, 7-B

**Strategic  
Operations  
Director**

- 2-E

**Community  
Relations**

- 1-D, 1-E, 1-G,  
2-D, 2-F

**City Planner**

- 3-B, 4-A, 5-B

**Building &  
Zoning Official**

- 4-B, 4-E

**Community  
Development  
Secretary**

- 2-A

**City Engineer**

- 2-C, 3-A, 4-C,  
4-D, 5-A, 5-D

**Consultant**

- 3-E, 3-F, 4-F,  
4-G, 4-H, 5-C

**Ramsey-Washington Metro Watershed District**

*Partner*

**Valley Branch Watershed District**

*Partner*



**STORMWATER MANAGEMENT IMPLEMENTATION PLAN**

No.	Project Description	Responsible Position	Comments
1-A	Develop Written Partnership Agreements - Provide mutually beneficial partnerships to address MS4 permit requirements of providing educational opportunities, illicit discharge detection and elimination, and maintenance of the city conveyance systems. Agreements will be pursued between the City of North St. Paul and the RWMWD.	Asst. Public Works Superintendent	
1-B	<u>Education Activity Implementation Plan</u> - The City will provide stormwater education and outreach programs for residents within the City. The City will complete an outline of the education program and implementation schedule for the upcoming permit cycle.	Asst. Public Works Superintendent/ RWMWD	
1-C	<u>Education Program</u> : The City or its designee will raise awareness to the audience involved by providing information on stormwater pollution prevention, effects of illicit discharges, best management practices, components of the SWPPP and outside entity resources available to City residents and business owners.	Asst. Public Works Superintendent/ RWMWD	
1-D	<u>City Website</u> - The City updates their Public Works web page by providing information on high priority stormwater pollution prevention topics and effects of illicit discharge to City residents and business owners. The goal will be to add new material as it becomes available and record the number of website hits annually.	Community Relations	
1-E	<u>City Newsletter</u> - City staff will develop then distribute stormwater related articles and materials in the City newsletter. This goal will be met by distributing a minimum of two stormwater related articles in the City newsletter each year.	Community Relations	
1-F	<u>Coordination of Education Program</u> - The City will collaborate and coordinate the development and implementation of the City's educational activities schedule with the RWMWD and VBWD.	Asst. Public Works Superintendent/ RWMWD	
1-G	<u>Construction Site Runoff Control/Post-Construction Stormwater Management Education</u> - Information on erosion control and stormwater management practices is available on the City's website and can be accessed via links on the City's stormwater pages. Links are also provided to the City's erosion control and stormwater management ordinances and related information on the MPCA and watershed district websites. Information on erosion control and stormwater management may be distributed with grading permits and building permits by the City and/or watersheds.	Community Relations/ RWMWD	

No.	Project Description	Responsible Position	Comments
<a href="#">1-H</a>	<u>Education Program Evaluation</u> - The City will conduct a program evaluation of the materials used in its education program to identify 6 high-priority topics and revised materials will focus on these topics.	Asst. Public Works Superintendent/ RWMWD	
<a href="#">2-A</a>	<u>Comply with Public Notice Requirements</u> - Provide public notice of meeting to provide input on the SWPPP in accordance with City public hearing notification requirements.	Community Development Secretary	
<a href="#">2-B</a>	<u>Annual Meeting</u> - Hold annual public meeting combined with City Council Meeting or other public participation/involvement event to solicit public input on the SWPPP, discuss its effectiveness, or amendments. Explore new venues and enhance meeting effectiveness and participation. Effectiveness will be evaluated based upon the amount of resident feedback received.	Asst. Public Works Superintendent	
<a href="#">2-C</a>	<u>Public Input Consideration and Response Procedures</u> - City staff will respond to all public comments and statements received from the public meeting, and document any proposed changes to the SWPPP for final approval by the City Engineer (if applicable). The goal of this BMP will be met by documenting all written and oral input into the record of decision and submitted in conjunction with the annual report to the MPCA.	City Engineer	
<a href="#">2-D</a>	<u>Online Availability of Stormwater Pollution Prevention Program Document</u> - Provide an electronic document of the SWPPP document to allow viewing anytime and easier access to these documents.	Community Relations	
<a href="#">2-E</a>	<u>Environmental Advisory Commission</u> - The EAC is a City-sponsored citizen's group comprised of 6 commissioners that meet once a month. The City will continue to provide operational support and staff representatives throughout the MS4 permit cycle.	Strategic Operations Director	
<a href="#">2-F</a>	<u>Explore Social Media</u> - City staff will evaluate the need and use of multiple social media outlets to increase the public participation and encourage feedback on stormwater related topics. City staff will evaluate this need in 2014, and implement the social media outlet (if applicable) within 12 months from the date MS4 permit coverage is extended to the City.	Community Relations	
<a href="#">3-A</a>	<u>Storm Sewer System Mapping</u> - Update storm sewer map to meet the requirements of Part II.D.4. of the MS4 General Permit. Identify outfalls, including unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. Update pond inventory and submit to MPCA.	City Engineer	

No.	Project Description	Responsible Position	Comments
3-B	<u>Illicit Discharge Detection and Elimination (IDDE) and Enforcement Ordinance/Rules</u> - Review ordinance annually to ensure that ordinance continues to meet the needs of the City and legal requirements.	City Planner	
3-C	<u>Illicit Discharge Detection and Elimination (IDDE) Program</u> - Develop written program and implement it as defined in City SWPPP to meet requirements of Part III.D.3.c.h. of the MS4 General Permit. Include procedures to meet permit requirements for the following items: -Inform Public about illicit discharges -Employee Training Program -IDDE Inspections -IDDE Investigations and elimination	Asst. Public Works Superintendent	
3-D	<u>Illicit Discharge Inspections</u> - In year 1, the City will map out areas that are identified as high-priority outfalls and around high-risk establishments (fast food restaurants, dumpsters, car washes, mechanics, and oil changes). In years 2-5, the City will integrate those sites into its annual MS4 inspection activities.	Asst. Public Works Superintendent	
3-E	<u>IDDE Priority Map</u> - Develop an IDDE inspection map in 2014. Utilize map for inspections within 12 months from the date MS4 permit coverage is extended.	Consultant	
3-F	<u>Standard Operating Procedures (SOPs)</u> - Develop SOPs for IDDE, including emergency response, within 12 months of the date of permit coverage	Consultant	
4-A	<u>Construction Site Stormwater Runoff Ordinance</u> - Review the City's ordinance to ensure it meets the requirements of Part III.D.4.a.(1)-(8) of the MS4 General Permit and that it is at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity.	City Planner	

No.	Project Description	Responsible Position	Comments
4-B	<p><u>Construction Site Implementation of Erosion and Sediment Control BMPs</u> - 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.</p>	Building & Zoning Official/RWMWD	
4-C	<p><u>Waste Control BMP's for Construction Site Operators</u> - Maintain established guidelines, inspection criteria, and enforcement procedures for the management of construction site waste. Continue to inspect construction sites for compliance with waste control ordinances for materials that include discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site that may cause adverse impacts to water quality.</p>	City Engineer	
4-D	<p><u>Construction Site Plan Review</u> - 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.</p>	City Engineer	
4-E	<p><u>Receipt and Consideration of Non-Compliance for Construction Site Stormwater Controls</u> -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.</p>	Building & Zoning Official	
4-F	<p><u>Stormwater Compliance Inspections</u> - Develop written procedures, checklist and responsible persons to ensure that at least 10% of inspections conducted annually are performed at deemed high priority inspection sites (e.g., near sensitive receiving waters, projects larger than 5 acres)</p>	Consultant	

No.	Project Description	Responsible Position	Comments
4-G	Standard Operating Procedures (SOPs) - Complete an annual review of SOPs for site inspections and site plan reviews by evaluating checklists and existing guidelines to ensure they are up-to-date to reflect MPCA's current construction general permit requirements.	Consultant	
4-H	Develop Enforcement Response Procedures (ERPs) - Establish/outline Enforcement Response Procedures for Construction Site Activities.	Consultant	
4-I	Prioritize Inspections - The City will develop a process to determine the frequency for inspecting high priority inspection sites (e.g. near sensitive receiving waters, projects larger than 5 acres).	Asst. Public Works Superintendent	
5-A	Site Plan Review Program - The City will review and revise (if necessary, during the plan review process) permanent BMP designs and criteria for post-construction stormwater management associated with new development and redevelopment projects of one acre or more. The City will also actively look for non-structural opportunities where prudent and feasible. The goal of this BMP will be met if the City conducts plan reviews on new development and redevelopment projects of one acre or more.	City Engineer	
5-B	Update Ordinance to Meet New Permit Requirements - Complete Ordinance updates for post-construction runoff from new development and redevelopment within 12 months of extension of permit coverage.	City Planner	
5-C	SOPs - In addition to existing stormwater management design guidelines and standards the City will develop SOPs within 12 months of the date of permit coverage to strengthen Post Construction Stormwater Management	Consultant	
5-D	Long-term Operation and Maintenance of BMPs - 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.	City Engineer/ RWMWD	
6-A	Street Sweeping - Sweep City maintained streets 2 times per year	Asst. Public Works Superintendent	

No.	Project Description	Responsible Position	Comments
6-B	<u>Storm Sewer Inspection Program</u> - Conduct one inspection of all City-owned ponds and outfalls prior to expiration date of the MS4 General Permit. Annually inspect of 100% of structural pollution control devices.	Asst. Public Works Superintendent	
6-C	<u>Inspection of All Exposed Stockpile, Storage and Material Handling Areas</u> - Based on storm sewer inspection findings determine if repair, replacement, or maintenance measures are necessary to ensure structures proper function and treatment effectiveness. Document annually number or structures repaired or scheduled for maintenance.	Asst. Public Works Superintendent	
6-D	<u>Structural Stormwater BMP Maintenance Program</u> - Develop written program to utilize results from storm sewer inspection findings to determine if repair, replacement, or maintenance measures are necessary to ensure structures proper function and treatment effectiveness. Document annually number or structures repaired or scheduled for maintenance. Annually inspect 20% of known public outfalls, sediment basins and ponds each year on a rotating basis	Asst. Public Works Superintendent	
6-E	<u>Asset Management System for Record Reporting and Retention</u> - The City will retain all records of inspection, maintenance, and corrective actions of the City's stormwater system. The goal of this BMP will be met if the City retains these records for a period of three years past the expiration of this permit.	Asst. Public Works Superintendent	
6-F	<u>Evaluation of Inspection Frequency</u> - Develop written procedures to modify the frequency of inspections, if after two years of inspections patterns develop warranting a reduction or increase in the frequency of inspection.	Asst. Public Works Superintendent	
6-G	<u>Municipal Operations and Maintenance Program</u> - The City currently has a pollution prevention plan established for operation and maintenance activities. Those activities include park, open space, building, fleet and land disturbance. City employees are properly trained in pollution prevention such as attending regular MPCA workshops relating to proper sanitary sewer and storm sewer operation and maintenance procedures that include street sweeping, parks, stockpile management and other city facilities. Employees are also trained in hazardous waste and chemical waste handling by agencies including the MDH, and the MPCA. All City fleet vehicles are serviced or washed at an indoor facility and any waste or runoff is properly discharged and not allowed to enter storm sewer or runoff downstream.	Asst. Public Works Superintendent	

No.	Project Description	Responsible Position	Comments
6-H	<p><u>Spill Prevention &amp; Control Plans for Municipal Facilities</u> - Ensure that plans describing spill prevention and control procedures are consistent among all departments. Conduct annual spill prevention and response training sessions to all municipal employees. Distribute education materials to each municipal facility by the end of year 2.</p>	Asst. Public Works Superintendent	
6-I	<p><u>Facility Inventory</u> - Develop facilities inventory to include potential pollutants at each site. Create a map of all identified facilities.</p>	Asst. Public Works Superintendent	
6-J	<p><u>Pond Assessment Procedures &amp; Schedule</u> - In year 1, develop procedures for determining TSS and TP treatment effectiveness of city owned ponds use for treatment of stormwater. Implement schedule in year 2-5.</p>	Asst. Public Works Superintendent	
7-A	<p><u>Impaired Waters Review Process</u> - 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:</p> <ul style="list-style-type: none"> <li>a. 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.</li> <li>b. 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</li> <li>c. 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.</li> </ul>	Asst. Public Works Superintendent	

No.	Project Description	Responsible Position	Comments
7-B	<p><u>Source Water Protection Areas - Description</u>  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.</p> <p>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.</p>	Asst. Public Works Superintendent	

## BMP PAGE

Unique Identifying Number:

Implementation Table

**Permit Requirements Addressed by this BMP:**

[Part II.D.1.](#)

**BMP Title:**

**BMP Description:**

Provide mutually beneficial partnerships to address MS4 permit requirements of providing educational opportunities, illicit discharge detection and elimination, and maintenance of the city conveyance systems. Agreements will be pursued between the City of North St. Paul and the Ramsey Washington Metro Watershed District and the Valley Branch Watershed District.

**Measurable Goals:**

Determine if this partnership beneficial in the educational, training, and/or enforcement aspects of the MS4 program.

**Responsible Person:**

Name:	Keith Stachowski
Title:	Asst. Public Works Superintendent
Phone:	651-747-2447
Email:	keith.stachowski@northstpaul.org



## BMP PAGE

**Implementation Table**

**Unique Identifying Number:**

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

The City will provide stormwater education and outreach programs for residents within the City. The City will complete an outline of the education program and implementation schedule for the upcoming permit cycle.

**Measurable Goals:**

The City will document the number of publications and households served by publication. The effectiveness of this BMP will be measured by the number of articles and brochures published in newsletters, distributed via City mailings/website and RWMWD or VBWD workshops, and visits to the City's website. Success of this BMP is defined as developing then implementing the educational activities schedule and distributing/hosting a minimum of four educational materials, workshops, or presentations per year.

**Responsible Person:**

<b>Name:</b>	Keith Stachowski
<b>Title:</b>	Asst. Public Works Superintendent
<b>Phone:</b>	651-747-2447
<b>Email:</b>	keith.stachowski@northstpaul.org



## BMP PAGE

Unique Identifying Number:

Implementation Table

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

The City or its designee will raise awareness to the audience involved by providing information on stormwater pollution prevention, effects of illicit discharges, best management practices, components of the SWPPP and outside entity resources available to City residents and business owners. 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>.

**Measurable Goals:**

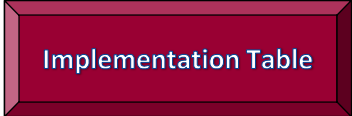
The City will document the number of publications and households served by publication. The effectiveness of this BMP will be measured by the number of articles and brochures published in newsletters, distributed via City mailings/website and RWMWD or VBWD workshops, and visits to the City's website. Success of this BMP is defined as developing then implementing the educational activities schedule and distributing/hosting a minimum of 4 educational materials, workshops, etc. per

**Responsible Person:**

Name:	Keith Stachowski
Title:	Asst. Public Works Superintendent
Phone:	651-747-2447
Email:	<a href="mailto:keith.stachowski@northstpaul.org">keith.stachowski@northstpaul.org</a>



## BMP PAGE



Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

BMP Title:

**BMP Description:**

The City updates their web page by providing information on high priority stormwater pollution prevention topics and effects of illicit discharge to City residents and business owners. The goal will be to add new material as it becomes available and record the number of website hits annually.

**Measurable Goals:**

Track website hits to the stormwater documents available. Track the comments left by community members about the stormwater program.

**Responsible Person:**

Name:	Laurie Koehnle
Title:	Community Relations
Phone:	651-747-2504
Email:	<a href="mailto:laurie.koehnle@northstpaul.org">laurie.koehnle@northstpaul.org</a>



## BMP PAGE



Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

BMP Title:

**BMP Description:**

City staff will develop then distribute stormwater related articles in the City newsletter. This goal will be met by distributing a minimum of two stormwater related articles in the City newsletter each year.

**Measurable Goals:**

Track the number of newsletters that were distributed.

**Responsible Person:**

Name:	Laurie Koehnle
Title:	Community Relations
Phone:	651-747-2504
Email:	<a href="mailto:laurie.koehnle@northstpaul.org">laurie.koehnle@northstpaul.org</a>



## BMP PAGE



Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

[Part II.D.1.](#)  
 [Part III.D.1.](#)  
 [Part III.D.1.](#)  
 [Part III.D.1.](#)  
   
   

**BMP Title:**

**BMP Description:**

The City will collaborate and coordinate the development and implementation of the City's educational activities with the RWMWD and VBWD.

**Measurable Goals:**

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.

**Responsible Person:**

<b>Name:</b>	Keith Stachowski
<b>Title:</b>	Asst. Public Works Superintendent
<b>Phone:</b>	651-747-2447
<b>Email:</b>	keith.stachowski@northstpaul.org



## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

Information on erosion control and stormwater management practices is available on the City's website and can be accessed via links on the City's stormwater pages. Links are also provided to the City's erosion control and stormwater management ordinances and related information on the MPCA and watershed district websites. Information on erosion control and stormwater management may be distributed with grading permits and building permits by the City and/or watersheds.

**Measurable Goals:**

Track the number of articles posted on the website, articles posted in the newspaper and/or newsletter, and provide a summary of materials/information sent to developers relating to erosion control.

**Responsible Person:**

Name:	Laurie Koehnle
Title:	Community Relations
Phone:	651-747-2504
Email:	<a href="mailto:laurie.koehnle@northstpaul.org">laurie.koehnle@northstpaul.org</a>



## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

BMP Title:

**BMP Description:**

The City will conduct a program evaluation of the materials used in its education program to identify 6 high-priority topics and revised materials will focus on these topics.

**Measurable Goals:**

Record any changes made the SWPPP as a result of the evaluation and present any new changes at the Annual Meeting.

**Responsible Person:**

Name:	Keith Stachowski
Title:	Asst. Public Works Superintendent
Phone:	651-747-2447
Email:	<a href="mailto:keith.stachowski@northstpaul.org">keith.stachowski@northstpaul.org</a>



## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

[Part III.D.2](#)  
 [Part III.D.2](#)  
 [Part III.D.2](#)  
 [Part III.D.2](#)  
 [Part III.D.2](#)  
   

**BMP Title:**

**BMP Description:**

Provide public notice of meeting to provide input on the SWPPP in accordance with City public hearing notification requirements.

**Measurable Goals:**

Make sure the notice for the public is posted within the acceptable timeframe for public input. The effectiveness of this BMP will be measured by the number of public notices posted.

**Responsible Person:**

<b>Name:</b>	Bette Malm
<b>Title:</b>	Community Development Secretary
<b>Phone:</b>	651-747-2440
<b>Email:</b>	<a href="mailto:bette.malm@northstpaul.org">bette.malm@northstpaul.org</a>



## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

BMP Title:

**BMP Description:**

Hold an annual public meeting combined with a City Council meeting or other public participation/involvement event to solicit public input on the SWPPP, discuss its effectiveness, or make amendments to current SWPPP. Explore new venues and enhance meeting effectiveness and participation.

**Measurable Goals:**

Document attendance and record minutes at the public meeting, record statements and written comments and document changes made to the SWPPP. Effectiveness will be evaluated based upon the amount of resident feedback is received.

**Responsible Person:**

Name:	Keith Stachowski
Title:	Asst. Public Works Superintendent
Phone:	651-747-2447
Email:	<a href="mailto:keith.stachowski@northstpaul.org">keith.stachowski@northstpaul.org</a>



## BMP PAGE

Unique Identifying Number:

Implementation Table

**Permit Requirements Addressed by this BMP:**

[Part III.D.2](#) [Part III.D.2](#) [Part III.D.2](#) [Part III.D.2](#) [Part III.D.2](#)

**BMP Title:**

**BMP Description:**

The City will conduct a public meeting and host a web page on the City's Storm Water Pollution Prevention Program. City staff will respond to all public comments and statements received from the public meeting, and document any proposed changes to the SWPPP for final approval by the City Engineer (if applicable).

**Measurable Goals:**

The goal of this BMP will be met by documenting all written and oral input into the record of decision and submitted in conjunction with the annual report to the MPCA.

**Responsible Person:**

Name:	Morgan Dawley
Title:	City Engineer
Phone:	763-287-7173
Email:	<a href="mailto:mdawley@wsbeng.com">mdawley@wsbeng.com</a>



## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

Provide an electronic document of the SWPPP document to allow viewing anytime and easier access to these documents.

**Measurable Goals:**

The effectiveness of this BMP will be measured by tracking the number of website hits to the SWPPP and the amount of public input submitted electronically.

**Responsible Person:**

<b>Name:</b>	Laurie Koehnle
<b>Title:</b>	Community Relations
<b>Phone:</b>	651-747-2504
<b>Email:</b>	<a href="mailto:laurie.koehnle@northstpaul.org">laurie.koehnle@northstpaul.org</a>



## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

BMP Title:

**BMP Description:**

The EAC is a City-sponsored citizen's group comprised of 6 commissioners that meet once a month. The City will continue to provide operational support and staff representatives throughout the MS4 permit cycle.

**Measurable Goals:**

Track the number of participants in the committee and the number of meetings held annually.

**Responsible Person:**

Name:	Debra Lom
Title:	Strategic Operations Director
Phone:	651-747-2400
Email:	<a href="mailto:debra.lom@northstpaul.org">debra.lom@northstpaul.org</a>



## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

BMP Title:

**BMP Description:**

City staff will evaluate the need and use of multiple social media outlets to increase the public participation and encourage feedback on stormwater related topics. City staff will evaluate this need in 2014, and implement the social media outlet (if applicable) within 12 months from the date MS4 permit coverage is extended to the City.

**Measurable Goals:**

Track the number of posts and comments received on posts annually.

**Responsible Person:**

Name:	Laurie Koehnle
Title:	Community Relations
Phone:	651-747-2504
Email:	<a href="mailto:laurie.koehnle@northstpaul.org">laurie.koehnle@northstpaul.org</a>



## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

[Part II.D.4.](#)  
 [Part III.C.1.](#)  
 [Part III.D.3.](#)  
 [Part III.D.3.](#)  
   
   

BMP Title:

**BMP Description:**

Update storm sewer map to meet the requirements of Part II.D.4. of the MS4 General Permit. Identify outfalls, including unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. Update pond inventory and submit to MPCA.

**Measurable Goals:**

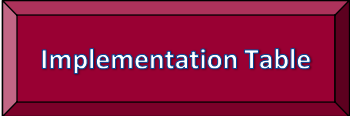
The effectiveness of this BMP will be defined as mapping all storm sewer conveyances 12" or greater that are owned by the City. The success of this BMP will be measured by annually updating all City owned storm sewer conveyances equal to or greater than 12".

**Responsible Person:**

Name:	Morgan Dawley
Title:	City Engineer
Phone:	763-287-7173
Email:	mdawley@wsbeng.com



## BMP PAGE



Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

Review ordinance annually to ensure that ordinance continues to meet the needs of the City and legal requirements. Elements of this ordinance will include, but are not limited to, defining allowable discharges, setting policy as it pertains to violations and penalties, and mitigation requirements.

**Measurable Goals:**

The effectiveness of this BMP will be measured by the number of enforcement actions issued annually. Success will be defined as the review of existing ordinances or amendments made to the illicit discharge ordinance.

**Responsible Person:**

Name:	Corrin Wendell
Title:	City Planner
Phone:	651-747-2595
Email:	corrin.wendell@northstpaul.org



## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

Develop written program and implement it as defined in City SWPPP to meet requirements of Part III.D.3.c.h. of the MS4 General Permit. This BMP includes providing information on recycling options, services, and programs within the City. The City will also review the current educational activities undertaken by its staff to eliminate illicit discharges from general City operations.

**Measurable Goals:**

The City will continue to annually review the educational content of printed literature for adequacy and update as necessary. BMP effectiveness will be measured by the number of calls to the City regarding illegal dumping or illicit discharges. Also, success will be defined by providing educational material to the City staff a minimum of one time annually.

**Responsible Person:**

Name:	Keith Stachowski
Title:	Asst. Public Works Superintendent
Phone:	651-747-2447
Email:	keith.stachowski@northstpaul.org



## BMP PAGE

Unique Identifying Number:

Implementation Table

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

In year 1, the City will map out areas that are identified as high-priority outfalls and around high-risk establishments (fast food restaurants, dumpsters, car washes, mechanics, and oil changes). In years 2-5, the City will integrate those sites into its annual MS4 inspection activities. The City will notify the MPCA state duty officer of any hazardous material spills or discharges.

**Measurable Goals:**

The effectiveness of this BMP will be measured by:

1. Annually documenting the number of miles covered by trash and debris collection,
2. Annually documenting all reported non-stormwater discharges occurring on City owned land, private property, and right-of-way, as well as any remedial actions taken (if applicable).

**Responsible Person:**

Name:	Keith Stachowski
Title:	Asst. Public Works Superintendent
Phone:	651-747-2447
Email:	keith.stachowski@northstpaul.org



## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

BMP Title:

**BMP Description:**

As needed, City staff or a consultant will be used to televise a selection of the sewer system, collect grab samples, or perform other effective testing procedures to find illicit connection identified in the system.

**Measurable Goals:**

All non-stormwater discharges (as defined in Part III.D.3.f.) were evaluated and determined to be insignificant sources of pollutants to the MS4.

**Responsible Person:**

Name:	Meghan Litsey
Title:	Environmental Scientist
Phone:	763-287-2155
Email:	<a href="mailto:mlitsey@wsbeng.com">mlitsey@wsbeng.com</a>



## BMP PAGE

Unique Identifying Number:

Implementation Table

**Permit Requirements Addressed by this BMP:**

[Part III.A.](#)

[Part III.D.3](#)

[Part III.D.3](#)

[Part III.D.3](#)

[Part III.D.3](#)

[Part III.D.3](#)

[Part III.D.3](#)

**BMP Title:**

**BMP Description:**

Develop SOPs for IDDE within the initial 12 months of the beginning date of permit coverage.

**Measurable Goals:**

The effectiveness of this BMP and the SOPs for IDDE will be calculated by the amount of regulation as well as maintaining compliance with the NPDES MS4 permit.

**Responsible Person:**

Name:	Meghan Litsey
Title:	Environmental Scientist
Phone:	763-287-2155
Email:	<a href="mailto:mlitsey@wsbeng.com">mlitsey@wsbeng.com</a>



## BMP PAGE

Unique Identifying Number:

Implementation Table

**Permit Requirements Addressed by this BMP:**

[Part III.D.4](#)

[Part III.D.4](#)

[Part III.D.4](#)

**BMP Title:**

**BMP Description:**

Review the City's ordinance to ensure it meets the requirements of Part III.D.4.a.(1)-(8) of the MS4 General Permit and that it is at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity.

**Measurable Goals:**

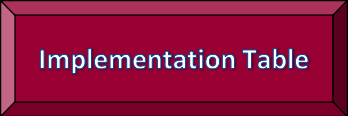
The City will annually review and update as necessary the City's erosion control ordinances. This BMP effectiveness will be calculated by tracking the compliance issues with construction sites.

**Responsible Person:**

Name:	Corrin Wendell
Title:	City Planner
Phone:	Community Development
Email:	corrin.wendell@northstpaul.org



## BMP PAGE



Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

[Part III.D.4](#)  [Part III.D.4](#)  [Part III.D.4](#)

**BMP Title:**

**BMP 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.

**Measurable Goals:**

Success of this BMP will be determined by site inspections per NPDES Phase II requirements and City permit approvals.

**Responsible Person:**

Name:	Jim Henneck
Title:	Building & Zoning Official
Phone:	651-747-2438
Email:	<a href="mailto:jim.henneck@northstpaul.org">jim.henneck@northstpaul.org</a>



## BMP PAGE

Implementation Table

**Unique Identifying Number:**

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

Maintain established guidelines, inspection criteria, and enforcement procedures for the management of construction site waste. Continue to inspect construction sites for compliance with waste control ordinances for materials that include discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site that may cause adverse impacts to water quality.

**Measurable Goals:**

The effectiveness of this BMP will be measured by the annual recorded number of remedial actions against construction site operations. Success of this BMP will be defined as operator compliance to the City's Waster and Material Disposal, 1350.06 ordinance and NPDES Phase II permit regulations.

**Responsible Person:**

<b>Name:</b>	Morgan Dawley
<b>Title:</b>	City Engineer
<b>Phone:</b>	763-287-7173
<b>Email:</b>	mdawley@wsbeng.com



## BMP PAGE

**Implementation Table**

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

[Part III.D.4](#)  
 [Part III.D.4](#)  
 [Part III.D.4](#)  
   
   
   

**BMP Title:**

**BMP 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.

**Measurable Goals:**

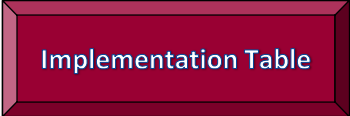
City still will track the number of site plan reviews performed annually.

**Responsible Person:**

Name:	Morgan Dawley
Title:	City Engineer
Phone:	763-287-7173
Email:	mdawley@wsbeng.com



## BMP PAGE



Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP 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.

**Measurable Goals:**

The City will establish contact information for receipt of construction site violations. The City will record:

- The number of calls and emails related to SWPPP issues.
- The number of illicit discharge and construction site complaints.
- The number of clean-up activities or SWPPP changes resulting from calls or emails.

**Responsible Person:**

Name:	Jim Henneck
Title:	Building & Zoning Official
Phone:	651-747-2438
Email:	<a href="mailto:jim.henneck@northstpaul.org">jim.henneck@northstpaul.org</a>



## BMP PAGE

Unique Identifying Number:

Implementation Table

**Permit Requirements Addressed by this BMP:**

[Part III.D.3](#)  
 [Part III.D.4](#)  
 [Part III.D.4](#)  
 [Part III.D.4](#)  
 [Part III.D.4](#)  
   

**BMP Title:**

**BMP Description:**

Construction site operators must conform to all NPDES construction permit standards and City ordinances pertaining to construction site erosion control and waste disposal. Inspection procedures consist of NPDES Phase II inspection requirements and violations reported by the public as defined in BMP Summary Sheets 3-C and 4-E.

**Measurable Goals:**

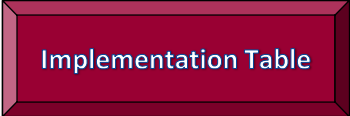
The City will begin to annually evaluate the effectiveness of site inspections and enforcement procedures via enforcement actions taken annually. Additional and/or revised procedures will be added (if applicable) when deemed necessary or found non-conforming to NPDES Phase II requirements.

**Responsible Person:**

<b>Name:</b>	Meghan Litsey
<b>Title:</b>	Environmental Scientist
<b>Phone:</b>	763-287-2155
<b>Email:</b>	<a href="mailto:mlitsey@wsbeng.com">mlitsey@wsbeng.com</a>



## BMP PAGE



Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

BMP Title:

**BMP Description:**

Complete an annual review of SOPs for site inspections and site plan reviews by evaluating checklists and existing guidelines to ensure they are up-to-date to reflect MPCA's current construction general permit requirements.

**Measurable Goals:**

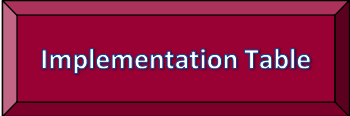
The effectiveness of this BMP and the SOPs for IDDE will be calculated by the amount of regulation as well as maintaining compliance with the NPDES MS4 permit.

**Responsible Person:**

Name:	Meghan Litsey
Title:	Environmental Scientist
Phone:	763-287-2155
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## BMP PAGE



Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

Establish/outline enforcement response procedures (ERPs) for construction site activities that enforce the standard operating procedures and permit requirements.

**Measurable Goals:**

The effectiveness of this BMP will be measured by the amount of violations and enforcement actions taken place throughout each year within the City.

**Responsible Person:**

Name:	Meghan Litsey
Title:	Environmental Scientist
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## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

[Part III.D.4](#)  
 [Part III.D.4](#)  
 [Part III.D.4](#)  
 [Part III.D.4](#)  
   
   

BMP Title:

**BMP Description:**

The City will develop a process to determine the frequency for inspecting high priority inspection sites (e.g. near sensitive receiving waters, projects larger than 5 acres). The process will be developed onto a city map that calls out these sensitive areas.

**Measurable Goals:**

The City will begin to annually evaluate the effectiveness of site inspections and enforcement procedures via enforcement actions taken annually. Additional and/or revised procedures will be added (if applicable) when deemed necessary or found non-conforming to NPDES Phase II requirements.

**Responsible Person:**

Name:	Keith Stachowski
Title:	Asst. Public Works Superintendent
Phone:	651-747-2447
Email:	keith.stachowski@northstpaul.org



## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

[Part III.D.5](#)  
 [Part III.D.5](#)  
 [Part III.D.5](#)  
 [Part III.D.5](#)  
 [Part III.D.5](#)  
   

BMP Title:

**BMP Description:**

The City will review and revise (if necessary, during the plan review process) permanent BMP designs and criteria for post-construction stormwater management associated with new development and redevelopment projects of one acre or more. The City will also actively look for non-structural opportunities where prudent and feasible.

**Measurable Goals:**

The goal of this BMP will be met if the City conducts plan reviews on new development and redevelopment projects of one acre or more and according to the criteria approved in the Surface Water Management Plan. Success of this BMP is defined as annually recording all revised BMP designs and implemented structural and non-structural BMPs on City properties.

**Responsible Person:**

Name:	Morgan Dawley
Title:	City Engineer
Phone:	763-287-7173
Email:	mdawley@wsbeng.com



## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

Complete Ordinance updates for post-construction runoff from new development and redevelopment within 12 months of extension of permit coverage.

**Measurable Goals:**

The City will annually review and update as necessary the City's post-construction ordinance and permit requirements.

**Responsible Person:**

Name:	Corrin Wendell
Title:	City Planner
Phone:	651-747-2595
Email:	corrin.wendell@northstpaul.org



## BMP PAGE



Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

[Part III.D.5](#) [Part III.D.5](#) [Part III.D.5](#) [Part III.D.5](#) [Part III.D.5](#) [Part III.D.5](#) [Part III.D.5](#)

**BMP Title:**

**BMP Description:**

In addition to existing stormwater management design guidelines and standards, the City will develop SOPs within the initial 12 months of the date of permit coverage to strengthen Post Construction Stormwater Management.

**Measurable Goals:**

The effectiveness of this BMP and the SOPs for post-construction will be calculated by the amount of regulation as well as maintaining compliance with the NPDES MS4 permit.

**Responsible Person:**

Name:	Meghan Litsey
Title:	Environmental Scientist
Phone:	763-287-2155
Email:	mlitsey@wsbeng.com



## BMP PAGE

Unique Identifying Number:

Implementation Table

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

City of North Saint Paul operates a program to maintain the public-owned Best Management Practices within the MS4 in conjunction with its Surface Water Management Plan 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.

**Measurable Goals:**

The effectiveness of this BMP will be measured the total number of inspections completed and maintenance actions performed annually.

**Responsible Person:**

<b>Name:</b>	Morgan Dawley
<b>Title:</b>	City Engineer
<b>Phone:</b>	763-287-7173
<b>Email:</b>	mdawley@wsbeng.com



## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

BMP Title:

**BMP Description:**

The City currently brush or vacuum sweeps City owned streets a minimum of twice per year in an effort to reduce the amount of sediment and trash from reaching the storm sewer system. One street sweeping activity will occur in the spring (April-June) on all streets, and the second activity will occur in the fall (September –November) on selected areas (as determined by the City Administrator).

**Measurable Goals:**

The City will continue recording the frequency and miles of streets that are annually swept, and quantify the amount of trash/debris removed per sweeping occurrence. Success of this BMP is defined as recording two street sweeping occurrences per year.

**Responsible Person:**

Name:	Keith Stachowski
Title:	Asst. Public Works Superintendent
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## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

BMP Title:

**BMP Description:**

Conduct one inspection of all City-owned ponds and outfalls prior to expiration date of the MS4 General Permit. Annually inspect of 100% of structural pollution control devices. Newly constructed and rebuild structural pollution control devices will be added to the storm sewer map (BMP summary sheet 3-A) and inspected within one year of post construction.

**Measurable Goals:**

Maintenance and repair specifications and schedules will be developed and implemented as necessary. Success of this BMP will be defined as annually conducting and documenting inspections, repairs, and maintenance projects of all structural pollution control devices.

**Responsible Person:**

Name:	Keith Stachowski
Title:	Asst. Public Works Superintendent
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## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

City staff will annually locate and inspect all exposed stockpiles and storage/material handling areas on City owned properties. All existing onsite BMP's will be inspected for conformance to NPDES Phase II permit requirements. Any identified erosion control issues will be corrected and documented.

**Measurable Goals:**

The effectiveness of this BMP will be measured by the frequency of inspections and corrective actions. Success will be defined as locating and inspecting all exposed stockpiles and storage/material handling on City property a minimum of once each year.

**Responsible Person:**

Name:	Keith Stachowski
Title:	Asst. Public Works Superintendent
Phone:	651-747-2447
Email:	<a href="mailto:keith.stachowski@northstpaul.org">keith.stachowski@northstpaul.org</a>



## BMP PAGE

**Implementation Table**

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

BMP Title:

**BMP Description:**

This plan will consist of (at a minimum) training materials and workshops for City staff to help reduce storm water pollution caused from park maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance. Document annually number or structures repaired or scheduled for maintenance.

**Measurable Goals:**

The effectiveness of this BMP will be measured by City staff annually evaluating conformance to the municipal operations pollution prevention plan, and revising (if necessary) the plan components. Success is defined as developing, implementing, and achieving the goals detailed within the plan by the implantation dates described below.

**Responsible Person:**

Name:	Keith Stachowski
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Phone:	651-747-2447
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## BMP PAGE



Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

The City Administrator will retain all records of inspection, maintenance, and corrective actions of the City's storm water system. Records will be available, by request, to the public upon approval by the City Administrator.

**Measurable Goals:**

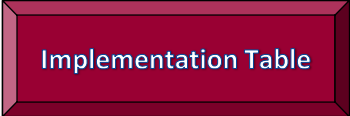
The City will record the number of record requests and distributed materials annually. Success will be defined by the City providing the records or materials as requested.

**Responsible Person:**

<b>Name:</b>	Keith Stachowski
<b>Title:</b>	Asst. Public Works Superintendent
<b>Phone:</b>	651-747-2447
<b>Email:</b>	<a href="mailto:keith.stachowski@northstpaul.org">keith.stachowski@northstpaul.org</a>



## BMP PAGE



Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

BMP Title:

**BMP Description:**

The City will retain the records of inspection results and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections may be adjusted at the discretion of the City's engineering consultant.

**Measurable Goals:**

The effectiveness of this BMP will be measured by the annual recording of all inspections completed the previous year. Success of this BMP will be defined as annually reviewing the frequency of inspections to the maintenance completed by the City.

**Responsible Person:**

Name:	Keith Stachowski
Title:	Asst. Public Works Superintendent
Phone:	651-747-2447
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## BMP PAGE

Unique Identifying Number:

Implementation Table

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

The City currently has a pollution prevention plan established for operation and maintenance activities. Those activities include park, open space, building, fleet and land disturbance. City employees are properly trained in pollution prevention such as attending regular MPCA workshops relating to proper sanitary sewer and storm sewer operation and maintenance procedures that include street sweeping, parks, stockpile management and other city facilities. Employees are also trained in hazardous waste and chemical waste handling by agencies including the MDH, and the MPCA. All City fleet vehicles are serviced or washed at an indoor facility and any waste or runoff is properly discharged and not allowed to enter storm sewer or runoff downstream

**Measurable Goals:**

The City will continue to annually review and adjust (if necessary) its current methods. Success of this BMP will include regular training of staff to ensure good housekeeping of municipal operations.

**Responsible Person:**

<b>Name:</b>	Keith Stachowski
<b>Title:</b>	Asst. Public Works Superintendent
<b>Phone:</b>	651-747-2447
<b>Email:</b>	<a href="mailto:keith.stachowski@northstpaul.org">keith.stachowski@northstpaul.org</a>



## BMP PAGE



Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

Ensure that plans describing spill prevention and control procedures are consistent among all departments. Conduct annual spill prevention and response training sessions to all municipal employees. Distribute education materials to each municipal facility by the end of year 2.

**Measurable Goals:**

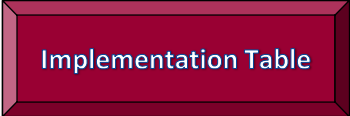
A spill prevention and control plan effectively reduces the risk of surface and ground water contamination. However, to be effective, workers must be trained, materials and cleanup equipment available, and procedures followed.

**Responsible Person:**

<b>Name:</b>	Keith Stachowski
<b>Title:</b>	Asst. Public Works Superintendent
<b>Phone:</b>	651-747-2447
<b>Email:</b>	<a href="mailto:keith.stachowski@northstpaul.org">keith.stachowski@northstpaul.org</a>



## BMP PAGE



Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

BMP Title:

**BMP Description:**

The City will develop and maintain an inventory of City-owned facilities that contribute pollutants to stormwater discharges. The inventory will include a map of all identified facilities.

**Measurable Goals:**

The effectiveness of this BMP will be determined by the reduction of pollutants running off of these sites as well as the usability of the inventory.

**Responsible Person:**

Name:	Keith Stachowski
Title:	Asst. Public Works Superintendent
Phone:	651-747-2447
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## BMP PAGE

Implementation Table

Unique Identifying Number:

**Permit Requirements Addressed by this BMP:**

**BMP Title:**

**BMP Description:**

In year 1, develop procedures for determining TSS and TP treatment effectiveness of city owned ponds use for treatment of stormwater. Implement schedule in year 2-5. The schedule (which may exceed this permit term) shall be based on measureable goals and priorities established by the City.

**Measurable Goals:**

The effectiveness of this BMP will be measured by the reduction of TSS and TP discharge into the stormwater systems. Success of this BMP will be defined as conducting and documenting inspections, repairs, and maintenance to the stormwater ponds.

**Responsible Person:**

<b>Name:</b>	Keith Stachowski
<b>Title:</b>	Asst. Public Works Superintendent
<b>Phone:</b>	651-747-2447
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## BMP PAGE

Implementation Table

Unique Identifying Number: 7-A

**Permit Requirements Addressed by this BMP:**

Part III.D.6
Part III.D.6
Part III.D.6

**BMP Title:** Impaired Waters Review Process

**BMP 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:

- a. 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.
- b. 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
- c. 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.

**Measurable Goals:**

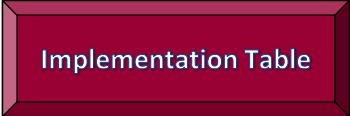
Annually review the impaired waters list and revise the SWPPP accordingly. Collaborate with the Watershed Districts to implement BMPs to reduce pollutants of concern.

**Responsible Person:**

Name:	Keith Stachowski
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## BMP PAGE



Unique Identifying Number: [7-B](#)

**Permit Requirements Addressed by this BMP:**

[Part III.D.6](#)  
 [Part III.D.6](#)  
 [Part III.D.6](#)  
   
   
   

**BMP Title:**

**BMP 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.

**Measurable Goals:**

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.

**Responsible Person:**

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## **VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**

### **A. PUMPKIN DROP**

#### **ACTIONS TO BE CONSIDERED**

Review information regarding the 11<sup>th</sup> annual pumpkin drop

#### **BACKGROUND**

The EAC sponsored pumpkin drop will be held November 1<sup>st</sup>-5<sup>th</sup>. Listed below is information that was included in the August Environmental Newsletter.

#### **FACTS**

Environmental Advisory Commission at Work

11th Annual Pumpkin Drop, November 1 - 5

Recycle your used pumpkins in the trailer that will be set up at the Scout Museum located at 2640 7th Avenue. The pumpkin drop event has allowed many residents to recycle their pumpkins after Halloween to be used for feed by a local farmer instead of burying them in landfills. Many residents utilize this program. The program continues to grow with 5,500 lbs. dropped off in 2016, up from 1,640 lbs. in 2007. This program is brought to you by the Environmental Advisory Commission. For more recycling tips go to: [RamseyRecycles.com](http://RamseyRecycles.com) or (651) 633-EASY (3279) answered 24/7.



#### **ATTACHMENTS**

None



## VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS B. MID-YEAR GOAL STATUS

### ACTIONS TO BE CONSIDERED

2017 Mid-Year Goal Status

### FACTS

Listed below are the 2017 EAC Goals and the status of the goals.

- Revisit Highway 36 Landscaping. *Todd Carroll attended the March EAC meeting to discuss with the EAC. City Council adopted a resolution in support of submitting an application to MNDot for the landscape partnership program on June 6, 2017. Staff wrote MNDot a letter requesting project design assistance on July 13, 2017. Received an email back from Todd Carroll, MNDot said they would meet with NSP staff regarding the project at the end of August.*
- Offer Fix It Clinic in partnership with Ramsey County. *Fix It Clinic is scheduled on Saturday, September 23.*
- Continue to offer successful events/programs: tree give away, big tree registry, plant sale and pumpkin drop. *Tree giveaway and plant sale have taken place this year. The big tree registry is ongoing, EAC presented awards at the March 21 City Council Meeting. The Pumpkin drop is scheduled November 1-5.*
- Start planning for the 2018 Street Project. *The EAC met with the City Engineer at the June EAC meeting. City Engineer is planning to attend the August meeting to discuss further.*
- Use feedback from the demonstration projects to guide educational outreach for future living streets projects. *Presented Demonstration Data in conjunction with Ramsey County at the March 21 City Council Meeting*
- Collaborate with the Ramsey Conservation District to provide public education regarding invasive species. *Carole Gernes gave an educational class on May 22, 2017.*
- Partner with the Electric Department on energy conservation efforts. *Staff emailed the Electric Director regarding a status update on this project on 7/17/17.*

### ATTACHMENTS

Email from MNDOT  
Email from Electric Director

Agenda Information Memorandum  
North St. Paul Environmental Advisory Commission  
September 25, 2017



**VII. COMMISSION BUSINESS ACTION ITEMS & RECOMMENDATIONS**  
**E. CANCEL OR RESCHEDULE DECEMBER EAC MEETING**

**ACTIONS TO BE CONSIDERED**

To cancel or reschedule the December EAC Meeting.

**FACTS**

- The regularly scheduled EAC meeting falls on December 25, which is an observed holiday.
- The Commission has the option of canceling the meeting or rescheduling it on Monday, December 18.

**ATTACHMENTS**