

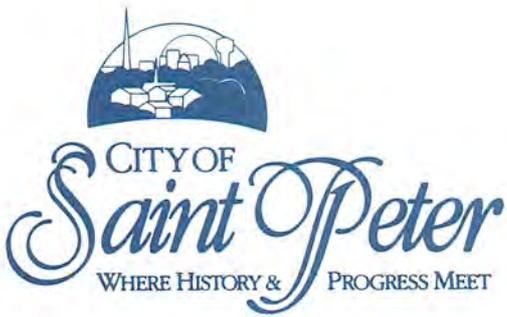
**CITY OF SAINT PETER, MINNESOTA  
AGENDA AND NOTICE OF MEETING**

Regular Workshop Session of Monday, March 3, 2014  
Library Meeting Room– 5:30 p.m.  
601 South Washington Avenue

- I. **CALL TO ORDER**
- II. **DISCUSSION**
  - A. MSA 4 (Stormwater Pollution Prevention Plan) Presentation
  - B. Transit Survey Update
  - C. Downtown Snow Emergency Designation
  - D. Nicollet Avenue Electric Work
  - E. Others
- III. **ADJOURNMENT**

Office of the City Administrator  
Todd Prafke

TP/bal



## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 2/27/14

**FROM:** Todd Prafke  
City Administrator

**RE:** Stormwater Pollution Prevention Plan Presentation

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion only.

### **BACKGROUND**

Stormwater Foreman Amy Kamm will be at the workshop on Monday evening to provide a presentation on the Stormwater Pollution Prevention Plan (SWPPP).

A copy of her presentation has been included in the packet for Council consideration.

Please feel free to contact me if you have any questions or concerns on this agenda item.

TP/bal

## City of Saint Peter

- MS4 – Municipal Separate Storm Sewer Community by designation.
- Stormwater Pollution Prevention Plan (SWPPP)
  - New permit has been submitted to the MPCA and will be on public notice until March 27, 2014.
  - Total Maximum Daily Loads (TMDL)
    - Phosphorous – Low Dissolved Oxygen during low flows
    - Turbidity – Sediment (Has not been approved but will be an impact in the near future)
- Spill Prevention, Control and Countermeasures Plan
- Stormwater Master Plan

## What is a Stormwater Pollution Prevention Plan (SWPPP)?

The program comprising of six elements that, when implemented in concert, are expected to result in significant reductions of pollutants discharged into receiving waters.

1. Public Education and Outreach
2. Public Participation/Involvement
3. Illicit Discharge Detention and Elimination
4. Construction Site Runoff Control
5. Post-Construction Runoff Control
6. Pollution Prevention/Good Housekeeping

## Stormwater Utility

- One Foreman and two Infrastructure Technicians currently in the stormwater utility
- Job functions
  - Stormwater Pollution Prevention Plan (SWPPP)
    - 38 Best Management Practices
  - Stormwater Collections System
    - 35 miles of stormwater pipe
    - 1,600 catch basins
      - 1,100 catch basins
      - 630 sump catch basins – Inspected for sediment each year and cleaned when catch basin has more than one foot of sediment in the bottom
  - Stormwater Treatment with 23 basins
  - Locates for the following utilities:
    - Water, Wastewater, Stormwater
  - New water and sewer inspections to new homes and commercial properties
  - Right-of-way permits and inspections

## Stormwater Utility

- Erosion and Sediment Control Inspections
  - New Homes, New Commercial Buildings, and NPDES permits
- Infrastructure inspections for water, wastewater, stormwater and right-of-way
- Maintain the cities current mapping system and as-builts
- Maintain the cities current standard details - 81
- Organize, bid and inspect water, wastewater, stormwater, and drainage projects
- Geographic Information System – GIS
- Sidewalk and Trail inspections
- Plan reviews

## Activities Completed in the Stormwater Utility 2013

- 38 out of 38 Best Management Practices were completed
- MPCA audited the SWPPP and gave recommendations where improvement is needed.
- 390 Right-of-Way permits completed
- 45 Private Property permits completed
- North Fourth Street and Ramsey Street Storm Sewer Reconstruction
- North Third Street Improvements
- South Third Street Sidewalk Project
- Ground, willow and weed maintenance were performed on 23 stormwater basins
- 1,211 Gopher State One Calls located by the stormwater utility which locates water, wastewater, and stormwater for each ticket

## Sediment, Trash and Leaf Removal in 2013

- 630 sump catch basins were inspected with 104 sumps being cleaned removing 47 cubic yards of sediment. (Each catch basin has room for .45 cubic yards)
- Inspect 73 private property sump catch basins and work with the owners to be in compliance
- Down Steam Defenders were repaired & cleaned
- 1,295 hours were recorded for sweeping streets with sweeping starting in March and ending in November.
  - According to our SWPPP streets are swept a minimum of two times a year
  - Our street crew sweeps our streets continually
- 636 tons of sand was collected from city streets during the spring sand pickup
- 560 cubic yards of leaves were vacuumed in the fall

## Activities Planned for the Collection System in 2014

- Inspect 630 sump catch basins
  - Based on inspections, cleaning and repair may be necessary
- Inspect and clean downstream defenders - monthly
- Inspect stormwater outlets for illicit discharges to the Minnesota River - monthly
- Chatham & North 4th intersection rehabilitation
- Raise manholes
- Repair deteriorating catch basins
- Geographic Information System – GIS

## Additional Activities Planned in 2014

- Modify current SWPPP to comply with MS4 regulations
  - Will have 12 months following approval from the MPCA
- Complete Gopher State One Calls for water/wastewater/stormwater
- Inspect Right-of-way and Private property permits
- Washington Ave link project Phase I & II
- Saint Julien Roundabout & HWY 169 work
- Complete 38 Best Management Practices as indicated in the SWPPP
- Continue to update the stormwater website
- Publish three articles in the "Hot Sheet" and/or utility bill
- Rain barrel project
- Inspect four stormwater ponds for sediment volumes
  - Based on inspections sediment may need to be removed
- Perform trash clean up, ground, willow and weed maintenance on 23 stormwater basins

Minnesota Pollution  
Control Agency

520 Lafayette Road North  
St. Paul, MN 55155-4194

# MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate  
Storm Sewer System (MS4) Permit MNR040000  
reissued with an effective date of August 1, 2013  
Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

**Instructions:** This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

**Submittal:** This MS4 SWPPP Application for Reauthorization form must be submitted electronically via e-mail to the MPCA at [ms4permitprogram.pca@state.mn.us](mailto:ms4permitprogram.pca@state.mn.us) from the person that is duly authorized to certify this form. All questions with an asterisk (\*) are required fields. All applications will be returned if required fields are not completed.

**Questions:** Contact Claudia Hochstein at 651-757-2881 or [claudia.hochstein@state.mn.us](mailto:claudia.hochstein@state.mn.us), Dan Miller at 651-757-2246 or [daniel.milner@state.mn.us](mailto:daniel.milner@state.mn.us), or call toll-free at 800-657-3864.

## General Contact Information (\*Required fields)

### MS4 Owner (with ownership or operational responsibility, or control of the MS4)

\*MS4 permittee name: City of Saint Peter \*County: Nicollet  
*(city, county, municipality, government agency or other entity)*

\*Mailing address: 405 West Saint Julien Street

\*City: Saint Peter \*State: MN \*Zip code: 56082

\*Phone (including area code): 507-934-0670 \*E-mail: petem@saintpetermn.gov

### MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

\*Last name: Kamm \*First name: Amy  
*(department head, MS4 coordinator, consultant, etc.)*

\*Title: Stormwater Foreman

\*Mailing address: 405 West Saint Julien Street

\*City: Saint Peter \*State: MN \*Zip code: 56082

\*Phone (including area code): 507-934-0670 \*E-mail: amyk@saintpetermn.gov

### Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: \_\_\_\_\_ First name: \_\_\_\_\_  
*(department head, MS4 coordinator, consultant, etc.)*

Title: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone (including area code): \_\_\_\_\_ E-mail: \_\_\_\_\_

## Verification

- I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this MS4 SWPPP Application for Reauthorization form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.).  Yes
- I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit.  Yes

**Certification** (All fields are required)

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Yes - 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.

*I certify that 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.*

*I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.*

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

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 this information can be used for the purpose of processing my application.

Name: Pete Moulton  
*(This document has been electronically signed)*

Title: Water Utilities Superintendent Date (mm/dd/yyyy): 12-23-2013

Mailing address: 405 West Saint Julien Street

City: Saint Peter State: MN Zip code: 56082

Phone (including area code): 507-934-0670 E-mail: petem@saintpetermn.gov

**Note:** *The application will not be processed without certification.*

# Stormwater Pollution Prevention Program Document

## I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
Bolton & Menk	Stormwater Mapping

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere\_Partnerships*.

*The City does not currently partner with any other MS4s to address permit requirements. The city does work and shares information with the following MS4; Mankato, North Mankato, Owatonna, Hutchinson, New Ulm, and Glenco. The City will continue to look for opportunities to partner and work with regulated MS4s entities to help enhance their MS4 program.*

## II. Description of Regulatory Mechanisms: (Part II.D.2)

### Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)?  Yes  No

1. If yes:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance                       Contract language  
 Policy/Standards               Permits  
 Rules  
 Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Direct link:

Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_IDDEreg*.

2. If no:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

*The current illicit discharge ordinance was determined by MPCA staff during an audit as insufficient. City administration will review the EPA model illicit discharge ordinance and revise the city's current ordinance to meet permit requirement (Part III. A & D.3). The new ordinance will be completed and within 12 months of the date*

permit coverage is extended.

### Construction site stormwater runoff control

- A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls?  Yes  No

1. If yes:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- Ordinance  Contract language  
 Policy/Standards  Permits  
 Rules  
 Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Direct link:

- Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_CSWreg*.

- B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)?  Yes  No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The City will update their construction site stormwater regulatory mechanism to be at least as stringent as the MPCA CSW permit in accordance with the permit (Part III.D.4.a). The City will use the EPA model ordinance as a guide and reference. This effort will be completed within 12 months of the date permit coverage is extended.*

- C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- |  |   |
|--|---|
| 1. Best Management Practices (BMPs) to minimize erosion.   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants.  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. BMPs for dewatering activities.   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Site inspections and records of rainfall events   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. BMP maintenance   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site.  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Criteria for the use of temporary sediment basins.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The City will amend the regulatory mechanism, standard details, and permits to require owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls, and waste controls to meet the permit requirement (Part III.D.4.a 1-8). This effort will be completed within 12 months of the date permit coverage is extended.*

### Post-construction stormwater management

- A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?  Yes  No

1. If yes:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):
- Ordinance                       Contract language  
 Policy/Standards               Permits  
 Rules  
 Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Direct link:

- Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_PostCSWreg*.

B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity.  Yes  No
  
2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):
  - a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of:  Yes  No
    - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
    - 2) Stormwater discharges of Total Suspended Solids (TSS).
    - 3) Stormwater discharges of Total Phosphorus (TP).
  
  - b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of:  Yes  No
    - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
    - 2) Stormwater discharges of TSS.
    - 3) Stormwater discharges of TP.
  
3. **Stormwater management limitations and exceptions:**
  - a. Limitations
    - 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas:  Yes  No
      - a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
      - b) Where vehicle fueling and maintenance occur.
      - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
      - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
  
    - 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas:  Yes  No
      - a) With predominately Hydrologic Soil Group D (clay) soils.
      - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
      - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
      - d) Where soil infiltration rates are more than 8.3 inches per hour.

- 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process.  Yes  No
4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference:  Yes  No
    - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
    - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
    - 3) Locations in the next adjacent DNR catchment area up-stream
    - 4) Locations anywhere within the permittee's jurisdiction.
  - b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP.  Yes  No
  - c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part.  Yes  No
  - d. Mitigation projects shall be completed within 24 months after the start of the original construction activity.  Yes  No
  - e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part.  Yes  No
  - f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e).  Yes  No
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance.  Yes  No
  - b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party.  Yes  No
  - c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met.  Yes  No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

*The City will amend the regulatory mechanism, standard details, and permits to include requirements for post construction management in accordance with the permit requirement (Part III D.5.a.1-5). This effort will be completed within 12 months of the date permit coverage is extended.*

### III. Enforcement Response Procedures (ERPs): (Part II.D.3)

- A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)?  Yes  No
- If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere\_ERPs*.
  - If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:  
*The City has a minimal written ERP for constructio. The City will develop and implement written Emergency Response Procedures in accordance with the permit (Part III.B). This effort will be completed within 12 months of the date permit coverage is extended. n*

- B. Describe your ERPs:  
*The Stormwater Utility will perform weekly inspections for a permitted constructon site. If the site is found to be out of compliance the responsible party will be notified and given a stop work warning and the corrections must be completed within 24 hours. If the site is not brought into compliance the Building Official will give the responsible party a Stop Work Order. If the corrections are not complete after the Stop Work order is given then the Stormwater Utility or the City may hire an independent contacto to bring the property into compliance. All costs incurred will be deducted from the property's Surety Bond, Cash or Certified Check, or assessed to the property.*

#### IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

- A. Describe how you manage your storm sewer system map and inventory:  
*The City works with Bolton & Menk to update and maintain the stormwater system map. The map is currently maintained in an AutoCAD format and includes the stowmater conveyance system, stowmater basins, structural pojition control devices, and outfalls. The map is reviewd and updated annually. The city is also currently in the process of GIS the stormwater conveyance system which is also administered by Bolton & Menk.*
- B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:
- The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes.  Yes  No
  - Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate.  Yes  No
  - Structural stormwater BMPs that are part of the permittee's small MS4.  Yes  No
  - All receiving waters.  Yes  No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*A Geographic coordinate will need to be added to the outfalls. The City will also review the map for accuracy and completeness and update as necessary to meet permit requirements (Part III.C.1). This effort will be completed within 12 months of the date permit coverage is extended.*

- C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:
- All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances.  Yes  No
  - All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances.  Yes  No
- D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.
- A unique identification (ID) number assigned by the permittee.  Yes  No
  - A geographic coordinate.  Yes  No
  - Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment.  Yes  No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

- E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA  Yes  No on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere\_inventory*.

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

## V. Minimum Control Measures (MCMs) (Part II.D.5)

### A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

*The City has and will continue to facilitate an education program that is aimed at educating residents, businesses, contractors and City staff and officials about various stormwater quality topics including hazards associated with illicit discharges, hazardous waste, erosion and sediment control, and recycling options through a combination of but not limited to newsletter articles, Hotsheet, utility billings, and meetings.*

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Hot Sheet	Publishing a minimum of two stormwater related articles per year. Articles may contain information on the annual public meeting, illicit discharges, erosion and sediment control, rain barrels, and pollution prevention, recycling, household hazardous waste, and other best management practices.
Website	Annually measure and document the number of hits to the stormwater website each year. Review the content biannually and make necessary changes to the website.
Brochures	Annually measure and document the number of hits to each of the brochures posted on the City's stormwater website and document the number of brochures printed each year
Utility Billings	Publish a minimum of one stormwater related article in the utility billing per year.
Contractors Meeting	Hold an annual meeting with residential contractors building homes within the city regarding the MS4 regulations. Topics to be included but not limited to erosion and sediment control, illicit discharges from the site, waste controls, best management practices.
Public Open House	Hold an annual open house to distribute educational material and present a slide show presenting an overview stormwater and the MS4 program. The public will be able to provide written or oral input at this meeting. Comments will be reviewed and adjusts will be made accordingly. The number of residents attending will be recorded and adjusts may be made for next years meeting to try to attract people. Meeting may be held in conjunction with any other public works event.
BMP categories to be implemented	Measurable goals and timeframes
Program Evaluation	Annually review program and contents to see if anything needs to be changed or updated.
Illicit Discharges	The city will annually distribute information using the hot sheet,

	utility billings and the website to inform City residents of illicit discharges, and information on household hazardous waste. The City will also provide an email and phone number to report and illicit discharge.
Documentation	Information that was distributed or published will be kept in a three ring binder. All emails and phone reports will be documented and kept with the three ring binders located in the Stormwater foreman's office.
Educational Material	Areas of emphasis include but not limited to household hazardous waste, recycling, illicit discharges, rain barrels

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Amy Kamm

**B. MCM2: Public participation and involvement**

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

*The City holds an annual public open house to review program details and provides a slide show on stormwater related topics. The meeting also provides an opportunity for the public to give input and/or ask questions. The meeting is advertised in the local paper. The City takes into consideration both written and verbal forms of public input at the meeting and throughout the year. The City offers a phone number and an email address for the public to report illicit discharges, report stormwater noncompliance concerns, and /or provide input, give comments, and /or ask questions about the MS4 program.*

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Annual Open House	Hold an annual open house each year and document the number of people attending and any questions or comments submitted during or prior to the open house.
Notice of public open house	Place an ad in local news paper a month prior to open house. The ad will appear in the news paper for one week.
Solicit Input and opinion	Annually provide an opportunity for interested to persons to make oral statements or provide written comments on the SWPPP. Annually track the number of comments received, number of attendees, and number of emails.
Consider Public Input	Following the meeting, the responsible party will review the submitted oral and written material and adjust the SWPPP in areas where appropriate arguments and justification for change are necessary. Adjustments to the SWPPP will be documented annually

BMP categories to be implemented	Measurable goals and timeframes

3. Do you have a process for receiving and documenting citizen input?  Yes  No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Amy Kamm

**C. MCM 3: Illicit discharge detection and elimination**

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

*The City maintains and annually updates a stormwater system and inventory map. The map is currently maintained in an AutoCAD format and includes, stormwater conveyance system, ponds, water bodies, structural pollution control devices, and outfalls.*

*The City will review and evaluate the current regulatory mechanism and adopt a new ordinance to meet permit requirements (Part III.A & III.D.3).*

*The City conducts regular inspections of its stormwater system and continually explores opportunities to expand existing inspection programs to identify illicit discharges and illegal dumping. City staff is watchful for signs of illicit discharges while conducting daily activities and conducting inspections when reports of illicit discharges are received. The City offers a phone number and an email address for the public to report illicit discharges, report stormwater noncompliance concerns, and /or provide input., give comments, and /or ask questions about the MS4 program. Reports are directed to the Stormwater Utility for response and follow-up.*

*The City also participates with Tri-county and provides a building to hold household hazardous wastes drop off for the county.*

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- a. Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.)Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation).  Yes  No
- b. Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools.  Yes  No
- c. Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation.  Yes  No
- d. Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge.  Yes  No
- e. Procedures for the timely response to known, suspected, and reported illicit discharges.  Yes  No
- f. Procedures for investigating, locating, and eliminating the source of illicit discharges.  Yes  No
- g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061.  Yes  No
- h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s).  Yes  No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The City will update its current Illicit Discharge and Elimination Program to meet the permit requirements (Part III.D.3a-h). This effort will be completed within 12 months of the date permit coverage is extended.*

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s*

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Storm Sewer Map	Map all storm sewer conveyances 12" or greater that is owned by the City, as well as outfalls and discharge points leaving the City. This map will show flow direction and each outfall will contain a unique ID and coordinates. The City will annually update this map to include any changes to the system.
Ordinance	The new ordinance is adopted by December 15, 2014. The ordinance will be reviewed annually to make sure it meets the City's needs and the legal requirements of the new permit.
Outfall Inspections	Annually inspect and document all outfalls during dry weather conditions. If an illicit discharges is observed staff will try to find the source up stream by using visual inspections. Identify priority outfalls due to business/industrial activity and inspect them monthly from June – September.
Training	City staff will be trained annually on spotting and handling illicit discharges during a monthly meeting.
Illicit discharge Reporting Hotline	Provide a number and an email address to report an illicit discharge.
Inspections	During inspections and cleanings of structural BMPs the operator will look for illicit discharges. City employees are constantly on the look out for other illicit discharges during their normal work activity. Document the number of illicit discharges found during inspections and daily activity.
Documentation	A form will be created to comply with the new requirements and contain the proper information and documentation for illicit discharges. A copy of each report will be scanned and stored on the computer in the stormwater file.

BMP categories to be implemented	Measurable goals and timeframes
Written ERP	Develop and implement written ERPs. Documentation shall include, Name of the person(s) responsible for the violation, Date and location of violation, Description of the violation, Corrective action including completion schedule, Date and types of enforcement used to compel compliance, Referrals to other regulator organizations, Dates violation resolved, City personal responding to violation. Information will be kept in a three ring binder and a hard copy will be stored on the computer.
Pond Inventory	Annually update the inventory of all ponds, wetlands, and lakes
Spill Response	Develop and implement a procedure for responding to spills. This will include notification to the Minnesota Duty Officer at 1-800-422-0798.

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h)?  Yes  No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

*The City will update the current procedures and forms for Illicit Discharge Detection and Elimination. The City will also review their record keeping and documentation process and make updates as neceary to meet permit requirements (Part III.D.3.h). This effort will be completed within 12 months of the date permit coverage is extended.*

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Amy Kamm

**D. MCM 4: Construction site stormwater runoff control**

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

The City currently has a construction site stormwater runoff control program that includes regulatory mechanisms, standard details, and right-of-way permits for erosion and sediment control and waste controls. The city will update their construction site stormwater regulatory mechanism to be at least as stringent as the MPCA CSW permit in accordance with the permit (Part III.D.4.a).

The City currently reviews all new home and commercial building applications and make sure they have their erosion, sediment and stabilization requirements meet also with the proper BMPs in place.

The City along with Bolton and Menk reviews all new development project and ensure they have the proper structural and non structural BMPs in place.

The City distributes information describing development requirements for stormwater management, water main, storm sewer, sanitary sewer, erosion and sediment control, and electrical information to potential developers and contractors and the annual contractors meeting.

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
- a. Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity?  Yes  No
  - b. Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to Discharge Stormwater Associated with Construction Activity No. MN R100001?  Yes  No
  - c. Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee?  Yes  No
  - d. Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
    - 1) Does your program include procedures for identifying priority sites for inspection?  Yes  No
    - 2) Does your program identify a frequency at which you will conduct construction site inspections?  Yes  No
    - 3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections?  Yes  No
    - 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance?  Yes  No
  - e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information?  Yes  No
  - f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial?  Yes  No
  - g. Does your program retain construction site inspection checklists or other written materials used to document site inspections?  Yes  No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

The City will adjust the current program to meet the new permit requirements (Part III.D.4.a-f). This effort will be completed within 12 months of the date permit coverage is extended.

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Ordinance	Annually review current ordinance and see if update or revisions are necessary to meet the new permit requirements.
Site Plan Reviews	Permits are not issued for land disturbing activities until all applicable permits are review, approved, and secured and/ or a waiver of assessment has been obtained. Annually update procedures for site plan review.
Public Input	Annually review and modify as necessary the stormwater complaint sheet posted on the website. Provide a phone number and an email of the website for citizens to report a violation. Annually document the number on complaints

	received.
Education	Annually hold a contractors meeting to discuss the permits requirements for contactors working within the City limits.
Site Inspections	Annually update and modify the written procedures and checklists used for site inspections. Inspections will be conducted on all permitted sites weekly or after 1/2" of rainfall. All stormwater and infrastructure technicians will hold erosion and sediment certification.
<b>BMP categories to be implemented</b>	<b>Measurable goals and timeframes</b>
Documentation	A form will be created to comply with the new requirements and contain the proper information and documentation for site plan review and site inspections. A copy of each report will be scanned and stored on the computer in the stormwater file.
Written ERP	Develop and implement written ERPs. Documentation shall include, Name of the person(s) responsible for the violation, Date and location of violation, Description of the violation, Corrective action including completion schedule, Date and types of enforcement used to compel compliance, Referrals to other regulator organizations, Dates violation resolved, City personal responding to violation. Information will be kept in a three ring binder and a hard copy will be stored on the computer.

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Amy Kamm

**E. MCM 5: Post-construction stormwater management**

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

*The City currently has an Ordinance, Developer's Agreement, and Standard Details in place to ensure the correct BMPs are in place for new and redevelopment projects. The City will review and update their post construction site stormwater management regulatory mechanism(s) as necessary to meet permit requirements (Part III.d.5.a).*

*The City reviews all proposals for land disturbing activities for compliance with City Code. The City works with Bolton and Menk to complete review of larger developments projects. Projects are inspected by the Stormwater Utility.*

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity?  Yes  No
3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
- a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance?  Yes  No
  - b. All supporting documentation associated with mitigation projects that you authorize?  Yes  No
  - c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))?  Yes  No
  - d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved?  Yes  No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

*The City will update its site plan review process to include written procedures to meet permit requirements (Part III.D.5.b). This effort will be completed within 12 months of the date permit coverage is extended.*

*The City will update its program to include documentation in accordance with the permit (Part III.D.5.c). This effort will be completed within 12 months of the date permit coverage is extended.*

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table

for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Implementation of Structural and /or Non-Structural BMP	Use Standard Details for developing and implementing BMP's as a practice in designing new construction projects. Construction projects are required to implement City of Saint Peter Details for redevelopment and new construction projects. Annually update and add details as necessary. Details are made available on the City of Saint Peter's Website
Ordinance	Review current ordinance and update ordinance to meet new permit requirements.
Written procedure for site plan reviews	Review current site plan check list. Update check list within 12 months of receiving new permit coverage to comply with new permit requirements.

BMP categories to be implemented	Measurable goals and timeframes
Documenting specific information	Maintain all related documents associated to each new or redevelopment project. Will review where and what information is stored. All information will be kept in the filing cabinet for 5 years.
Written ERP	Develop and implement written ERPs. Documentation shall include, Name of the person(s) responsible for the violation, Date and location of violation, Description of the violation, Corrective action including completion schedule, Date and types of enforcement used to compel compliance, Referrals to other regulator organizations, Dates violation resolved, City personal responding to violation. Information will be kept in a three ring binder and a hard copy will be stored on the computer

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Amy Kamm*

**F. MCM 6: Pollution prevention/good housekeeping for municipal operations**

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

*The City holds an annual public works meeting to discuss a wide range of topics relating to public works operations and maintenance. The City also trains staff annually covering topics such as illicit discharges and detection, best management practices and other pollution prevention topics..*

*The Stormwater Utility conducts annual inspections all structural pollution control devices, outfalls, and stormwater basins are inspected at a minimum every 5 years. Maintenance is completed as needed based on inspection findings.*

*The Department of Public Works annually sweeps the streets at a minimum of 2 times usually spring and fall. The Department of Public Works conducts an annual leaf pick up and provides a year round area for soft yard waste collection.*

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)?  Yes  No
3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:
- The City will review and update its current facility inventory to include city-owned facilities which contribute pollutants to stormwater discharges to meet permit requirements (Part III.6.a). This effort will be completed within 12 months of the date permit coverage is extended.*

4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Training Program	The Department of Public Works staff, summer help, and new employees will be annually trained on pollution prevention topics. The training will be updated to include the new permit requirements. The program update will be completed within 12 months after permit coverage is extended.
Street Sweeping	The Department of Public Works will sweep streets a minimum of twice annually. Hours and the amount of sediment / trash will be recorded.
Leaf Pick-up	The Department of Public Works will conduct an annual leaf pick-up in an effort to reduce the amount of phosphorous reaching the storm sewer system. A drop off location for compost has been designated and is available to residents for leaf drop off. A report will be generated for the amount of leave picked up during pick-up and drop off.
Inspect 20% of MS4 Sediment Basins and Ponds	Inspect 20% of the sediment basins and ponds each year with in the MS4. Maintenance will be scheduled based on inspections.
Stock Pile/Storage and Material Handling	Inspection checklist will be annually reviewed for revisions. Inspections will be completed quarterly.
Inspections and Maintenance of stormwater BMP's	Annually inspect 20% of City-owned BMP's. Based on inspections crews will clean all BMP's that fail inspection.
BMP categories to be implemented	Measurable goals and timeframes
Facility Inventory	Develop and maintain an inventory of facilities that the City of Saint Peter owns and operates that may contribute pollutants. The inventory will be completed 12 months after permit coverage is extended. After the inventory is complete staff will review list and implement BMP's where applicable.
Documentation	City staff will review and revise current documents to include areas that need to be updated due to new permit.
Pond Assessment Procedures and Schedule	Develop procedures for determining TSS and TP treatment effectiveness of city owned stormwater basins. This will be completed within 12 months after permit coverage is extended. Develop an implements schedule and assess 20% of basins in each of the following years.

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)?  Yes  No
- a. If **no**, continue to 6.
- b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the

following items available for your MS4:

- 1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330?  Yes  No
- 2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13?  Yes  No
- c. Have you developed and implemented BMPs to protect any of the above drinking water sources?  Yes  No
6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)?  Yes  No
7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas?  Yes  No
8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:
- a. Addresses the importance of protecting water quality?  Yes  No
- b. Covers the requirements of the permit relevant to the duties of the employee?  Yes  No
- c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements?  Yes  No
9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))?  Yes  No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The City will develop procedures and schedules for determining the TSS and TP effectiveness of city owned/operated ponds to meet the permit (Part III.D.6.d). This effort will be completed within 12 months of the date permit coverage is extended.*

*The City will update its current inspection program as needed to meet the permit requirements (Part III.D.6.e). This effort will be completed within 12 months of the date permit coverage is extended.*

*The City will update its current training program to meet the permit requirements (Part III.D.6.g). This effort will be completed within 12 months of the date permit coverage is extended.*

*The City will update its program to include documentation requirements in accordance with the permit (Part III.D.6.h). This effort will be completed within 12 months of the date permit coverage is extended.*

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Amy Kamm

## VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit?  Yes  No
1. If **no**, continue to section VII.
2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere\_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

## VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)?  Yes  No

1. If **no**, this section requires no further information.
2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere\_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

### VIII. Add any Additional Comments to Describe Your Program

# TMDL Wasteload Allocation Excel Spreadsheet PART II.D.6.a.-e.

Copy and paste from the Master List MS4 TMDL Spreadsheet for your MS4 to the space below.

Attach this completed form with your SWPPP Document at the time of submittal. At a minimum, provide all of the information in Items (TMDL Project Name, Type of WLA, Numeric WLA, Unit, Flow Condition, and Pollutant of Concern).

Permittee name	Preferred ID	TMDL project name	Waterbody ID	Type of WLA	Numeric WLA	Unit	Percent reduction	Flow condition	Waterbody name	Pollutant of concern	Date approved
St. Peter City	MS40245	Lower Minnesota River Dissolved Oxygen TMDL	07020012-532	Categorical	30.5	lbs/day	30%		Minnesota River, Sand Cr. to Carver Cr.	Phosphorus	6/23/2014
St. Peter City	MS40245	Lower Minnesota River Dissolved Oxygen TMDL	07020012-506	Categorical	30.5	lbs/day	30%		Minnesota River, Carver Cr. to RM 22	Phosphorus	3/22/2014
St. Peter City	MS40245	Lower Minnesota River Dissolved Oxygen TMDL	07020012-505	Categorical	30.5	lbs/day	30%		Minnesota River, RM 22 to Mississippi R.	Phosphorus	6/23/2014
St. Peter City	MS40245	Lower Minnesota River Dissolved Oxygen TMDL	07020012-501	Categorical	30.5	lbs/day	30%		Minnesota River, Bevens Cr. to Sand Cr.	Phosphorus	6/23/2014

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# Compliance Schedule PART II.D.6.f.-g.

Is your MS4 currently meeting its WLA for any approved TMDLs?

- NO (Complete Table 1, Strategies for continued BMP implementation beyond the term of this permit, and Table 2 below)  
 YES (Provide the following information below)

Go to:  
[Table 1](#)

Go to:  
[Strategies...](#)

Go to:  
[Table 2](#)

If YES, indicate the WLAs (may be grouped by TMDL Project) you believe are reasonably being met. For each WLA, list the implemented BMPs and provide narrative strategy for the long-term continuation of meeting each WLA. PART II.D.6.g.(1)-(2)

**Table 1**

Fill in the following table with your Interim Milestones, BMP IDs, and Implementation Dates. Replace "TMDL Project Name & Pollutant" Columns with each TMDL Project Name and the corresponding pollutant. Then put an "X" in the boxes for the TMDL that corresponds with each BMP. PART II.D.6.f.(1)-(2)

**NOTE:**

It is recommended to assign each Interim Milestone (BMP) a BMP ID. You will be required to report on the status of each Interim Milestone and include a BMP ID for all structural BMPs as part of the MS4 Annual Report (see Part III.E.), so including those ID numbers at the time of application may be useful in tracking implementation efforts. If a pond that will be included in the pond inventory (Part III.C.2.) is to be applied toward a WLA, use the same ID for both the pond inventory and TMDL tracking. Non-structural BMPs are not required to have an ID, but it may be useful to assign it an ID for internal MS4 recordkeeping.

MPCA recommends the Implementation Dates align with the submittal of MS4 Annual Reports. Dates selected may not reflect the actual date a BMP is implemented, but shall indicate a BMP will be implemented on that date or before for that reporting year.

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Interim Milestone (Best Management Practice)	BMP ID	Implementation Date	Lower Minnesota River Dissolved Oxygen TMDL
Develop base map based on year 2000	PW-001	5/31/2018	X
Street Sweeping	PW-002	1/1/2006	X
Leaf Pick-up	PW-003	1/1/2006	X
Structural BMP Inspection & Cleaning	PW-004	1/1/2006	X
Install Structural BMP's in new and redeveloped areas	PW-005	1/1/2006	X
Review Current Non-Structural BMP's and Update as Necessary	PW-006	1/1/2006	X
Implement Structural BMP's	PW-007	1/1/2006	X

**Strategies for continued BMP implementation beyond the term of this permit. PART II.D.6.f.(3)**

The City of Saint Peter has determined that they will use a simple BMP tracking tool for tracking pollutant load reductions. A map will be developed by Bolton and Menk based on the year 2000 and once the MPCA develops a list that outlines how many credits will be given for certain structural and non-structural BMPs then the City will know what BMPs will work for for current and future land development. The City will continue to install structural and non structural BMPs in new and redeveloped areas when opportunities arise.

**Table 2**

Target dates the applicable WLA(s) will be achieved. PART II.D.6.f.(4)

TMDL Project	Target Date to Achieve WLA
Lower Minnesota River Dissolved Oxygen TMDL	2028

Saint Peter, Minnesota, Code of Ordinances >> - CITY CODE >> Chapter 52 - UTILITIES >> ARTICLE X,  
- STORMWATER MANAGEMENT >> DIVISION 2. - PLANNING AND DEVELOPMENT >>

## **DIVISION 2. - PLANNING AND DEVELOPMENT**

Sec. 52-616. - Statutory authorization.

Sec. 52-617. - Findings.

Sec. 52-618. - Purpose.

Sec. 52-619. - Definitions.

Sec. 52-620. - Applicability.

Sec. 52-621. - Plan approval.

Sec. 52-622. - Plan review procedure.

Sec. 52-623. - Penalty.

Sec. 52-624. - Other controls.

Secs. 52-625—52-651. - Reserved.

### **Sec. 52-616. - Statutory authorization.**

This division is adopted pursuant to M.S. §§ 462.351 through 462.364 that grants municipalities the necessary powers and a uniform procedure for municipal planning.

*(Code 1989, § 3.61; Ord. No. 370(2nd Ser.), § 1, 12-13-2004; Ord. No. 380(2nd Ser.), § 1, 8-8-2005)*

### **Sec. 52-617. - Findings.**

The City hereby finds that uncontrolled and inadequately planned use of property including wetlands, woodlands, natural habitat areas, areas subject to soil erosion, and areas containing restrictive soils adversely affect the public health, safety, and general welfare by impacting water quality and contributing to other environmental problems, creating nuisances, impairing other beneficial uses of environmental resources and hindering the ability of the City to provide adequate water, sewage, flood control, and other community services. In addition, extraordinary public expenditures may be required for the protection of persons and property in such areas and in areas that may be affected by unplanned land usage.

*(Code 1989, § 3.61; Ord. No. 370(2nd Ser.), § 1, 12-13-2004; Ord. No. 380(2nd Ser.), § 1, 8-8-2005)*

### **Sec. 52-618. - Purpose.**

The purpose of this division is to promote, preserve, and enhance the natural resources within the City and protect them from adverse effects occasioned by poorly sited development or incompatible activities that would have an adverse and potentially irreversible impact on water quality and unique and fragile environmentally sensitive land by:

- (1) Protecting surface and groundwater supplies from the improper discharge caused by incompatible land uses and alterations;
- (2) Providing safe and sanitary drainage;
- (3)

- Restricting and controlling land development so it will not impede the flow of water or cause danger to life or property;
- (4) Designating suitable land uses that are compatible with the preservation of the natural vegetation and marshes. Natural vegetation and marshes are a principal factor in the maintenance of constant rates of water flow through the year and sustain many species of wildlife and plant growth;
  - (5) Regulating runoff of surface waters from developed areas to prevent pollutants such as motor oils, sand, salt, and other foreign materials from being carried directly into natural streams, lakes, or other public or private waters;
  - (6) Regulating the alteration of wetland systems to prevent excessive sediment pollution, increased and rapid runoff, excessive nutrient runoff pollution, and to maintain the aesthetic appearance of the wetlands;
  - (7) Preventing the development of structures in areas that will adversely affect the public passage or use of creeks, marshes, lowlands, and watercourses within the city.

(Code 1989, § 3.61; Ord. No. 370(2nd Ser.), § 1, 12-13-2004; Ord. No. 380(2nd Ser.), § 1, 8-8-2005)

### **Sec. 52-619. - Definitions.**

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Applicant* means any person who applies to the City for approval of a preliminary plat for the subdivision of land within the City; any person who applies for a permit for any land disturbing activities, including but not limited to mining, excavation, filling, and grading; any person who applies for a building permit involving land disturbing activities, including but not limited to construction of structures.

*Control measure* means a practice or combination of practices to control erosion and attendant pollution.

*Flood fringe* means the portion of the floodplain outside of the floodway.

*Floodplain* means the areas adjoining a watercourse or water basin that has been or may be covered by a regional flood.

*Floodway* means the channel of the watercourse or water basin that has been or may be covered by a regional flood.

*Public waters* means any waters of the state as defined in M.S. § 103G.005, subd. 15.

*Regional flood* means a flood that is representative of large floods known to have occurred generally in the State and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of a 100-year recurrence interval.

*Sediment* means solid matter carried by water, sewage, or other liquids.

*Stormwater Master Plan* means a plan adopted by City Council action providing for regional pond locations and districts from which stormwater is collected and stored or treated.

*Structure* means anything manufactured, constructed, or erected which is normally attached to or positioned on land, including portable buildings, earthen structures, roads, parking lots, and paved storage areas.

*Watershed Master Plan* means a document that provides locations for stormwater facilities including basins, pipes, swales, and other facilities and is used for planning purposes.

*Wetlands* means areas inundated or saturated by surface or groundwater, at a frequency and duration to support, and, under normal circumstances, do support a prevalence of vegetation typically adapted for saturated soil conditions.

(Code 1989, § 3.61; Ord. No. 370(2nd Ser.), § 1, 12-13-2004, Ord. No. 380(2nd Ser.), § 1, 8-8-2005)

### **Sec. 52-620. - Applicability.**

*Subd.* Every applicant must submit a Stormwater Management Plan. No building permit involving

1. land disturbing activities, including but not limited to construction of structures, and no final plat for the subdivision of land within the City, and no permit to allow land disturbing activities, including but not limited to mining, excavation, filling and grading, shall be issued until approval of the Stormwater Management Plan or a waiver of the approval requirement has been obtained in strict conformance with the provisions of this section. The provisions of this division apply to all land, public or private, located within the City.

*Subd.* The provisions of this division shall apply to all properties within the City for which mining or

2. excavation conditional use permits have been issued; said applicability shall become effective on the next annual review date of a mining or excavation conditional use permit following the effective date of the ordinance from which this division is derived.

*Subd.* Land disturbance as a part of a structure requiring a building permit or construction requiring

3. a building permit shall require the applicant to submit the following information as a part of the building permit application process:

- (1) A "to scale" drawing of the area of the permit including adjacent buildings, streets, fences, stormwater structures, indicating a proposed stormwater design and arrows indicating the direction of stormwater flow to the most appropriate stormwater structure.
- (2) The drawing shall be submitted to the Director of Public Works for review. Review will consist of a comparison to the Stormwater Management Plan for the area and will be approved or denied on a form to be signed by the Director of Public Works. Reasons for denial may be included on the form.
- (3) If the stormwater design is not approved, a building permit shall not be issued.

*Subd.* The provisions of this division do not apply under any one or more of the following

4. circumstances:

- (1) Any part of a subdivision if a Final Plat for the subdivision has been approved by the City Council on or before the effective date of the ordinance from which this division is derived, unless a Watershed Master Plan that includes the subdivision or area has been approved by City Council;
- (2) Any land disturbing activity for which plans have been approved by the City within six months prior to the effective date of the ordinance from which this division is derived;
- (3) Any construction or development for which a building permit has been approved on or before the effective date of the ordinance from which this division is derived;
- (4)

Land disturbing activity that will result in soil disturbance of less than 120 square feet of surface area that is located on a lot of record or within an area platted and served by stormwater facilities;

- (5) Installation of fence, sign, telephone, or electric poles or other kinds of posts or poles;
- (6) Emergency work to protect life, limb, or property that is approved or directed by the City or its Director of Public Works or City Administrator; or
- (7) Land disturbance that is in a City-owned right-of-way.

*Subd.* A waiver or variance from provisions of this division may be issued after approval of the City

5. Council to provide relief to a landowner where the division imposes undue hardship by reason of exceptional topographic or hydrological or other conditions on the landowner in the use of the land. The following provisions shall apply:

- (1) A waiver or variance may be granted only in the event that all of the following apply:
  - a. Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity as a result of lot size or shape, topography, or other circumstances over which the owner of property since the enactment of this section has had no control;
  - b. The literal interpretation of this section would deprive the applicant of rights commonly enjoyed by other properties in the same district;
  - c. The special conditions or circumstances do not result from the actions of the applicant;
  - d. Granting the waiver or variance will not confer on the applicant any special privilege that is denied by this section to owners of other lands, structures or buildings in the same zoning district;
  - e. The waiver or variance is the minimum action necessary to alleviate the hardship; and
  - f. The waiver or variance would not be materially detrimental to the purposes of this division or to property in the same district.

- (2) An applicant for a waiver or variance shall complete and submit a waiver or variance request form, with the appropriate fee, to the Zoning Administrator who shall refer the application to the Planning and Zoning Commission for review.

*Subd.* The Commission shall hold a public hearing on the application. Notice of said hearing shall be published in the official newspaper of the City at least ten days prior to the hearing, and the Zoning Administrator or designee shall mail the same notice to the owners of all property located within 350 feet of the land to which the variance will apply. The notice shall include a description of the land and the proposed variance. Failure of a property owner to receive such notification shall not invalidate the proceedings.

*Subd.* The Commission must take action on the application within 60 days after receiving the application. If it grants the waiver or variance, the Commission may impose conditions it considers necessary to protect the public health, safety, and welfare. The Commission will make a recommendation to the City Council who will provide for final determination.

(Code 1989, § 3.61; Ord. No. 370(2nd Ser.), § 1. 12-13-2004; Ord. No. 380(2nd Ser.), § 1. 8-8-2005)

## **Sec. 52-621. - Plan approval.**

*Subd.* A written application for Stormwater Management Plan approval, along with the proposed

1. Stormwater Management Plan, shall be filed with the Director of Public Works and Director of Community Development. The following provisions shall apply:

- (1)

The written application shall include a statement indicating the grounds upon which the approval is requested. The application must also include a statement regarding the proposed land use of the area and whether or not the use is permitted or a permit has been applied for shall conform to construction standards outlined in division 3 of this article. The proposed plan shall be developed in relationship to the Stormwater Master plan for the watershed as approved by City Council resolution. The absence of a Stormwater Master Plan for the area of application shall not relieve the applicant of any requirements or need for a Stormwater Management Plan. The application shall be forwarded to the Director of Public Works for review by the Director of Public Works and the City Engineer. Approval shall be provided in a form to be signed by the Director of Public Works and the City Engineer. Copies of any approval or denial shall be forwarded to the Director of Building, Director of Community Development and City Administrator.

- (2) Two sets of clearly legible blue- or black-lined copies of drawings and required information shall be submitted to the Director of Building or designee and shall be accompanied by a receipt for payment of the appropriate fees. Drawings shall be prepared to a scale appropriate to the size of the project and suitable for the review to be performed. The scale shall be no smaller than one-inch equals 100 feet.

*Subd.* At a minimum, the Stormwater Management Plan shall contain the following information:

2. A map of existing site conditions showing the site and immediately adjacent areas;
  - (1) The name and address of the applicant, the section, township and range, north point, date, and scale of drawing, and number of sheets, and list of names and addresses of all owners of the property;
  - (2) Location of the tract by an insert map at a scale sufficient to clearly identify the location of the property and giving such information as the names and numbers of adjoining roads, railroads, utilities, subdivisions, towns, and districts or other landmarks;
  - (3) A delineation of all streams, rivers, public waters, and wetlands located on and immediately adjacent to the site, including depth of water, a description of all vegetation which may be found in the water, a statement of general water quality and any classification given to the water body or wetland by the State Department of Natural Resources, the State Pollution Control Agency, or the U.S. Army Corps of Engineers;
  - (4) Location and dimensions of existing stormwater drainage systems and natural drainage patterns on and immediately adjacent to the site delineating in which direction and at what rate stormwater is conveyed from the site, identifying the receiving stream, river, public water, or wetland, and setting forth those areas of the unaltered site where stormwater collects;
  - (5) Description of the existing vegetative cover and clearly delineating any vegetation proposed for removal; and
  - (6) 100-year floodplains, flood fringes, and floodways.

*Subd.* A site construction plan shall be submitted which includes:

3. Locations and dimensions of all proposed land disturbing activities and any phasing of those activities;
  - (1) Locations and dimensions of all temporary soil or dirt stockpiles;
  - (2) Locations and dimensions of all construction site erosion control measures necessary to meet the requirements of this section;
  - (3)
  - (4)

Schedule of anticipated starting and completion dates of each land disturbing activity including the installation of construction site erosion control measures needed to meet the requirements of this division; and

- (5) Provisions for maintenance of the construction site erosion control measures during construction.

*Subd.* A plan of final site conditions shall be submitted. The plan shall be on the same scale as the existing site map showing the site changes for parcels of over 6,500 square feet and shall include information as follows:

- (1) Finished grading shown at contours at the same interval as provided above or as required to clearly indicate the relationship of proposed changes to existing topography and remaining features;
- (2) A landscape plan, drawn to an appropriate scale, including dimensions and distances, and the location, type, size, and description of all proposed landscape materials that will be added to the site as part of the development;
- (3) A drainage plan of the developed site delineating in which direction and at what rate stormwater will be conveyed from the site and setting forth the areas of the site where stormwater will be allowed to collect;
- (4) The proposed size, alignment, and intended use of any structures to be erected on the site;
- (5) A clear delineation and tabulation of all areas which will be paved or surfaced, including a description of the surfacing material to be used; and
- (6) Any other information pertinent to the particular project that in the opinion of the applicant is necessary for the review of the project.

*Subd.* The Director of Public Works may waive any of the requirements in this section if in his determination information is not needed.

(Code 1989, § 3.61; Ord. No. 370(2nd Ser.), § 1, 12-13-2004; Ord. No. 380(2nd Ser.), § 1, 8-8-2005)

## **Sec. 52-622. - Plan review procedure.**

*Subd. Process.* For applications in existing subdivisions, a Stormwater Management Plans meeting the requirements of section 52-621 shall be reviewed by the Director of Public Works or designee for approval, modification, or denial. For preliminary plat applications, the Stormwater Management Plan review procedure shall be identical and coincidental to that required under chapter 44. For permittees to conduct land disturbing activities, including but not limited to mining, excavation, filling, and grading, Stormwater Management Plans meeting the requirements of section 52-621 shall be submitted to the Director of Public Works or designee and to the Planning and Zoning Commission for review in accordance with construction standards. The Commission shall recommend approval, approval with conditions, or denial of the Stormwater Management Plan. Following Planning and Zoning Commission action, the Stormwater Management Plan shall be submitted to the City Council at its next available meeting. City Council action on the Stormwater Management Plan shall be accomplished within 60 days of the date that a complete application is filed with the Director of Building or designee.

*Subd. Duration.* Approval of a plan submitted under the provisions of this section shall expire one year after the date of approval unless construction has commenced in accordance with the plan. However, if prior to the expiration of the approval, the applicant makes a written request to the Director of Public Works for an extension of time to commence construction, setting forth the reasons for the requested extension, the Director of Public Works or designee may

grant one extension of not greater than one year. Receipt of any request for an extension of such permit shall be acknowledged by the Director of Public Works or designee within 15 days. The Director of Public Works or designee shall make a decision on the extension within 30 days of receipt. Any plan may be revised in the same manner as originally approved.

*Subd. Standards.* Application designs shall comply with division 3 of this article.

3. (Code 1989, § 3.61; Ord. No. 370(2nd Ser.), § 1, 12-13-2004; Ord. No. 380(2nd Ser.), § 1, 8-8-2005)

#### **Sec. 52-623. - Penalty.**

Any person, firm, or corporation violating any provision of this division shall be civilly fined for each offense and a separate offense shall be deemed committed on each day on which a violation occurs or continues. The amount of the fine shall be set by Council from time to time as the Council deems appropriate.

(Code 1989, § 3.61; Ord. No. 370(2nd Ser.), § 1, 12-13-2004; Ord. No. 380(2nd Ser.), § 1, 8-8-2005)

#### **Sec. 52-624. - Other controls.**

In the event of any conflict between the provisions of this division and the provisions of any erosion control or shoreland protection regulation adopted by the City Council the more restrictive standard shall prevail.

(Code 1989, § 3.61; Ord. No. 370(2nd Ser.), § 1, 12-13-2004; Ord. No. 380(2nd Ser.), § 1, 8-8-2005)

#### **Secs. 52-625—52-651. - Reserved.**

Saint Peter, Minnesota, Code of Ordinances >> - CITY CODE >> Chapter 52 - UTILITIES >> ARTICLE X.  
- STORMWATER MANAGEMENT >> DIVISION 3. - MANAGEMENT AND STANDARDS >>

### **DIVISION 3. - MANAGEMENT AND STANDARDS**

Sec. 52-652. - Statutory authorization.

Sec. 52-653. - Findings.

Sec. 52-654. - Purpose.

Sec. 52-655. - Definitions.

Sec. 52-656. - Stormwater management standards.

Sec. 52-657. - Criteria for permanent facilities.

Sec. 52-658. - Vegetation/fertilizer regulations.

#### **Sec. 52-652. - Statutory authorization.**

This division is adopted pursuant to M.S. §§ 462.351 and 462.364 that grants municipalities the necessary powers and a uniform procedure for municipal planning.

*(Code 1989. § 3.62: Ord. No. 371(2nd Ser.), § 1. 12-13-2004)*

#### **Sec. 52-653. - Findings.**

The City hereby finds that uncontrolled and inadequately planned use of property including wetlands, woodlands, natural habitat areas, areas subject to soil erosion, and areas containing restrictive soils adversely affect the public health, safety, and general welfare by impacting water quality and contributing to other environmental problems, creating nuisances, impairing other beneficial uses of environmental resources and hindering the ability of the City to provide adequate water, sewage, flood control, and other community services. In addition, extraordinary public expenditures may be required for the protection of persons and property in such areas and in areas that may be affected by unplanned land usage.

*(Code 1989. § 3.62: Ord. No. 371(2nd Ser.), § 1. 12-13-2004)*

#### **Sec. 52-654. - Purpose.**

The purpose of this division is to promote, preserve, and enhance the natural resources within the City and protect them from adverse effects occasioned by poorly sited development or incompatible activities that would have an adverse and potentially irreversible impact on water quality and unique and fragile environmentally sensitive land by:

- (1) Protecting surface and groundwater supplies from the improper discharge caused by incompatible land uses and alterations;
- (2) Providing safe and sanitary drainage;
- (3) Restricting and controlling land development so it will not impede the flow of water or cause danger to life or property;
- (4)

Designating suitable land uses that are compatible with the preservation of the natural vegetation and marshes. Natural vegetation and marshes are a principal factor in the maintenance of constant rates of water flow through the year and sustain many species of wildlife and plant growth;

- (5) Regulating runoff of surface waters from developed areas to prevent pollutants such as motor oils, sand, salt, and other foreign materials from being carried directly into natural streams, lakes, or other public or private waters;
- (6) Regulating the alteration of wetland systems to prevent excessive sediment pollution, increased and rapid runoff, excessive nutrient runoff pollution, and to maintain the aesthetic appearance of the wetlands;
- (7) Preventing the development of structures in areas that will adversely affect the public passage or use of creeks, marshes, lowlands, and watercourses within the City.

(Code 1989, § 3.62; Ord. No. 371(2nd Ser.), § 1. 12-13-2004)

### Sec. 52-655. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Applicant* means any person who applies for a building permit or permit for a land disturbing activity.

*Buffer zone* means any area surrounding stormwater detention or retention basins that is controlled by or owned by the City.

*Charge* means the amount set by Council action or resolution that must be paid for one-time connection to the system.

*Control measure* means a practice or combination of practices to control erosion and attendant pollution.

*Detention basin* means a temporary storage facility containing runoff from rainfall and snowmelt events to control peak discharge rates and provide an opportunity for physical, chemical, and biological treatment of runoff to occur.

*Fee* means the amount set by Council action or resolution that is imposed for ongoing services and is included in calculations for services used.

*Land disturbing or development activity* means any change of the land surface including removing vegetative cover, excavating, filling, grading, and the construction of any structure.

*Public waters* means any waters of the state as defined in M.S. § 103G.005, subd. 15.

*Retention basin* means a permanent storage facility containing runoff from rainfall and snowmelt events with volume reduction resulting from infiltration, evaporation or emergency release.

*Sediment* means solid matter carried by water, sewage, or other liquids.

*Structure* means anything manufactured, constructed, or erected which is normally attached to or positioned on land, including portable structures, earthen structures, roads, parking lots, and paved storage areas.

*Wetlands* means areas inundated or saturated by surface or groundwater, at a frequency and duration to support, and, under normal circumstances, do support a prevalence of vegetation typically adapted for saturated soil conditions.

(Code 1989, § 3.62; Ord. No. 371(2nd Ser.), § 1, 12-13-2004)

#### **Sec. 52-656. - Stormwater management standards.**

*Subd. Meeting standards required.* No Stormwater Management Plan that fails to meet the

1. standards contained in this division shall be approved by the City Council.

*Subd. Site dewatering.* Water may not be discharged in a manner that causes erosion or flooding of

2. the site or of receiving channels or a wetland. Water pumped from the site shall be treated by any of the following processes: temporary sedimentation basins, grit chambers, sand filters, up flow chambers, hydrocyclones, swirl concentrators, or other controls as appropriate

*Subd. Waste and material disposal.* All waste and unused building materials (including garbage,

3. debris, cleaning wastes, wastewater, toxic materials or hazardous materials), shall be properly disposed of off-site and not allowed to be carried by runoff into a receiving channel or storm sewer system.

*Subd. Tracking.* Each site shall have graveled roads, access drives, and parking areas of sufficient

4. width and length to prevent sediment from being tracked onto public or private roadways.

Any sediment reaching a public or private road shall be removed by street cleaning (not flushing) before the end of each workday.

*Subd. Drain inlet protection.* All storm drain inlets shall be protected during construction until control

5. measures are in place. Protection of inlets shall be done by placement of a straw bale, silt fence or equivalent barrier meeting accepted design criteria, standards, and specifications contained in the Minnesota Pollution Control Agency (MPCA) publication Protecting Water Quality in Urban Areas.

*Subd. Site erosion control.* The following criteria apply only to construction activities that result in

6. runoff leaving the site:

(1) Channelized runoff from adjacent areas passing through the site shall be diverted around disturbed areas, if practical. Otherwise, the channel shall be protected as described below. Sheet flow runoff from adjacent areas greater than 10,000 square feet in area shall also be diverted around disturbed areas, unless shown to have resultant runoff rates of less than one-half cubic foot per second across the disturbed area for the one-year storm. Diverted runoff shall be conveyed in a manner that will not erode the conveyance and receiving channels.

(2) All activities on the site shall be conducted in a logical sequence to minimize the area of bare soil exposed at any one time.

(3) Runoff from the entire disturbed area on the site shall be controlled by meeting either subsections (3)a and (3)b or (3)a and (3)c of this subdivision:

a. All disturbed ground left inactive for 14 or more days shall be stabilized by seeding or sodding (only available prior to September 15) or by mulching or covering or other equivalent control measure. All disturbed ground associated with mining and excavation activities, such as gravel pits, shall comply with the following within six months of the effective date of the ordinance from which this division is derived:

1. All disturbed organic soils (topsoil, organic subsoils) shall be covered with vegetation, mulch, or other appropriate covers.

2.

All inorganic soils (gravel, sand) shall be controlled by means of filter fencing, staked straw bales, or other appropriate measures.

- b. For sites with more than ten acres disturbed at a time, or if a channel originates in the disturbed area, one or more temporary or permanent sedimentation basins shall be constructed. Each sedimentation basin shall have a surface area of at least one-percent of the area draining to the basin and at least three feet of depth and shall be constructed in accordance with City standards. Sediment shall be removed to maintain a depth of three feet. The basin discharge rate shall also be sufficiently low as to not cause erosion along the discharge channel or the receiving water.
  - c. For sites with less than ten acres disturbed at one time, silt fences, straw bales, or equivalent control measures shall be placed along all side slopes and down-slope sides of the site. If a channel or area of concentrated runoff passes through the site, silt fences shall be placed along the channel edges to reduce sediment reaching the channel. The use of silt fences, straw bales, or equivalent control measures must include a maintenance and inspection schedule.
- (4) No soil or dirt piles containing more than ten cubic yards of material shall be located with a down-slope drainage length of less than 25 feet from the toe of the pile to a roadway or drainage channel. If remaining for more than seven days, they shall be stabilized by mulching, vegetative cover, tarps, or other means. Erosion from piles that will be in existence for less than seven days shall be controlled by placing straw bales or silt fence barriers around the pile. In-street utility repair or construction soil or dirt storage piles located closer than 25 feet of a roadway or drainage channel must be covered with tarps or suitable alternative control if exposed for more than seven days, and the storm drain inlets must be protected with straw bales or other appropriate filtering barriers.

(Code 1989, § 3.62; Ord. No. 371(2nd Ser.), § 1. 12-13-2004)

### **Sec. 52-657. - Criteria for permanent facilities.**

*Subd. Installation or construction of facilities.* The applicant shall install or construct, on or for the

1. proposed land disturbing or development activity, all stormwater management facilities necessary to manage increased runoff so that the two-year, ten-year, and 100-year storm peak discharge rates existing before the proposed development shall not be increased and accelerated channel erosion will not occur as a result of the proposed land disturbing or development activity.

*Subd. Natural topography.* The applicant shall give consideration to reducing the need for

2. stormwater management facilities by incorporating the use of natural topography and land cover such as wetlands, ponds, natural swales, and depressions as they exist before development to the degree that they can accommodate the additional flow of water without compromising the integrity or quality of the wetland or pond.

*Subd. Investigation of practices.* The following stormwater management practices shall be

3. investigated in developing a Stormwater Management Plan in the following descending order of preference:

- (1) Infiltration of runoff on site, if suitable soil conditions are available for use;
- (2) Flow attenuation by use of open vegetated swales and natural depressions;
- (3) Stormwater retention facilities; and
- (4)

## Stormwater detention facilities.

*Subd. Minimum control requirements.* A combination of successive practices may be used to achieve the applicable minimum control requirements specified in subdivision 1 of this section. Written justification shall be provided by the applicant for the method selected.

4. *Subd. Current technology.* Stormwater detention and retention facilities constructed in the City shall be designed according to the most current technology as reflected in the State Pollution Control Agency publication Protecting Water Quality in Urban Areas, and shall contain, at a minimum, the following design factors:

- (1) A permanent pond surface area equal to two-percent of the fully developed impervious area draining to the pond or one-percent of the entire area draining to the pond, whichever amount is greater;
- (2) An average permanent pool depth of four to ten feet and a maximum allowable change in water depth due to 100-year storms of six feet;
- (3) A minimum protective shelf extending ten feet into the permanent pool with a slope of ten-to-one (10:1), beyond which slopes should not exceed four-to-one (4:1);
- (4) A device to keep oil, grease, and other floatable material from moving downstream as a result of normal operations; such devices may include but are not limited to skimmers, grease traps, trash traps, filters, and other similar devices;
- (5) For new developments, detention shall be sufficient to limit peak flows in each subwatershed to those that existed before the development for the ten-year storm event. All calculations and hydrologic models/information used in determining peak flows shall be submitted along with the Stormwater Management Plan;
- (6) A forebay to remove coarse-grained particles prior to discharge into a watercourse or storage basin.

*Subd. Wetlands, retention, and detention basins.*

- 6.
- (1) Runoff shall not be discharged directly into wetlands, retention, or detention basins without presettlement of the runoff.
  - (2) A protective buffer strip of natural vegetation including grass, rye and native prairie grasses, at least 50 feet in width from the high-water level shall surround all wetlands, retention, and detention basins. This 50-foot strip may be modified with approval of the Director of Public Works based on the topography of the area and shall have no greater than a one-foot-to-1.25-foot slope.
  - (3) Wetlands shall not be drained or filled, wholly or partially, unless replaced by restoring or creating wetland areas of at least equal public value. Replacement shall be guided by the following principles in descending order of priority:
    - a. Avoiding the direct or indirect impact of the activity that may destroy or diminish the wetland;
    - b. Minimizing the impact by limiting the degree or magnitude of the wetland activity and its implementation;
    - c. Rectifying at impact by repairing, rehabilitating, or restoring the affected wetland environment;
    - d. Compensating for the impact by replacing or providing substitute wetland resources or environments.

*Subd. Dedication to City.* All land areas containing wetlands, identified or created, or retention basins or detention basins constructed, including the buffer strip of natural vegetation shall be dedicated to the City to become part of the stormwater management system.

- Subd. Catchbasins.* All newly installed and rehabilitated catchbasins shall be provided with a sump area for the collection of coarse-grained material and shall be constructed to standards approved by City Council resolution. Such basins shall be cleaned periodically based on City policy.
- 8.
- Subd. Drain leaders.* All newly constructed and reconstructed buildings shall route drain leaders to impervious areas or to the stormwater collection system. The flow rate of water exiting the leaders shall be controlled so no damage or erosion occurs in the pervious areas.
- 9.
- Subd. Inspection and maintenance.* All stormwater management facilities shall be designed to minimize the need for maintenance, to provide access for maintenance purposes, and to be structurally sound. All stormwater management facilities shall have a plan of operation and maintenance that assures continued effective removal of pollutants carried in stormwater runoff. It shall be the responsibility of the applicant to obtain any necessary easements or other property interests to allow access to the stormwater management facilities for inspection and maintenance purposes.
- 10.
- Subd. Models, methodologies and computations.* Hydrologic models and design methodologies used for the determination of runoff and analysis of stormwater management structures shall be approved by the Director of Public Works. The maximum depth of water on street for five-year storm is six inches deep at gutter flow line. The maximum depth of water for 100-year storm is 1½ feet at gutter flow line for residential streets and one-foot for collector and arterial streets. The design standards rainstorm for the stormwater collection system are:
- 11.
- (1) A five-year storm for the minimum stormwater system that includes catchbasins and storm sewer collection system.
  - (2) A 100-year storm for the major stormwater system that includes all overland flow, streets, culverts, ditches. Plans, specifications, and computations for stormwater management facilities submitted for review shall be sealed and signed by a registered professional engineer. All computations shall appear on the plans submitted for review, unless otherwise approved by the Director of Public Works.
- Subd. Watershed management plans/groundwater management plans.* Stormwater Management Plans shall be consistent with adopted watershed management plans and groundwater management plans prepared in accordance with M.S. §§ 103B.231 and 103B.255 respectively, and as approved by the Minnesota Board of Water and Soil Resources in accordance with State law.
- 12.
- Subd. Easements.* If a Stormwater Management Plan involves direction of some or all runoff off the site, it shall be the responsibility of the applicant to obtain from adjacent property owners any necessary easements or other property interests concerning flowage of water.
- 13.
- Subd. Conditions.* A Stormwater Management Plan may be approved subject to compliance with conditions reasonable and necessary to ensure that the requirements contained in this section are met. Such conditions may, among other matters, limit the size, kind or character of the proposed development, require the construction of structures, drainage facilities, storage basins and other facilities, require replacement of vegetation, establish required monitoring process, stage the work over time, require alteration of the site design to ensure buffering, and require the conveyance to the City or other entity of certain lands or interests therein. An applicant shall be required to make an in-kind or monetary contribution to the development and maintenance of community stormwater management facilities designed to serve multiple land disturbing and development activities undertaken by one or more persons, including the applicant.
- 14.
- Subd. Performance bond.* Prior to approval of any Stormwater Management Plan, the applicant shall submit an agreement to construct such required physical improvements, to dedicate
- 15.

property or easements, and to comply with such conditions as may have been agreed to. Such agreement shall be accompanied by a bond to cover the amount of the established cost of complying with the agreement. The agreement and bond shall guarantee completion and compliance with conditions within a specific time, which time may be extended in accordance with approval of the Director of Public Works. The adequacy, conditions, and acceptability of any agreement and bond shall be determined by the City Council or any official of the City as may be designated by resolution of the City Council.

*Subd. Charges.* All applications for Stormwater Management Plan approval shall be accompanied by a processing and approval payment per the City fee schedule.

(Code 1989, § 3.62; Ord. No. 371(2nd Ser.), § 1, 12-13-2004)

#### **Sec. 52-658. - Vegetation/fertilizer regulations.**

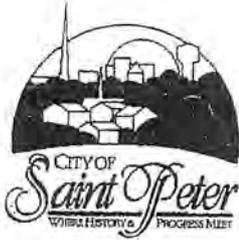
*Subd. Use on impervious surfaces.* No person shall apply fertilizer to or deposit grass clippings, leaves, or other vegetative materials on impervious surfaces, or within stormwater drainage systems, natural drainageways, or within wetland buffer areas.

*Subd. Unimproved land areas.* Except for driveways, sidewalks, patios, areas occupied by structures or areas that have been improved by landscaping, all areas shall be covered by plants or vegetative growth.

*Subd. Fertilizer content.* No person shall apply fertilizer which contains more phosphorus than is allowed by State regulation or law.

*Subd. Buffer zone.* Fertilizer applications shall not be made within the buffer zone of any wetland or water resource.

(Code 1989, § 3.62; Ord. No. 371(2nd Ser.), § 1, 12-13-2004)



**STORMWATER UTILITY**  
Building Department 934-0662 or Public Works 934-0670

## **ATTENTION BUILDER:**

**AS PART OF YOUR BUILDING PERMIT REQUIREMENTS YOU ARE RESPONSIBLE FOR EROSION CONTROL OF THIS PROPERTY.**

### **AT A MINIMUM, YOU MUST HAVE:**

- 1. SILT FENCES PROPERLY INSTALLED & MAINTAINED.**
- 2. ROCK CONSTRUCTION ENTRANCE ONTO PAVED STREETS.**
- 3. PROTECTION AT CATCH BASINS & PIPE INLETS.**
- 4. PREVENTION OF EROSION AT PIPE & CHANNEL OUTLETS.**
- 5. INTERIM SEED & MULCH ON ALL EXPOSED SOILS.**
- 6. STREET SWEEPING COMPLETED.**

**BUILDING INSPECTORS WILL NOT PERFORM INSPECTIONS OR ISSUE THE CERTIFICATE OF OCCUPANCY IF EROSION CONTROLS ARE NOT IN COMPLIANCE WITH CITY REQUIREMENTS.**

The Stormwater Utility will periodically check the property for erosion control compliance. Properties that are out of compliance will be issued a Stop Work Warning, and corrections must be completed within 24 hours. Building and Site Inspections will be stopped immediately until the property is brought into compliance.

Failure to correct these items to comply fully with all City requirements will cause a STOP WORK ORDER to be issued. Corrective action may also be taken by the Stormwater Utility or the City may hire an independent contractor to bring the property into compliance. All costs incurred will be deducted from the property's Surety Bond, Cash or Certified Check, or Letter of Credit including a fee for each re-inspection that is performed.

12/2/2013

Minnesota Pollution  
Control Agency

520 Lafayette Road North  
St. Paul, MN 55155-4194

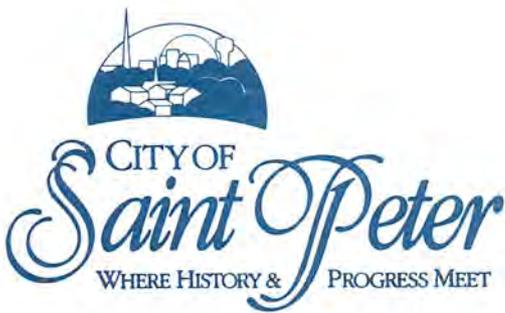
# MS4 Pond, Wetland, and Lake Inventory Form

## Municipal Separate Storm Sewer System (MS4) Program

Doc Type: Plans/Specifications/Maps

Name of MS4 Permittee	Date form completed	Unique ID Number	Type of Feature (Pond, Wetland or Lake)	Feature Common Name (If Applicable)	Y Coordinate (Latitude) Decimal Degrees	X Coordinate (Longitude) Decimal Degrees
City of Saint Peter	10/14/2013	1	Constructed pond	Klein Basin	4911706.97389	422293.66942
City of Saint Peter	10/14/2013	2	Constructed pond	Marshall Basin	4911312.88746	422015.00061
City of Saint Peter	10/14/2013	3	Constructed pond	Triangle Basin	4911080.89378	421967.05179
City of Saint Peter	10/14/2013	4	Constructed pond	Gault Park Basin	4911462.42374	422843.42238
City of Saint Peter	10/14/2013	5	Constructed pond	Welco North Basin	4911376.34219	423254.08145
City of Saint Peter	10/14/2013	6	Constructed pond	Sunrise Basin	4911025.17952	422559.72020
City of Saint Peter	10/14/2013	7	Constructed pond	Gault Park Soccer Basin	4910997.91843	422772.42298
City of Saint Peter	10/14/2013	8	Constructed pond	Welco South Basin	4911020.41922	423155.50499
City of Saint Peter	10/14/2013	9	Constructed pond	Orchard Ridge Basin	4911044.16762	423889.87295
City of Saint Peter	10/14/2013	10	Constructed pond	Clark Basin	4910295.51105	421972.82448
City of Saint Peter	10/14/2013	11	Constructed pond	Warren Park Basin	4910128.71416	422339.51596
City of Saint Peter	10/14/2013	12	Constructed pond	Windsor Pond Basin	4909729.27359	422161.49519
City of Saint Peter	10/14/2013	13	Constructed pond	West Welco Basin	4909310.77304	421710.67490
City of Saint Peter	10/14/2013	14	Constructed pond	Broadway Basin	4909157.49901	422293.69030
City of Saint Peter	10/14/2013	15	Constructed pond	Halletts Park Basin	4909807.57610	423857.67300
City of Saint Peter	10/14/2013	16	Type 5 Wetland	Halletts Pond	4909874.54924	424059.63563
City of Saint Peter	10/14/2013	17	Constructed pond	Jefferson Park Basin	4907570.02912	421744.59691
City of Saint Peter	10/14/2013	18	Constructed pond	Scholarship Basin	4907725.00103	422209.88297
City of Saint Peter	10/14/2013	19	Constructed pond	Nicollet Meadows Basin	4907055.64704	421843.18861
City of Saint Peter	10/14/2013	20	Constructed pond	Pine Ridge Basin	4907105.72290	422019.31447
City of Saint Peter	10/14/2013	21	TYPE 3 Wetland	Freeman Drive	4906482.50975	422511.24218
City of Saint Peter	10/14/2013	22	Constructed pond	Jones Family Basin	4908424.95781	422071.28823
City of Saint Peter	10/14/2013	23	Constructed pond	Arboretum Pond	4908003.18280	422105.80567
City of Saint Peter	10/14/2013	24	Constructed pond	James Gilbert Teach Pond	4908140.36954	421749.43426
		25				
		26				
		27				
City of Saint Peter	10/14/2013	28	Constructed pond	The Ponds Basin	4909078.20021	425451.64951
City of Saint Peter	10/14/2013	29	Constructed pond	BWTP Basin	4909104.61562	422393.28213
City of Saint Peter	10/14/2013	30	Constructed pond	Shopko Basin	4909792.05690	424230.34054
City of Saint Peter	10/14/2013	31	Constructed pond	S Washington Basin	4906588.22942	422427.28079
City of Saint Peter	10/14/2013	32	Constructed pond	Rehnelt Basin	4910843.96578	424071.98273
City of Saint Peter	10/14/2013	33	Constructed pond	Mill Pond	4908189.42036	423905.51714
City of Saint Peter	10/14/2013	34	Underground Inf Basin	North Elementary	4909596.54404	423241.25290





## Memorandum

**TO:** Honorable Mayor Strand  
Members of the City Council

**DATE:** 2/28/2014

**FROM:** Todd Prafke  
City Administrator

**RE:** Transit Survey

### **ACTION/RECOMMENDATION**

None needed. For your information.

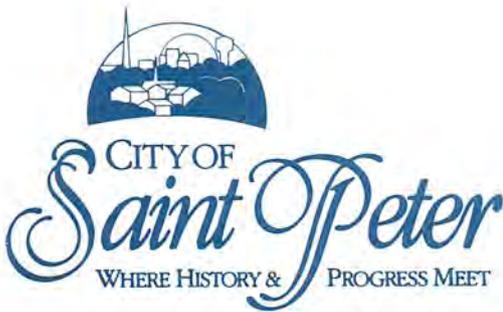
### **BACKGROUND**

We are working with some regional partners, including the City of Le Sueur and Vine Faith in Action of Mankato, to explore ways to find efficiencies and understand if there are needs for modification to current transit services within and between our communities. A survey has been developed to solicit information from users and non-users alike that will help us determine if future work on this important issue is warranted.

This first manifestation of these discussions will be the survey that will be available electronically and in other formats, and which we hope to use to gather additional understanding of needs, if any. The survey will be coming out in the next two weeks or so and will be concluded at the end of March.

Please let me know if you have any other questions or concerns on this agenda item.

TP/bal



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** February 26, 2014

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** Downtown Snow Emergency

### **ACTION/RECOMMENDATION**

None needed. For your discussion only.

### **BACKGROUND**

The City has a snow emergency ordinance that provides for city-wide snow emergency routes and city-wide limits on parking throughout the community during heavy snowfalls. The purpose of the ordinance is to facilitate curb to curb plowing which assists residents in safer travel, easier parking after a snowfall, and which is less expensive because re-plowing is reduced. This is done by providing special rules parking throughout the city. The snow emergency declaration has been rarely used in the past 10 plus years as the focus has been on providing service for snow removal over a multi-day period following a snowstorm.

The snow emergency is set out for specific periods of snow removal over two days. However, as you know, snowstorms do not just occur in afternoons, which would be the ideal fit for the pattern for the snow emergency declaration. Rather, snow removal response has been focused on clearing the streets immediately following the end of a given snowfall. This is done to remove the snow before traffic packs the snow down on the streets and before cold weather moves in to freeze the snow. This approach has been very successful in keeping packed snow off the streets and providing a safe driving environment all winter long. (Even with that approach, the last snowstorm demonstrates that weather can still cause problems with packed snow on streets.)

One of the challenges now faced by downtown businesses and others using our downtown is the limited parking that is caused by cars remaining downtown overnight during a snowfall event. This requires work to be done around the cars. A single car parked at an angle requires the equipment to leave snow in a one quarter to half block section of the street until the car is moved. The remaining snow piles and windrow creates a problem the next day for businesses in the area until a second plow is done, usually the following night. This leaves a number of stalls unusable for the day and costs additional money to re-plow. Although there "no parking" restrictions are in place from 2:00 to 6:00 AM each night, a number of people still leave their cars on the street. Additionally, late night business patrons can get approval to leave their cars on the streets rather than driving while impaired with alcohol. Some abuse this process by leaving their cars, without approval, on downtown streets during snowstorms. Under current

laws, these cars can be ticketed, but a ticket does not get the car moved prior to snow removal. Cars can be towed after four hours, but that puts the timeline for removal at between 5 and 6 a.m. which is often after snow removal operations have occurred.

To solve this problem, I propose adoption of regulations that would create a special snow emergency declaration for the downtown area only with the goal of moving cars prior to the start of the snow removal downtown without having the emergency apply to the rest of the community where we would still follow the same plow philosophy as described above. The crew could then be much more effective clearing snow in front of businesses in the downtown area. The car owner would be responsible for paying the towing charges as they are currently under snow emergency rules.

The issue comes down to what the City is willing to tolerate: 1) allowing a car owner to violate the law and leaving snow on up to six parking stalls which penalizes daytime customers of the businesses who must walk through the snow to access the businesses; or 2) establishing a law allowing immediate removal of the offending car with penalties for the car owner and which benefits the daytime customers.

Information to and feedback from downtown businesses and residents of the area is important in the review of this idea so a proposed timeline for establishing a downtown snow emergency declaration ordinance could be as follows:

- May 1-5, 2014 - Conduct an informational meetings with effected residents and business owners with the following goals:
  - Keep downtown streets safe with open curb clearance
  - Maintain access for businesses during inclement weather
  - Discuss priority dates for shopping
  - Obtain feedback from residents and business owners to make necessary changes to the policy
- May 5-12, 2014 - Assemble feedback from residents and business owners and develop a response or adjust operations to meet mutual needs. Report at a Council workshop regarding proposed changes or adjustments.
- Late May, 2014 - Council approves new Downtown Snow Removal Plan
- September 4, 2014 - Conduct a follow up information meeting with the same group of residents and business owners from Spring meeting to introduce the new implementation plan for downtown snow removal in the upcoming winter months 2014-2015

I anticipate that this type of change will save time and money in snow removal as re-plowing will be minimized. The biggest positive impact is likely that better access will be provided after each major snowfall for downtown businesses. This also allows for a bit more customization as the downtown area has unique parking and snow removal issues that are not seen in the rest of the community. Special designations treat that different circumstance differently, which might be good. The area impacted by a change in the rules could be the Commercial Business District (map attached) as designated by the zoning ordinance or some other configuration based on feedback from the Council, businesses, and residents.

The biggest negative impact will be to those who might regularly park on the street overnight and fail to remove their cars when a downtown snow emergency is called.

I anticipate that we would use the same methods when alerting the public to this special snow emergency as we currently utilize which includes press release to local media, Facebook, website, and Nixle.

Please feel free to contact me should you have any questions or concerns about this agenda item.

LGG/amg

## DOWNTOWN SNOW REMOVAL PLAN

The area of downtown streets included in the "Downtown Snow Emergency" will be permanently signed for parking restrictions during an emergency. A "Downtown Snow Emergency" is generally declared the day following a significant snow event, however, if the event takes place over the weekend the emergency may not be declared until the following Monday or Tuesday.

Downtown snow removal may also be delayed due to circumstances such as timing, weather conditions, personnel availability, and/or equipment availability. The snow shall be removed and hauled to a designated storage area.

The Emergency official shall determine when the snow is to be hauled away from the designated downtown area by declaring a "downtown snow emergency". Such snow removal shall occur in areas where there is no space for snow storage and in areas where accumulated snow storage will create a hazardous condition. "Downtown is defined as:

- South Front Street – Broadway to Grace Street
- South Minnesota Avenue – Chestnut Street to Walnut Street
- South Third Street – Broadway Avenue to Mulberry Street
- Park Row Street – South Third Street to South Front Street
- Nassau Street – South Third Street to South Front Street
- Grace Street – South Third Street to South Front Street and half a block West of Third Street on South side of Grace Street
- Mulberry Street – South Third Street to South Front Street

Notification of a "Downtown Snow Emergency" will always be declared before 5:00pm and take effect at 2:00am to 6:00am. Information on the snow emergency will be provided to local media. Residents are encouraged to call the City information line at (507)934-0675 for snow emergency information. Sign up to receive snow emergency notifications via e-mail or text message at [www.nixie.com](http://www.nixie.com) (<http://www.nixie.com>).

Once a snow emergency has been declared there will be no parking on the "Downtown Snow Emergency Area" from 2:00 a.m. to 6:00a.m.



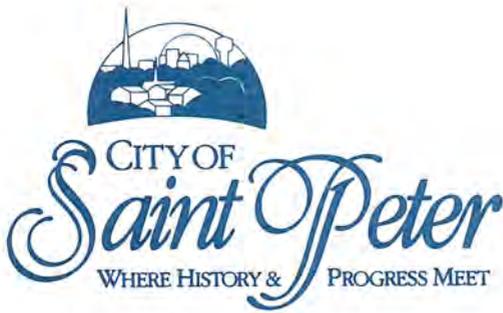
1-2

MILL POND AREA

CB D ST

GORMAN PARK

MINNESOTA



## Memorandum

**TO:** Todd Prafke  
City Administrator

**DATE:** February 27, 2014

**FROM:** Lewis Giesking  
Director of Public Works

**RE:** Nicollet Avenue Electric Switches

### **ACTION/RECOMMENDATION**

None needed. For your information and discussion only.

### **BACKGROUND**

The City installed a new substation with a new transmission transformer on Sunrise Drive last year. The City currently has four substation transformers in operation; two at the South Front Street Substation, one at the Broadway Substation, and one at the Sunrise Substation. The four transmission transformers provide for redundancy for the City and if one of the transformers fails, the other three can provide electric power to the city.

One of the two 45-year old transformers at the South Front Street Substation has failed and was replaced. There is some risk that the one remaining old transformer could fail at any time. The risk is mitigated to some extent with the addition of the Sunrise transformer allowing staff to reduce the amount of load on the old transformer. If one transformer is lost at the South Front Street Substation, it is difficult to reroute electricity through the distribution system to utilize all the remaining three transformers to provide power to the entire city.

To overcome this issue, I propose construction of a distribution circuit from the Sunrise Substation to Nicollet Avenue and following Nicollet Avenue to Broadway Avenue completing the circuit between the Broadway Substation and the Sunrise Substation. The proposed circuit will also provide redundancy (feed from two directions) for the Welco West, Westview and Windsor Pond Subdivisions. The remainder of the circuit will provide interconnection between the Sunrise and Broadway Substations for now and will be available in the future to provide service to future growth along Nicollet Avenue.

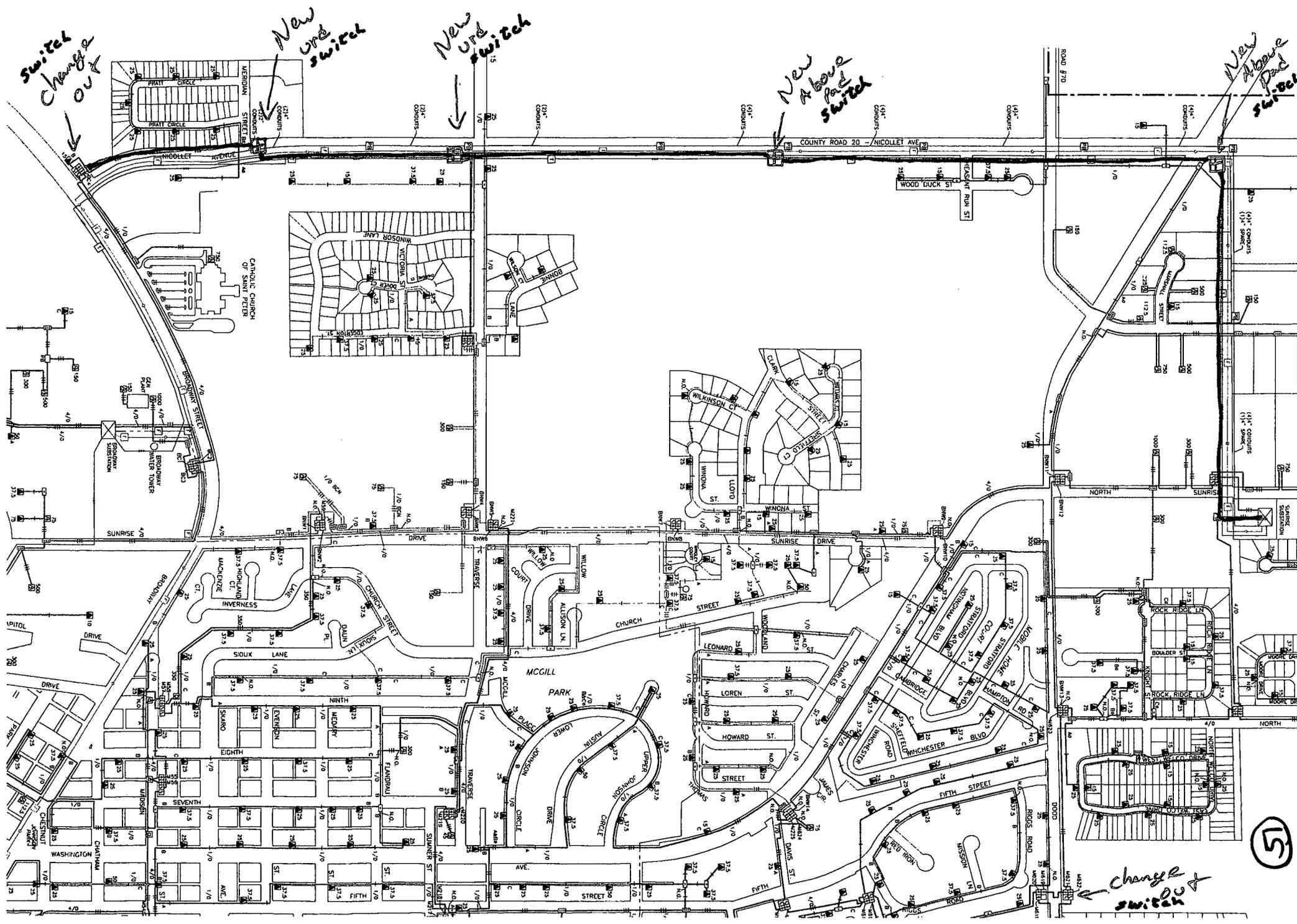
The City purchased the wire to complete this circuit last December when a company had a special deal on distribution wire (end of season). Pricing was at about one-half the normal costs with a total cost of \$111,600 and we have received delivery of the wire. In order to install this west circuit, we need to purchase five switches and related materials. A sixth switch, which is having problems with mice, also needs to be changed out. That switch is located on Dodd Avenue. The total cost estimate for the switches and related materials to complete the electric distribution circuit is estimated to be \$380,000. Conduit which was installed as a part of the new

underground transmission line installation along Nicollet Avenue is already in place for the installation of the wire. City staff will install all of the equipment to establish this new circuit.

This work would be funded from the electric utility fund.

Please feel free to contact me should you have any questions or concerns about this agenda item.

LGG/amg



Switch Change out

New upr switch

New upr switch

New Above pad switch

New Above pad switch

change switch

5