
Appendix D

SWPPP



City of Roseville, Minnesota

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

and

Permit Application

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

May 24, 2011

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II. Introduction

History

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

Permit Goals

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

Permit Coverage

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

Permit Requirements

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

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

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

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

MCM 1 Public education and outreach

MCM 2 Public participation/involvement

MCM 3 Illicit discharge, detection and elimination

MCM 4 Construction site runoff control

MCM 5 Post-construction site runoff control

MCM 6 Pollution prevention/good housekeeping

Additional BMPs

MCM-1 Public Education and Outreach

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

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

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

***BMP Title:** Distribute Educational Materials

***BMP Description:**

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

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

***Measurable Goals:**

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

<p>5) Roseville University completed (y/n) Attendance</p> <p>6) Number of storm water related segments aired</p> <p>7) Number of storm water related informational sheets posted</p> <p>8) Participated in Home & Garden Show (y/n)</p> <p>9) Number of inserts distributed Number of packets distributed</p>
<p>*Timeline/Implementation Schedule:</p> <p>1) Currently in place and will continue annually Solicit and develop new materials</p> <p>2) Currently in place and will continue annually Solicit and develop new materials</p> <p>3) Currently in place and will continue annually</p> <p>4) Currently in place and will continue annually Solicit and develop new materials</p> <p>5) Currently in place and will continue annually Solicit and develop new display and presentation materials</p> <p>6) Currently in place and will continue annually Solicit and air new material</p> <p>7) Currently in place and will continue annually Solicit and develop new materials</p> <p>8) Currently in place and will continue annually</p> <p>9) Currently in place and will continue annually Solicit and develop new materials</p>
<p>Specific Components and Notes:</p> <p>4) Information on the website includes updates on leaf litter pickup, snow removal, volunteer opportunities in addition to information on storm water issues, access to ordinances, as well as matters of general interest</p> <p>5) Displays Partners/speakers</p>
<p>*Responsible Party for this BMP:</p> <p>Name: 1) Tim Pratt; 2) Carolyn Curti; 3) Carolyn Curti; 4) Debra Bloom; 5) Debra Bloom; 6) Tim Pratt; 7) Carolyn Curti; 8) Debra Bloom; 9) Debra Bloom</p> <p>Department: 1) Administration; 2) Administration; 3) Administration; 4) Public Works; 5) Public Works; 6) Administration; 7) Administration; 8) Public Works; 9) Public Works</p> <p>Phone: 1) 651-792-7027; 2) 651-792-7026; 3) 651-792-7026; 4) 651-792-7042; 5) 651-792-7042; 6) 651-792-7027; 7) 651-792-7026; 8) 651-792-7042; 9) 651-792-7042</p> <p>E-mail: tim.pratt@ci.roseville.mn.us; carolyn.curti@ci.roseville.mn.us; deb.bloom@ci.roseville.mn.us</p>

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

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

***BMP Description:**

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

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

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

***Measurable Goals:**

Defined on individual BMP sheets as noted above

***Timeline/Implementation Schedule:**

Defined on individual BMP sheets as noted above

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Pat Dolan

Department: Public Works

Phone: 651-792-7054

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

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

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

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

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-3

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

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-4

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

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-5

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

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-6

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

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

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

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

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

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MCM-2 Public Participation and Involvement

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

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2a-1

<p>*BMP Title: Comply with Public Notice Requirements</p>
<p>*BMP Description:</p> <p>The City will post a 30-day public notice prior to the annual storm water meeting (UIN 2-11). The notice will contain a reference to the SWPPP, the date, time, protocol and location of meeting and will indicate where a copy of the SWPPP is available for public review. The meeting will be posted on the website (UIN 1-4), City Hall bulletin board, local newspaper and any other location or by any means the City may deem necessary or appropriate. A copy of the meeting notice will be made available to the Agency, appropriate City and county officials, and all other interested person.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <p>Completed public notice requirement (y/n) Number of locations notice was posted.</p>
<p>*Timeline/Implementation Schedule:</p> <p>30-day notice for annual storm water public meeting will be published every year through the life of the permit</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Pat Dolan Department: Public Works Phone: 651-792-7054 E-mail: pat.dolan@ci.roseville.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2b-1

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

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

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

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Additional BMP Summary Sheet Copy as Necessary

MS4 Name: City of Roseville

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2d-1

<p>*BMP Title: Public Outreach</p>
<p>*BMP Description:</p> <ol style="list-style-type: none">1) Earth Day2) Spring clean up day3) Adopt-A-Park program4) Storm drain stenciling program5) Lake monitoring <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1) Celebration complete (y/n). Number of participants2) Spring clean up day completed (y/n). Number of participants3) Number of parks adopted4) Number of volunteer projects completed5) List of lakes monitored
<p>*Timeline/Implementation Schedule:</p> <p>Currently in place and will continue annually</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: 1) Lonnie Brokke; 2) Tim Pratt; 3) Lonnie Brokke; 4) Steve Zweber; 5) Steve Zweber</p> <p>Department: 1), 3) Parks & Recreation; 2) Administration; 4), 5) Public Works</p> <p>Phone: 1) 651-792-7101; 2) 651-792-7027; 3) 651-792-7101; 4) 651-792-7052; 5) 651-792-7052</p> <p>E-mail: 1), 3) lonnie.brokke@ci.roseville.mn.us; 2)tim.pratt@ci.roseville.mn.us; 4), 5) steve.zweber@ci.roseville.mn.us</p>

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

MCM-3 Illicit Discharges, Detection, and Elimination

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

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3a-1

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

***BMP Description:**

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

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

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

***Measurable Goals:**

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

***Timeline/Implementation Schedule:**

Update mapping as infrastructure is constructed.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Jolinda Stapleton

Department: Public Works

Phone: 651-792-7044

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3b-1

<p>*BMP Title: Regulatory Control Program</p>
<p>*BMP Description:</p> <ol style="list-style-type: none">1) Illicit discharge ordinance Ordinance language that prohibits non-storm water discharge (including hazardous and non-hazardous materials) and has provision for enforcement procedures and violations2) Illegal dumping/nuisance (ordinance) Presently ordinances exist that:<ul style="list-style-type: none">-Prohibit throwing/plpaicng leaves/trash or other materials in streets, alleys or gutters-Prohibit dumping of solid wastes anywhere in the City-Prohibit discharge of cesspools upon any private or public place, street, drain, stream, lake, drainage structure within the City3) Illicit connection to storm sewer (ordinance) Presently an ordinance exists that prohibits any person from connecting any drain to a storm sewer of the City without first obtaining a permit4) Right-to-entry provision (ordinance) An ordinance to allow the Public Works Director or other designated staff bearing proper credentials to enter (at resonable times) properties for the purpose of isnpction, sampling and testing of all Municipal/public sewers and connections with them5) Post-construction inspection of storm sewer (ordinance) An ordinance to allow inspection of all storm sewer connections after construction is completed6) Septic systems prohibited in water management overlay districts (ordinance) An ordinance exists that prohibits on-site sewage treatment in all water management overlay districts <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1) 2006- Development of language, consultation with attorney 2007- Changes to present ordinance if necessary. Implementation of new ordinance if necessary.2) Implement ordinance, review annually3) Implement ordinance, review annually4) 2006- Develop language, consult attorney 2007- Changes to present ordinance if necessary. Implement new ordinance if necessary.5) Implement ordinance, review annually6) Implement ordinance, review annually
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1) 2006- Develop language, consult attorney 2007- Changes to present ordinance if necessary. Implement new ordinance if necessary.2) Ordinance in place, review annually3) Ordinance in place, review annually4) 2006- Develop language, consult attorney 2007- Changes to present ordinance if necessary. Implement new ordinance if necessary.5) Ordinance in place, review annually6) Ordinance in place, review annually
<p>Specific Components and Notes:</p>

***Responsible Party for this BMP:**

Name: Debra Bloom

Department: Public Works

Phone: 651-792-7042

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3c-1

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3d-1

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3e-1

<p>*BMP Title: Identification of Non Stormwater Discharges and Flows</p>
<p>*BMP Description:</p> <p>The City has reviewed the following categories of non-storm water discharges or flows (i.e., illicit discharges) and has determined they are not significant contributors of pollutants to the City storm sewer system. Landscape irrigation, foundation drains, springs, lawn watering, individual residential car washing, water from crawl space pumps, street wash water, irrigation water, uncontaminated pumped ground water, discharges from portable water sources, air condition condensation, footing drains, uncontaminated ground water infiltration (as defined at 40 CFR § 35.2005(b) (20) rising ground waters, diverted stream flows, waterline flushing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, discharges or flows from fire fighting activities.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1) Frequency (maintain log sheet)2) Frequency (maintain log sheet)
<p>*Timeline/Implementation Schedule:</p> <p>Annually evaluate the above categories to determine any significant construction of pollutants to the City's storm sewer system</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: 1) John Loftus 2) Tim O'Neill Department: Fire Phone: 1) 651-792-7341 2) 651-792-7304 E-mail: 1) john.loftus@ci.roseville.mn.us 2) tim.oneill@ci.roseville.mn.us</p>

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

MCM-4 Construction Site Storm Water Runoff Control

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

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

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

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4a-1

<p>*BMP Title: Ordinance or other Regulatory Mechanism</p>
<p>*BMP Description:</p> <p>The City presently has an ordinance that outlines permit requirements for land alteration, grading and filling. In addition, it has a Minimum Disturbance requirement standard for all developments in its ordinances. Procedures for enforcement included in the ordinance are the following components:</p> <ol style="list-style-type: none">1-Requirements for Construction Site Plan submittal by site operators to the MS4, which includes erosion and sediment control and storm water treatment BMPs2-Site plan review and approval by MS4 prior to activity on site3-Requirements and design standards for temporary erosion and sediment controls during construction activities4-Requirements for record keeping of rainfall amounts and inspections by site operators5-Regular inspections by site operators6-Requirements and criteria for the site operator to conduct dewatering and/or basin draining at the site7-Requirements and criteria for BMP maintenance8-Requirements concernig waste controls for solid and hazardous wastes9-Requirements and design standards for permanent storm water management controls following the completion of construction activities10-Requirements for stable slopes and the establishment of perennial vegetative cover on all exposed soils upon the completion of any construction activity <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <p>Implement ordinance Review ordinance annually</p>
<p>*Timeline/Implementation Schedule:</p> <p>Implement ordinance Review ordinance annually</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Debra Bloom Department: Public Works</p>

Phone: 651-792-7042

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4b-1

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4c-1

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4e-1

***BMP Title:** Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance

***BMP Description:**

The City will receive and log reports on non-compliance on construction sites by means of calls to City Hall and letters or comments submitted on the City website. The City's erosion control inspector will follow-up the reports and bring into compliance when appropriate.

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

***Measurable Goals:**

Number of complaints
Enforcement of non-compliant sites

***Timeline/Implementation Schedule:**

Currently in place and will continue annually

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Debra Bloom
Department: Public Works
Phone: 651-792-7042
E-mail: deb.bloom@ci.roseville.mn.us

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1

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

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

MCM-5 Post-Construction Storm Water Management

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

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

Unique BMP Identification Number: 5a-1

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

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

Unique BMP Identification Number: 5b-1

***BMP Title:** Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment

***BMP Description:**

1) Wetland buffer (ordinance)

The City has ordinances that establish a buffer around wetlands; establish wetland overlay district lot standards and list procedures for determination of actions for proposed fill, grading or drainage of public waters or wetlands. The City also has an ordinance that prohibits fertilizer application within ten feet of any wetland or water resource.

2) Impervious surface coverage (ordinance)

Through zoning ordinances the City limits the amount of impervious coverage that can be created on a site. Limits on impervious coverage are more stringent in the shoreland/wetland overlay district.

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

***Measurable Goals:**

- 1) Ordinance completed
- 2) Ordinance completed

***Timeline/Implementation Schedule:**

- 1) Currently in place, review annually
- 2) Currently in place, review annually

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Debra Bloom

Department: Public Works

Phone: 651-792-7042

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

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

Unique BMP Identification Number: 5c-1

***BMP Title:** Long-term Operation and Maintenance of BMPs

***BMP Description:**

1) Comprehensive Surface Water management Plan

The City has a Comprehensive Surface Water management Plan (CSWMP) that is adopted by resolution. The CSWMP outlines City and agency goals and policies regarding storm water management. Roseville residents and business owners are invited to the public meetings and participate in the discussion and share concerns and views.

2) Fertilizer (ordinance)

The City has a fertilizer ordinance that limits phosphate application within the City and prohibits application during certain periods and on impervious surfaces. The ordinance also includes licensing requirements for commercial applicators.

3) Storm water facilities

The City has an ordinance requiring storm water facilities to be maintained in proper conditions consistent with the performance standards for which they were originally designed. Clean up and removal of settled materials is required every five years.

4) The City currently has a storm water utility fee to assist with funding the long-term operation and maintenance of BMPs and the storm sewer system

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

***Measurable Goals:**

1) Implement CSWMP

2) Implement ordinance

3) Implement ordinance

***Timeline/Implementation Schedule:**

1) Next update- 2011

2) Ongoing

3) Ongoing

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Debra Bloom

Department: Public Works

Phone: 651-792-7042

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

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

MCM-6 Pollution Prevention/Good Housekeeping

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

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

***BMP Title:** Municipal Operations and Maintenance Program

***BMP Description:**

1) Municipal staff training

The City currently has in-house training/orientation for new staff, brochures and posting on City information boards.

The City staff that conducts storm water infrastructure inspections are trained in the operations and maintenance of all the City's storm water BMPs. All City staff attend training programs offered by outside agencies and manufacturers of equipment used in municipal work.

The City conducts annual training for all staff for continuing education.

2) Fleet/equipment maintenance and oil recycling

The City regularly maintains its fleet and recycles the oil periodically.

3) Fertilizer/pesticide/herbicide practices

In addition to a fertilizer ordinance, the City uses licensed applicators for application on City owned property. Only organic fertilizer is used on City property.

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

***Measurable Goals:**

1) Training conducted in-house

Brochures and posting on City notice boards

Training programs offered to City employees

2) Fleet/equipment maintenance program in place

Oil recycling program in place

3) Clearly defined fertilizer application practices in place

***Timeline/Implementation Schedule:**

Training and practices currently in place and will continue annually

Specific Components and Notes:

1) Guidance from MPCA "Protecting Water Quality in Urban Areas" chapter on Pollution Prevention

Training may include:

1. Fertilizer/herbicide/pesticide application
2. Spill prevention and reduction
3. Debris removal
4. Sewer cleaning
5. Vehicle inspection

***Responsible Party for this BMP:**

Name: 1) Pat Dolan; 2) Ted Fish; 3) Luke Gerlinger

Department: 1) Public works; 2) Public Works; 3) Parks & Recreation

Phone: 1) 651-792-7054; 2) 651-792-7061; 3) 651-792-7141

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

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

***BMP Description:**

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

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

***Measurable Goals:**

Street sweeping program and procedures exist

***Timeline/Implementation Schedule:**

Program in place and will continue annually

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Steve Zweber

Department: Public Works

Phone: 651-792-7052

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-2

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

***BMP Description:**

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

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

***Measurable Goals:**

Number of devices inspected

Number of devices from which sediment was removed

***Timeline/Implementation Schedule:**

Currently in place and will continue annually

Specific Components and Notes:

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

***Responsible Party for this BMP:**

Name: Steve Zweber

Department: Public Works

Phone: 651-792-7052

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-3

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

***BMP Description:**

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

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

***Measurable Goals:**

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

Number of outfalls or ponds where sediment was removed

***Timeline/Implementation Schedule:**

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

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Steve Zweber

Department: Public Works

Phone: 651-792-7052

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

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

BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-4

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

***BMP Description:**

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

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

***Measurable Goals:**

Ice Control Policy in place

***Timeline/Implementation Schedule:**

Ice Control Policy in place and will continue annually

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Steve Zweber

Department: Public Works

Phone: 651-792-7052

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

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-5

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

***BMP Description:**

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

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

***Measurable Goals:**

Storm water conveyance system inspection completed (y/n)

Documentation of maintenance actions completed (y/n)

***Timeline/Implementation Schedule:**

Currently in place and will continue annually

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Steve Zweber

Department: Public Works

Phone: 651-792-7052

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

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

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

***BMP Description:**

- 1) Pond, sediment basins and MS4 outfall inspection and cleaning
A minimum of 20% of the ponds, sediment basins and outfalls in the City will be inspected annually in rotation until all have been inspected during the Permit period. A log describing the inspection and cleaning (if necessary) will be maintained.
- 2) Structural pollution devices inspection and cleaning
The City currently has inspection in place for all structural pollution devices annually.

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

***Measurable Goals:**

- 1) Number of outfalls, ponds inspected (20% minimum/year)
Number of outfalls, ponds where sediment was removed
- 2) Number of devices inspected
Number of devices from which sediment was removed

***Timeline/Implementation Schedule:**

Currently in place and will continue annually

Specific Components and Notes:

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

***Responsible Party for this BMP:**

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

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BMP Summary Sheet

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

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

***BMP Description:**

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

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

***Measurable Goals:**

Adjust inspections

***Timeline/Implementation Schedule:**

Every two years

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Steve Zweber

Department: Public Works

Phone: 651-792-7052

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

Additional MP Summary Sheet Copy as Necessary

MS4 Name: City of Roseville

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6c-1

***BMP Title:** Good Housekeeping Programs

***BMP Description:**

1) Leaf litter pick-up program:

The City has an annual leaf litter pick-up program, wherein the City is broken up into 4 areas and leaves are vacuumed over a 2.5 week period and composted at the City compost site

2) Wood chip recycling program

The City currently chips wood from trees brought down on City property and makes it available to residents for use in landscaping

3) Recycling and compost program

There is a City-wide recycling and composting program managed by designated City staff

4) Sanitary sewer maintenance program

The City maintains an inventory of its sanitary sewer system. Periodic inspections and maintenance are performed when necessary to ensure the proper functioning of the system. Sanitary system upgrades and changes, if any, are documented; and the inventory is updated annually.

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

***Measurable Goals:**

1) Leaf-litter-pickup completed this year. Quantity picked up.

2) Wood chip recycling program in place

3) Recycling and composting program exists. Quantity composted.

4) Inventory of system completed. Updates to system documented. Length of pipe cleaned. Length of pipe replaced. Contingency plan for spills/leaks exists

***Timeline/Implementation Schedule:**

1) Currently in place and will continue annually.

2) Currently in place and will continue annually.

3) Currently in place and will continue annually.

4) Currently in place and will continue annually.

Specific Components and Notes:

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

***Responsible Party for this BMP:**

Name: 1), 2), 3) Steve Zweber; 4) Tony Thury

Department: Public Works

Phone: 1), 2), 3) 651-792-7052; 4) 651-792-7053

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Additional MP Summary Sheet Copy as Necessary

MS4 Name: City of Roseville

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

Unique BMP Identification Number: IV.D-1

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

***BMP Description:**

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

- Trigger event
- Impaired waters evaluation
- Impaired waters report

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

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

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

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

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

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

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

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

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

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

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

***Measurable Goals:**

- Step 1: Completion of the City's determination whether there are impaired waters of concern
- Step 2: A map showing the locations of discharges and delineated watershed areas
- Step 3: Completion of the impaired waters evaluation
- Step 4: Completion of the impaired waters report
- Step 5: Changes to the City's SWPPP

***Timeline/Implementation Schedule:**

- Step 1: Within 6 months of a trigger event
- Step 2: Within 6 months of a trigger event
- Step 3: Within 12 months of a trigger event
- Step 4: Within 12 months of a trigger event
- Step 5: Within 18 months of a trigger event

Specific Components and Notes:

The steps listed in this BMP will be executed in response to the listing of impaired waters. It is likely that these tasks will precede (perhaps by years) the initiation and completion of the TMDL Study and Waste Load Allocation for these impaired waters. The data, information, and understanding of the water quality problems and solutions for the impaired waters will be significantly less at the time of the preparation of these materials than when the TMDL Study and the Waste Load Allocation have been completed. For this reason, the level of analysis and the breadth of the response by the City will be significantly less for the preparation of these materials and modifications to the SWPPP at this time than at the time of the completion of the TMDL Study and the Waste Load Allocation. The City's analysis and response for this BMP will be based on data and information that are readily available at the time.

***Responsible Party for this BMP:**

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

Additional MP Summary Sheet Copy as Necessary

MS4 Name: City of Roseville

Minimum Control Measure: Drinking Water Sources

Unique BMP Identification Number: Source Water Protection

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

***BMP Description:**

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

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

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

***Measurable Goals:**

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

***Timeline/Implementation Schedule:**

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

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Debra Bloom

Department: Public Works

Phone: 651-792-7043

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

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

Appendix E

Water Resource Related Agreements

[Placeholder for Water Resource Related Agreements to be included in final plan]

ROSEVILLE

