



## Public Works, Environment and Transportation Commission Agenda

Tuesday, May 19, 2026

6:30 PM

City Council Chambers

In accordance with [Minnesota Statutes §13D.02](#) and City policy, Council and Commission members may attend meetings remotely up to three times per calendar year.

*(Times listed are approximate – please note that items may be earlier or later than listed on the agenda)*

- 6:30 p.m.    **1. Roll Call**
- 6:32 p.m.    **2. Approve Agenda**
- 6:34 p.m.    **3. Receive Public Comment**
- 6:40 p.m.    **4. Business Items**
  - 6:40 p.m.    a. Communication Items
  - 6:55 p.m.    b. 2025 Waste Management Recycling Annual Update
  - 7:30 p.m.    c. Recycling Cart Update
  - 7:40 p.m.    d. Annual MS4 Stormwater Public Meeting
- 8:20 p.m.    **5. Commission Direction on Member Initiated Agenda Items**
  - a. Commission Direction on Member Initiated Agenda Items
- 8:28 p.m.    **6. Approval of Meeting Minutes**
  - a. Approve April Minutes
- 8:30 p.m.    **7. Adjourn**

# Roseville Public Works, Environment and Transportation Commission Agenda Item

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**DATE:** May 19, 2026

**ITEM:** 4.a.

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**ITEM DESCRIPTION:** Communication Items

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## **Background**

At each commission meeting, City staff provides updates on City activities and projects ongoing within the city that pertain to public works activities.

## **Recommendation**

Receive report and provide feedback.

## **Attachments**

1. Communications Memo
2. 2026 Roseville Project Map
3. April Development Activity Report



**Public Works Department**

**Memo**

**To:** Public Works Environmental and Transportation Commission Members  
**From:** Jennifer Lowry, City Engineer  
**Date:** May 13, 2026  
**Re:** Communications Items

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The following are updates to projects and other activities happening in Roseville since the last commission meeting. Note that links to most planned or active construction projects can be found on our construction projects website. <http://www.cityofroseville.com/697/Construction-Projects>

**Roseville Public Works project updates:**

- [Maintenance Operation Center \(MOC\) / License & Passport Centers / Dance Studio \(LPCDS\)](#)
  - The concepts for both the MOC and LPCDS will go before Council prior to detail design of construction plans – tentatively planned for June 15.
- [Lexington Avenue Pathway - County Road B to TH 36](#)
  - Construction underway and anticipated to be substantially complete by end of May. Lexington Avenue will have lane shifts but remain open to traffic.
- [Hamline Avenue – County Road C to Snelling Avenue](#)
  - Awarded and start date TBD.
- [2026 PMP Project](#)
  - Nearly 6 miles of roads are planned for rehabilitation in 2026. Bids were opened and anticipate award May 18. Start date TBD.
  - Council gave staff direction to build a [path along the Pascal Street hill at Keya Park](#), but not to move the curbs. This will be completed with the 2026 PMP project.
- [Twin Lakes Trail Phase 2](#)
  - Easement needs to be negotiated with property owner. Plans complete, likely a 2027 construction due to tree removal needs.
- [Wagner/Western Pathway](#)
  - Easement being negotiated with Ramsey County.
- [2026 Sewer Cleaning & Lining](#)
  - Awarded and start date TBD.
- Booster Station Phase 4 Improvements
  - Building improvements to occur in coordination with the solar installation in 2026.
- Lift Stations
  - Cohansey Lift Station upgrade awarded with start date TBD.
  - Lift station assessment to establish 10-year work plan has been received from consultant and is under review by staff. The last major study was completed in 2014.
- [Wayfinding Signage](#)
  - Additional signs are being placed around town. Some signs will be done in coordination or after 2026 roadway construction projects.
- Willow Pond
  - The dredging of Willow Pond is planned for the winter of 2026/27 or the summer of 2027, depending on the contractor. The [Environmental Assessment Worksheet](#) (EAW) has

been through public comment and will be discussed at the May PWETC meeting. City Council will review the EAW on June 8.

- [Lighting](#)
  - Intersection lighting in eastern Roseville planned for 2026.
  - [Owasso Hills](#) to decide standard vs enhanced lighting.
- [Bike Plan](#)
  - The Bike Plan was presented to the Park and Recreation Commission on May 5, where they also recommended that Council approve the Plan. A Council date is TBD.
- [Rosebrook Park](#)
  - Parks will be removing the existing southern parking lot, playground, and kiddie pool at Rosebrook park soon, and putting in a new larger parking lot, splash pad, and playground.

**Other agency project updates:**

- Ramsey County
  - [County Road C 4:3 Conversion from Lexington Avenue to Little Canada Road and bridge over railroad](#)
    - Roadway scheduled for bidding this spring and construction this summer/fall and bridge construction in 2027. Utility work ahead of project is underway.
  - [Fairview from Larpenteur Avenue to County Road B2](#)
    - Bids opened for resurfacing and signal work, at County Road B and Gluek Lane. Work can begin now, hard closure can't occur until June 11. Work to be complete by State Fair.
  - [County Road D from Fairview Avenue to Cleveland Avenue](#)
    - Design in process for 2027 project to include resurfacing and construction of a path on the south side.
  - [Victoria Street Path from County Road C to Harriet Avenue](#)
    - Design in process for 2028 project.
    - Public Open House scheduled for May 20 from 5:00-7:00 p.m. at the Roseville Skating Center.
  - [Rice from Wheelock Parkway to County Road B](#)
    - Design in process for 2028 project.
  - Larpenteur Corridor Study
    - RFP to be released soon for study of entire corridor.
- MnDOT
  - [Snelling Avenue from TH 36 to Grey Fox Road](#)
    - Construction underway. Expect lane closures and short-term closures of side streets when there is work nearby. Anticipate two weekend directional closures with detours. Construction to be complete by State Fair.
    - Resurfacing and road repairs also include new off-road pathway west of Snelling Avenue from Lydia Avenue to Old Snelling and completion of sidewalk behind Slumberland to the frontage road.
  - [TH 280 from Wabash Avenue in St. Paul to I35 W](#)
    - Resurfacing and bridge work underway. 280 is closed both directions for the full highway length. Reopening lanes prior to State Fair.
    - Note that I-94 has another closure anticipated May 30, 10:00 p.m. thru June 1, 5:00 a.m. Closure from 35E to 35W eastbound and to Dale Street westbound.

- Public questions or complaints about 280, including things like increased traffic on Cleveland Avenue or Snelling Avenue, can be shared with MnDOT at 612-254-7776 or info@hwy280construction.com.
  - Gateway Bridge Project
    - Interagency meeting kickoff held for the 2031 project on I35W, TH 36 and 12-14 bridges from Fairview Avenue to the east.
- Other
  - [G Line \(Metro Transit\)](#)
    - Construction 2026-2028, start date TBD.
  - Private Utilities
    - Xcel is inspecting and replacing poles around town throughout the year. No closures currently anticipated.
    - Xcel is undergrounding overhead lines in seven small areas in Roseville where damage to lines is reoccurring and problematic. No closures currently anticipated. Current work at 266 Grandview Avenue and next week at County Road B and Farrington Street.
    - Lumen is placing new fiber in neighborhood of Transit Avenue from Rice Street to Western Avenue.
    - LTS Telecommunications is installing fiber along Woodhill Drive between Oxford Street & Victoria Street.

#### **Engineering Updates:**

- National Public Works week is May 17-23! We are celebrating with a lunch and hopefully some fun social media posts.
- Jennifer Lowry attended the National Association of City Transportation Officials (NACTO) National Conference in Minneapolis May 12-14.
- The four engineering interns are scheduled to start May 18. We hope to have them attend a Commission meeting.

#### **Environmental & Sustainability Updates:**

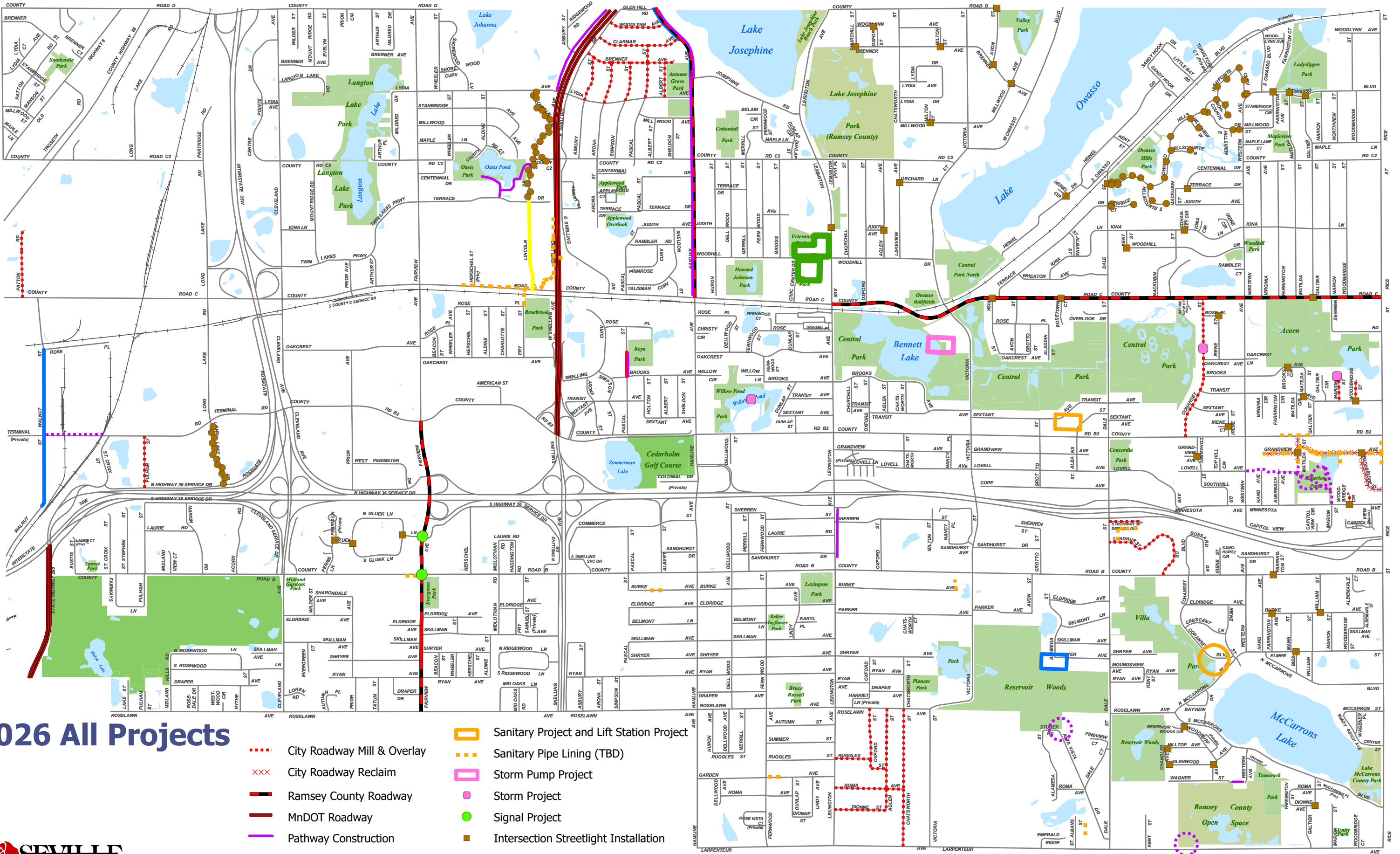
- Climate Equity Action Plan Draft is available for review on the City website thru June 6. <http://www.cityofroseville.com/4004/Climate-Equity-Action-Plan>
- DeVonte Roberts is this year's Sustainability Intern and has started part time until going full time this summer.
- The second Native Plant Sale with MNL will open for orders thru May 14, for pickup May 30. Both residents of Roseville and non-residents can place orders at <http://www.cityofroseville.com/3979/Roseville-Native-Plant-Sale>
- The final community outreach event for the Climate Equity Action Plan was held on Monday, May 4 to gather feedback on action prioritization.
- Staff is hosting an "Eco Art Night" on Wednesday, May 20 at the Harriet Alexander Nature Center from 6:30-8:30 p.m. Free and open to the public.
- The annual stormwater update, to fulfill MS4 permit requirements, is scheduled for May 19 during the PWET meeting.
- Shredding Day is May 16, 2026, from 9:00 a.m. to noon, held in the parking lot of City Hall (2660 Civic Center Drive, Roseville, MN). Open to Roseville residents only.
- WM staff will present their annual report during the May 19 PWETC meeting. This is the first Commission meeting that WM has attended.

**Maintenance Updates:**

- Street and Storm
  - Flared End Storm structure maintenance.
  - Sixth compost turning of 2025 fall leaves completed.
  - Pathway patching problem areas.
  - Spring restoration of water break repairs in the roadway.
  - ROW mowing.
  - Ongoing sign maintenance.
  - Street message painting.
  - Friday compost deliveries began May 1.
- Water and Sanitary Sewer
  - Continued inspections for water service line inventory.
  - St. Croix storm lift station metal repairs.
  - Continued locates, weekly lift station inspections/repairs, collection of water samples.
  - Responded to and repair water main breaks, water gate valves and sewer backups.

**Council Updates:**

- Below is a highlight of items recently presented to and/or acted on by the City Council. More information can be found in the agenda packets and minutes for the referenced Council meetings:
  - May 4
    - Approved: National Public Works Week Proclamation, May 17-23, 2026
    - Approved: Appeal by Hempel Real Estate of the Variance Board's denial of a variance for the minimum number of required electric vehicle charging stations and the required number of electrical vehicle service equipment required at 2700 Snelling Avenue
    - Received: City Grant Applications Update
    - Approved: No Parking Resolution for Hamline Avenue from County Road C to Snelling Avenue
    - Approved: Resolution Awarding Contract for the Cohansey Sanitary Sewer Lift Station Project
    - Approved: Ramsey County Cooperative Agreement for Hamline Avenue from County Road C to Snelling Avenue
    - Approved: Resolution Awarding Contract for the Hamline Avenue Rehabilitation Project
  - May 11
    - Discussed: 2026 Community Survey Questions
  - May 18 (planned)
    - Consider: Approval of Resolution Awarding Contract for the 2026 PMP (26-04)



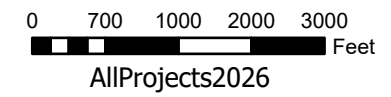
# 2026 All Projects

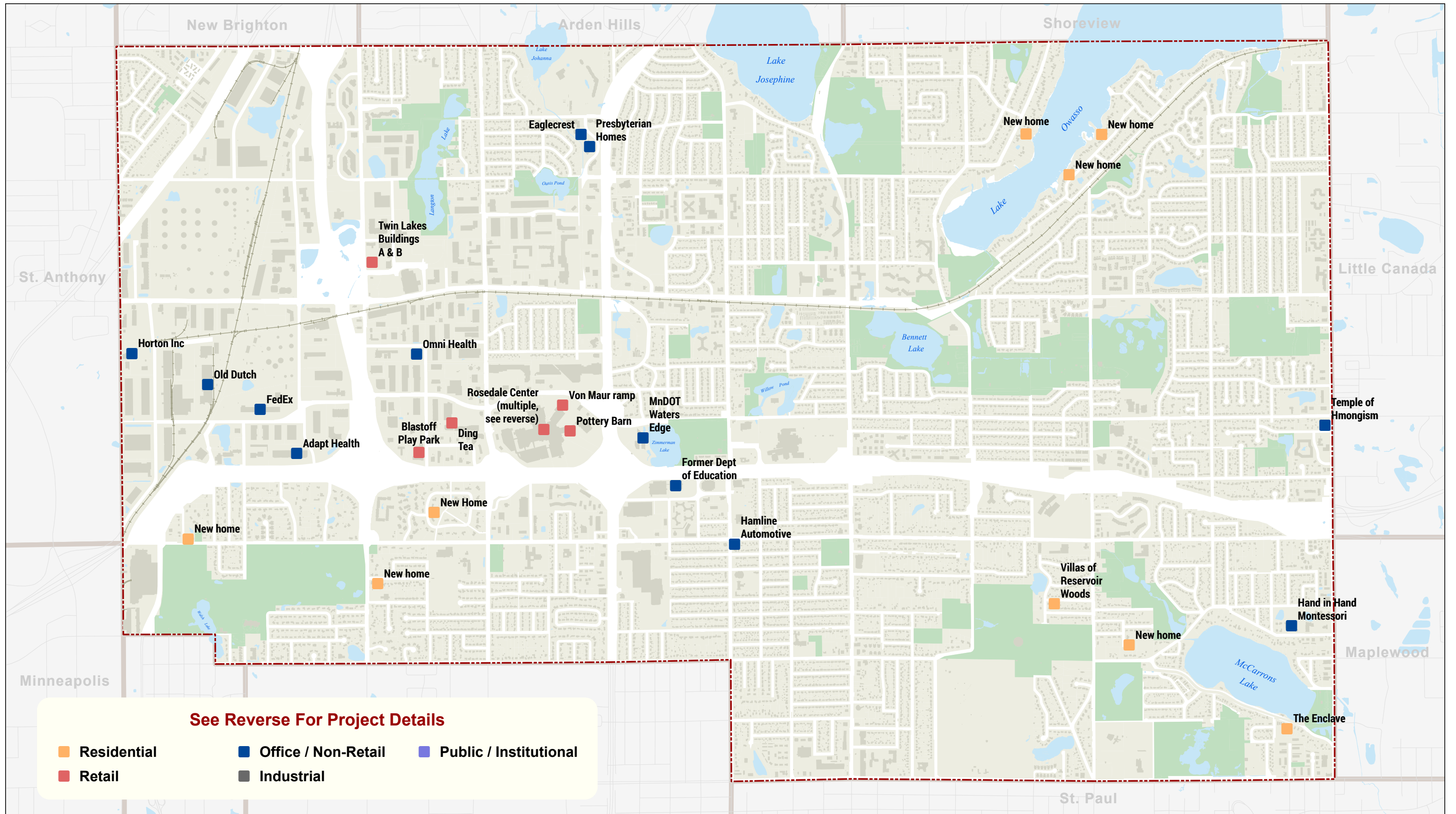
- - - - City Roadway Mill & Overlay
- X X X City Roadway Reclaim
- — — Ramsey County Roadway
- — — MnDOT Roadway
- - - - Pathway Construction
- - - - Pathway Maintenance
- — — Watermain Project
- Booster Station Project
- Sanitary Project and Lift Station Project
- - - - Sanitary Pipe Lining (TBD)
- Storm Pump Project
- Storm Project
- Signal Project
- Intersection Streetlight Installation
- Non-Metered Streetlight Replacement
- — — New Streetlight Installation
- City Campus Project

**ROSEVILLE**  
 Prepared by: Engineering Department  
 5/8/2026

Data Sources  
 \* Ramsey County GIS (2/14/2026)  
 \* City of Roseville Engineering Department

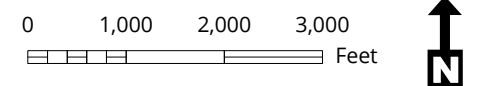
GIS Data:  
 The maps provided by the City of Roseville are compilations of records, information and data from various sources, and they are to be used for reference purposes only. The City does not warrant or guarantee that the Geographic Information Systems (GIS) data or maps are complete, current, or accurate. The data is offered "as is" and the City of Roseville does not represent that the GIS data can be used or is accurate for legal, navigational, or any purposes requiring exacting measurements of distance or direction or precision in the depiction of geographic features. Pursuant to Minnesota Statutes, Section 466.03, Subdivision 21, the City of Roseville disclaims any liability for claims based on alleged or actual inaccuracies in the GIS data or maps. For more information, please contact 651-792-7044.





Prepared by:  
Community Development Department  
April 14, 2026

# Development Projects: April 2026



Sources  
Ramsey County GIS (3/4/2026)  
Community Development Department

**ROSEVILLE COMMUNITY DEVELOPMENT ACTIVITY REPORT**

**UPDATED: 4/14/2026**

	<b>Project Name</b>	<b>Address</b>	<b>Project Description</b>	<b>Applicant/Owner Information</b>	<b>Starting</b>
<b>RESIDENTIAL</b>	The Enclave	201-261 McCarrons Pl	20 detached townhomes (12 completed-8 lots remain)	Multiple	Summer 2021
	Residential New Construction	2164 Eustis St	New single family home	Mike Torkelson Development	Winter 2024
	Residential New Construction	2976 West Owasso Blvd	New single family home	TJB Homes	Winter 2026
	Residential New Construction	2050 Eldridge	New single family home	Lee Homes	Winter 2026
	Residential New Construction	649 Heinel Dr	New single family home	Croix Custom Homes	Summer 2025
	Residential New Construction	595 Heinel Dr	New single family home	Lee Homes	Winter 2026
	Residential New Construction	1928 South Gluek Ln	New two family dwelling	Cara Builders	Spring 2025
	Residential New Construction	560 Ryan Ave	New single family home	Structural Buildings of MN	Summer 2025
	Villas of Reservoir Woods new homes	699/707 Shryer Ave, 692/700/708 Skillman Ave	New single family home	Cara Builders LLC	Summer 2025
<b>RETAIL</b>	Abercrombie & Fitch	1595 Highway 36 #400	Interior Alteration	TBD (In plan review)	Spring 2026
	Pottery Barn	1595 Highway 36 #1600	New façade and interior alteration	McGough Construction (In plan review)	Spring 2026
	Apple Store Breakroom Shell Space	1595 Highway 36 #130	Shell space for new breakroom	P.R.M. Contracting	Summer 2025
	Blastoff Play Park	2325 Prior Ave	Indoor playground, arcade, restaurant and bar	Chan Consulting LLC	Spring 2026
	Vacant Tenant	1595 Highway 36 #170	Tenant Remodel	P.R.M. Contracting	Fall 2025
	Ding Tea	2401 Fairview Ave	Interior Alteration	Tran Construction and Remodeling	Fall 2025
	Twin Lakes Building A	2033 Twin Lakes Pkwy	New Construction Shell Building	Sherburne Slater Construction (In plan review)	Fall 2025
	Twin Lakes Building B	2037 Twin Lakes Pkwy	New Construction Shell Building	Sherburne Slater Construction (In plan review)	Spring 2026
	Von Maur Ramp	1595 Highway 36	Ramp Repair	Cy-Con Inc	Fall 2025
<b>NON-RETAIL/OFFICE</b>	MnDOT Waters Edge	1500 County Road B2	Mechanical upgrades	Versacon Inc	Fall 2023
	Eaglecrest	2945 Lincoln Dr	Interior Alteration	MRI, Inc	Spring 2026
	Adapt Health	2215 Highway 36	Interior Alteration	The Bainey Group Construction	Spring 2026
	Horton Inc.	2565 Walnut St	Interior Alteration	Bauer Design Build (In plan review)	Summer 2025
	Hamline Automotive	2150 Hamline Ave	Addition	Sherburne Slater Construction (In plan review)	Spring 2026
	Former Dept of Education building	1500 Highway 36	Full demolition	JE Dunn Construction	Spring 2026
	Old Dutch	2375 Terminal Rd	Solar panels	Blue Horizon Energy	Spring 2026
	Omni Health	1970 Oakcrest Ave	Interior Alteration – Mental Health Clinic	Fixed Assets, Inc	Spring 2026
	FedEx	2323 Terminal Rd	Full demolition	Veit and Companies	Spring 2026
	Temple of Hmongism	2381 Rice St	Interior Remodel	E11even Construction MN	Summer 2025
	Hand in Hand Montessori	211 North McCarrons Blvd	Greenhouse/Shed Install	Vanguard Builders Inc	Summer 2025
Presbyterian Homes & Services	2925 Lincoln Dr	Interior Remodel	Maintenance Repairs & Installations	Fall 2025	

here]

# Roseville Public Works, Environment and Transportation Commission Agenda Item

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**DATE:** May 19, 2026

**ITEM:** 4.b.

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**ITEM DESCRIPTION:** 2025 Waste Management Recycling Annual Update

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## **Background**

Waste Management recently produced their annual recycling report. Staff from Waste Management will present at the meeting to review the highlights of the report and future recycling efforts.

The 2025 Annual Report is included in the PWETC packet, but attachments have been removed. Attachments are addresses and notes, and will be summarized during the presentation. The recycling contract requires the report to be reviewed by this commission per the following language:

### 3.4 Annual Performance Review Meeting to Discuss Recommendations for Continuous Improvement

Upon receipt of the Contractor's annual report, the City shall schedule a meeting with the Contractor and the City's Public Works Environment and Transportation Committee.

- The objectives of this meeting will include (but will not be limited to):
- Review Contractor's annual report, including trends in recovery rate and participation.
- Review efforts the Contractor has made to expand recyclable markets.
- Review Contractor's performance based on feedback from residents to the Committee members and/or City staff.
- Review Contractor's recommendations for improvement in the City's recycling program, including enhanced public education and other opportunities.
- Review staff and Committee recommendations for improving Contractor's service.
- Discuss other opportunities for improvement with the remaining years under the current Contract.
- Discuss actions Contractor is taking to reduce its carbon footprint.
- Discuss low performing areas and Contractor's outreach efforts.
- Compliance with City's DEI initiatives.

## **Recommendation**

Discuss recycling program with Waste Management staff.

## **Attachments**

1. Annual Report (w/o attachments)

# City of Roseville Annual Report

Reporting Period: July 1 – December 31, 2025

## Overview

The City of Roseville’s recycling program performed strongly from July through December 2025, with consistently high resident participation and steady material volumes that align with typical seasonal patterns. While overall system performance is solid, the early part of this period was affected by WM staff transitions, inconsistent communication, and operational challenges, which created temporary strain across all coordination efforts. These early hurdles highlighted the importance of clear, timely, and collaborative communication between the City and WM—an area both parties are actively addressing and are committed to maintaining.

The supporting attachments reveal opportunities to continue improving material quality, service reliability, and the customer experience for both single-family and multifamily households. Contamination monitoring shows recurring issues such as bagged recyclables, plastic film, foam packaging, and non-recyclable household items, indicating that targeted, simplified education can meaningfully improve stream quality. Customer feedback and service logs highlight predictable operational pressure points, including cart placement conflicts, valet and garage service expectations, and occasional late-week service inconsistencies. At the same time, cart activity demonstrates that residents and properties are actively right-sizing containers, signaling an engaged community that responds positively when guidance is clear.

The attached files also show that multifamily properties—particularly those with multiple collection points, or unique access equipment—benefit from consistent, structured support to reduce contamination and missed pickups. Standardizing service profiles, equipment types, and access procedures across these buildings strengthens reliability and reduces variability. Reinforcing communication practices—from pre-route access checks to clear, uniform photo documentation for deliveries and swaps—helps prevent repeat issues and ensures shared understanding among drivers, property managers, and City and WM staff.

From a sustainability perspective, the City is well-positioned to demonstrate its commitment to circularity and responsible material management. Documentation of processing practices and end markets can be used to strengthen public trust in the system and support community education. Looking ahead, opportunities include reducing contamination, increasing recycling capture at high-potential multifamily sites, and expanding engagement through simple, behavior-driven education across print, digital, and on-cart channels.

In summary, the program is healthy and structurally sound, with strong participation and stable collection patterns. The most meaningful opportunities lie in sharpening and broadening education, standardizing multifamily operations, strengthening reporting consistency, and enhancing proactive customer-experience practices. Achieving these goals

will depend on continued open communication, close collaboration with City staff, and active community engagement through events. WM is committed to being present at community events, supporting public education, and partnering with city staff throughout the year to help increase diversion, reduce contamination, improve reliability, and deliver a seamless, sustainable recycling experience for all households.

## City Requests per Contract

### 1) Annual/Quarterly Materials Report

1. Gross tons collected by recyclable material (commodity). See Attachment A.
  - This report also includes tons of process residuals disposed, number of collection stops and set out rate.
  - Note: The previous quarterly report (July–September) had been coded incorrectly, causing it to display data that appeared accurate at the time. WM did not realize there was an issue until the following quarter’s data populated and showed significant discrepancies. After further review, we identified the root cause and corrected the error.
2. Net tons marketed by recyclable material. See Attachment B.
3. Tons in storage (by material), including notes on unusual conditions.
  - WM does not keep any commodities in long-term storage. All finished goods onsite are typically moved within 2–3 weeks.
4. General description of markets used for the sale of recyclables.

Commodity	Location	Material created
HPDE Pigmented Containers Baled	Regional	Recycled Pellets
Steel Cans	National	Steel Alloy, Piping and Rebar
Scrap Steel	Local	Sorted/Processed for further recycling end Markets
Wood Products	Local	Landscaping wood chips
Mixed Paper	Regional	Linerboard/ Medium/Boxboard/Tissue and Toweling
Tires	Local	Tire Derived Aggregate
OCC Baled	Regional	Linerboard/Medium/Boxboard
Pallets (Wood)	Local	Used Pallet repair for reuse
OCC Baled	National	Linerboard/Medium/Boxboard
OCC Baled	Regional	Linerboard/Medium/Boxboard
HPDE Natural Containers Baled	Regional	Recycled Pellets
HPDE Pigmented Containers Baled	Regional	Recycled Pellets
Mixed Rigid Plastics Baled	Regional	Recycled Pellets
Polypropylene Baled	Regional	Black Plastic Paint Cans
OCC Baled	Local	Linerboard/Medium/Boxboard
PET containers Comingled others Baled	Local	Carpeting
OCC Baled	Regional	Linerboard/Medium/Boxboard
OCC Baled	Regional	Linerboard/Medium/Boxboard
Mixed Paper	Regional	Linerboard/ Medium/Boxboard/Tissue and Toweling
OCC Baled	Regional	Linerboard/Medium/Boxboard
Used Beverage Cans	National	Aluminum Sheeting
Polypropylene Baled	International	PP Pellets for Industrial Manufacturing
Used Beverage Cans	Regional	Aluminum Sheeting
OCC Baled	Regional	Linerboard/Medium/Boxboard
Fine Glass	Regional	Glass Packaging, Fiber Optics, Insulation
Three Mix Glass	Regional	Glass Packaging, Fiber Optics, Insulation
OCC 11 Baled	International	Linerboard/Medium/Boxboard
HDPE Natural Containers Baled	Regional	Recycled Pellets
E Scrap	Local	Sorted/Processed for commodity byproducts and sent to end Markets
OCC Baled	Local	Linerboard/Medium/Boxboard
OCC Baled	Local	Linerboard/Medium/Boxboard
Mixed Paper	Local	Linerboard/ Medium/Boxboard/Tissue and Toweling

5. End-market certification summary per contract requirements. See Attachment C.
6. Recycling cart inventory status (as of 12/31/25)

Size	Maple Grove	St. Paul
35G	184	61
64G	612	88
96G	47	0

**2) Annual/Quarterly Customer Experience Report**

1. All customer complaints and how each was resolved. See Attachment D.
2. Summary of all customer calls, subjects, call volumes, and response times. See Attachment E.
  - Note: WM’s phone system is equipped with convenient callback functionality, so customers never have to wait on hold, especially during peak call hours. Customers can simply choose to be called back rather than wait on hold in the phone queue and "hold their place in line" while they continue with their day. A customer service representative will call back the customer once available.
3. All reported missed pickups and partial collections. See Attachment F.
  - Note: WM does not track partial collections. Partial collections are marked as missed pickups.
4. Recycling carts distributed, repaired, or replaced. See Attachment G.

**3) Annual/Quarterly “Lid Lift” Cart Check Summary Reports.** Attachment H

- Contamination frequency and types of contaminants observed.
- Participation rates based on ≥100 household inspections.
- Addresses where tags were left and the reason for each.
- Method used for inspections: A combination of manual checks and onboard cameras.

**4) Annual Multi-Dwelling Unit (MDU) Report.** Attachment I

- Owner/property manager names and contact information.
- Street address of each MDU served.
- Number of dwelling units per property.
- Description of collection services: number of recycling stations, container types and locations, and collection frequency.
- Tonnage estimates based on standard cart and dumpster volume-to-weight conversion factors.

**5) MDU Annual Flyer & Education Materials** (Attached Folder)

**Minimum contents:**

- One-page MDU recycling flyer.
- Posters and optional materials for common areas.
- Translations into other languages will be completed after city approval: Spanish, Hmong, Somali, Karen.

## Recommendations for Continuous Improvement

Building on the program's strengths—and lessons from early staff transitions, limited communication, and operational challenges—the next phase should prioritize clear communication, consistent service design, and simple tools that help residents help themselves (prioritizing online tool access).

### Targeted Education & Messaging

Simplify and repeat a few high-impact messages—keep recyclables loose (not bagged), avoid plastic film and foam, and prepare cardboard properly—delivered where decisions are made (cart-lid decals, brief how-to videos, property-manager toolkits, and event handouts). This keeps guidance consistent for both single-family and multifamily audiences.

### Standardize Multifamily (MDU) Service Design

Reduce variability by documenting, and routinely refreshing, property-specific service notes that cover container types/sizes, access devices, placement norms, and collection points—especially for buildings with garages or multiple sites. Use these standards in pre-route briefings to support predictable, reliable service.

### Online Self-Service & Digital Reminders

Continue addressing online tool challenges for residents and property managers to be able to easily manage cart requests, size changes, and general service questions. In addition, offering opt-in digital reminders (email, text, or app notifications) for set-out days, holiday schedules, and weather impacts will help reduce missed set-outs, lower call volume, and create a smoother overall experience.

### Open Communication & Collaborative Governance

Keep communication two-way and timely with regular coordination touchpoints. Proactively engage community, elected officials and boards and commissions at key events to align education, service expectations, and policy considerations.

### Community Presence & Education Support

Show up where residents are. Staff and support City events and other educational opportunities. Provide clear materials to reinforce best practices and build public confidence.

**All attachments are listed below:**

- ATTACHMENT A: 2025 Recycling Tonnage Report**
- ATTACHMENT B: 2025 Recycling Tonnage Breakdown**
- ATTACHMENT C: Recycling Verification Letter**
- ATTACHMENT D: Customer Complaints CPL**
- ATTACHMENT E: Customer Experience Calls**
- ATTACHMENT F: Missed Pick Ups (MPU) Report**
- ATTACHMENT G: Carts Distributed, Repaired or Replaced**
- ATTACHMENT H: 2025 Lid Lifts Jul - Dec**
- ATTACHMENT I: Multi-Dwelling Units (MDU) Report**
- ATTACHMENT J: MDU Educational Campaign Materials**

# Roseville Public Works, Environment and Transportation Commission Agenda Item

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**DATE:** May 19, 2026

**ITEM:** 4.c.

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**ITEM DESCRIPTION:** Recycling Cart Update

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## **Background**

Roseville purchased City-branded carts from Toter LLC. and carts were shipped to the City during the week of May 26, 2025. Cart delivery started on Friday May 30, 2025, and ContainerPros completed rolling out 11,058 new carts on June 12, 2025.

City staff received over 1,000 requests for cart replacements, cart drop offs, etc. Staff finished with the cart request calls on July 24, 2025. The high call volume for the City was due to the timing of the cart swap in relation to the transition from Eureka Recycling to Waste Management. During this time Waste Management's call center was not equipped to take calls from Roseville residents and get their requests to the proper staff to be resolved.

Currently Waste Management handles all cart-related concerns.

## **Recommendation**

Receive updates from staff and ask follow-up questions.

## **Attachments**

None

# Roseville Public Works, Environment and Transportation Commission Agenda Item

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**DATE:** May 19, 2026

**ITEM:** 4.d.

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**ITEM DESCRIPTION:** Annual MS4 Stormwater Public Meeting

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## **Background**

In 2003, Roseville received a permit from the Minnesota Pollution Control Agency regarding how the City manages the discharge of stormwater into public waters. The overall program goal is to reduce the amount of sediment and pollutants that enter surface water from storm sewer systems. We have proposed to do this through a number of activities as required, ranging from best management practices to education of the public about how they can help to reduce pollution. We have attached a draft copy of the City's Annual Report. Staff will present a summary of this information at the meeting, including the recently completed requirements of the permit.

This is a required public information meeting where city residents are encouraged to share their comments and feedback regarding the City's proposed Stormwater Pollution Prevention Plan (SWPPP), and the implementation of the past year's report. The report and findings from this meeting will be part of our documentation for our permit.

## **Recommendation**

Receive Public Comments regarding the City's Stormwater Pollution Prevention Program.

## **Attachments**

1. 2020 MS4 Phase II Permit Application
2. 2020 MS4 Phase II Permit



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

# MS4 Part 2 Permit Application

## Authorization to discharge stormwater associated with small Municipal Separate Storm Sewer System (MS4)

Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

**Instructions:** Submitting this application confirms your intent to receive authorization to discharge stormwater under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) MS4 General Permit (MNR040000). This application is due within 150 days from the issuance date of the MS4 General Permit (MNR040000). Throughout this application there are text fields with a typical maximum limit of four lines. If you need to provide information in a text field that exceeds the maximum limit, please submit an attachment(s) with supplemental information that is labeled with the corresponding field number (e.g., 9.J.).

**Submittal:** This application form and any associated documents (i.e., total maximum daily load (TMDL) application, any supplemental information) must be submitted electronically. To submit this form electronically, open the form using Internet Explorer Web browser or Adobe Acrobat Reader in order for the submit button to work properly. (If you do not have Acrobat Reader, you can download a free version at <https://get.adobe.com/reader/>.) Send the form to the Minnesota Pollution Control Agency (MPCA) by clicking the submit button at the end of the form (a "send email" window should open with the form attached), you can click on "Send" and then close the form. If you do not see a "send email", save the form to your computer and attach the form to an email message, using "MS4 Part 2 Permit Application" as the subject line to [ms4permitprogram.pca@state.mn.us](mailto:ms4permitprogram.pca@state.mn.us).

**Review/Public Notice process:** The MPCA will review the application for completeness. Incomplete applications will be returned. If the MPCA determines the application is complete, the MPCA will make a preliminary determination to issue permit coverage and place the application on public notice for 30 days. Once the applicant addresses any applicable comments or hearing requests, the MPCA will make a final determination to issue permit coverage to the applicant.

Please note, this application is intended to provide information about an applicant's existing SWPPP. An applicant that receives permit coverage is responsible for complying with all new applicable requirements set forth in the MS4 General Permit (MNR040000) by deadlines specified in Appendix B of the reissued permit.

**Questions:** If you have any questions, need additional information, contact MPCA staff. To find the staff assigned to your MS4, refer to the [https://stormwater.pca.state.mn.us/index.php?title=MS4\\_staff\\_contact\\_information\\_and\\_staff\\_assignments](https://stormwater.pca.state.mn.us/index.php?title=MS4_staff_contact_information_and_staff_assignments); or see the staff contact information on the MPCA's MS4 webpage at <https://www.pca.state.mn.us/water/municipal-stormwater-ms4>.

**Note:** All questions with an asterisk(\*) are required fields, and the form will not submit without the fields completed.

### General contact information

1. **MS4 Owner** (with ownership or operational responsibility, or control of the MS4)

\*MS4 permittee name: 1.A. Roseville, City of \*County: 1.B. Ramsey  
(City, county, municipality, government agency or other entity)

\*Mailing address: 1.C. 2660 Civic Center Drive

\*City: 1.D. Roseville \*State: 1.E. MN \*Zip code: 1.F. 551113

2. **MS4 General contact** (with SWPPP implementation responsibility)

\*Last name: 2.A. Johnson \*First name: 2.B. Ryan  
(Department head, MS4 coordinator, consultant, etc.)

\*Title: 2.C. Environmental Manager

\*Mailing address: 2.D. 2660 Civic Center Drive

\*City: 2.E. Roseville \*State: 2.F. MN \*Zip code: 2.G. 55113

\*Phone (including area code): 2.H. (651) 792-7049 \*Email: 2.I. ryan.johnson@cityofroseville.com

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

Last name: 3.A. First name: 3.B.  
(Department head, MS4 coordinator, consultant, etc.)

Title: 3.C. Organization: 3.D.

Mailing address: 3.E.

City: 3.F. State: 3.G. Zip code: 3.H.

Phone (including area code): 3.I. Email: 3.J.

4. **Certification** (All fields are required)

\*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 ensure 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.

I have read, understood, and accepted all terms and conditions of the NPDES/SDS MS4 General Permit.

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/signing my name below**, 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.

\*Signature: 4.A. Marcus Culver  
(This document has been electronically signed)

\*Title: 4.B. Public Works Director \*Date: 4.C. 04/13/2021

\*Mailing address: 4.D. 2660 Civic Center Drive

\*City: 4.E. Roseville \*State: 4.F. MN \*Zip code: 4.G. 55113

\*Phone (including area code): 4.H. (651) 792-7041 \*Email: 4.I. marc.culver@cityofroseville.com

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

\*5. **Which type of MS4 do you represent?** (Check one)

- 5.A.  City
- 5.B.  County
- 5.C.  Corrections
- 5.D.  Education
- 5.E.  Healthcare
- 5.F.  Township
- 5.G.  Transportation (i.e., Minnesota Department of Transportation [MnDOT])
- 5.H.  Watershed District

\*6. **Permit item 12.3:** Do you have any partnerships with another regulated small MS4(s) to satisfy one or more requirements of the General Permit?

- Yes
- No (skip to Q8)

7. **If yes in Q6, provide a description of the partnership(s):** (Maximum 10 lines of text)

## MCM 1: Public education and outreach

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- \*8. **Permit item 16.3:** Do you distribute educational materials or equivalent outreach focused on at least two (2) specifically selected stormwater-related issues of high priority? (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)

Yes

No (skip to Q11)

9. **If yes in Q8, what are your high-priority topics?** (Check all that apply)

9.A.  Specific TMDL reduction targets

9.B.  Changing local business practices

9.C.  Promoting adoption of residential best management practices (BMPs)

9.D.  Lake improvements through lake associations

9.E.  Household chemicals

9.F.  Yard waste

9.G.  Construction activities

9.H.  Post-construction activities

9.I.  Other (describe below):

9.J.

Additional information for checked items (optional):

9.K.

10. **If yes in Q8, how do you educate the public about stormwater-related issues?** (Check all that apply)

10.A.  Brochure

10.B.  Newsletter

10.C.  Utility bill insert

10.D.  Newspaper ad

10.E.  Radio ad

10.F.  Television ad

10.G.  Cable access channel

10.H.  Website

10.I.  Stormwater-related event

10.J.  Other (describe below):

10.K.

Additional information for checked items (optional):

10.L.

- \*11. **Permit item 16.4:** At least once each calendar year, do you distribute educational outreach focused on illicit discharge recognition and reporting illicit discharges? (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)

Yes

No (skip to Q13)

12. **If yes in Q11, how do you educate the public about illicit discharge recognition and reporting?** (Check all that apply)

12.A.  Brochure

12.B.  Newsletter

12.C.  Utility bill insert

- 12.D.  Newspaper ad
- 12.E.  Radio ad
- 12.F.  Television ad
- 12.G.  Cable access channel
- 12.H.  Website
- 12.I.  Stormwater-related event
- 12.J.  Other (describe below):
- 12.K.

Additional information for checked items (optional):  
12.L.

**If you represent a city or township, please answer questions 13-16; if you do not represent a city or township, skip to question 17.**

- 13. **Permit item 16.5:** At least once each calendar year, do you distribute educational materials or equivalent outreach to residents, businesses, commercial facilities, and institutions, focused on deicing salt use? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - Yes
  - No (skip to Q15)
- 14. **If yes in Q13, what does your education or outreach cover?** (Check all that apply)
  - 14.A.  The impacts of salt use on receiving waters
  - 14.B.  Methods to reduce salt use
  - 14.C.  Proper storage of salt or other deicing materials
  - 14.D.  Other (describe below):
  - 14.E.

Additional information for checked items (optional):  
14.F.

- 15. **Permit item 16.6:** At least once each calendar year, do you distribute educational materials or equivalent outreach focused on pet waste? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - Yes
  - No (skip to Q17)
- 16. **If yes in Q15, what do your educational materials or equivalent outreach on pet waste include?** (Check all that apply)
  - 16.A.  Impacts of pet waste on receiving waters
  - 16.B.  Proper management of pet waste
  - 16.C.  Any existing regulatory mechanism(s) for pet waste
  - 16.D.  Other (describe below):
  - 16.E.

Additional information for checked items (optional):

16.F.

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\*17. **Permit item 16.7:** Do you have an education and outreach plan?

Yes

No (skip to Q19)

18. **If yes in Q17, which components does your education and outreach plan include?** (Check all that apply)

18.A.  Target audience(s) (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**) If checked, specify your target audiences:

18.A.1.  Residents

18.A.2.  Businesses

18.A.3.  Commercial facilities

18.A.4.  Institutions

18.A.5.  Local organizations

18.A.6.  Low income residents

18.A.7.  People of color

18.A.8.  Non-native English speaking residents

18.A.9.  Other (describe below):

18.A.10.

18.B.  Name or position title of responsible person(s) for overall plan implementation.

18.B.1. If checked, specify the name(s) or position title(s):

Environmental Manager

18.C.  Specific activities and schedules to reach each target audience.

18.C.1. If checked, provide any additional information (optional):

18.D.  A description of any coordination with and/or use of stormwater education and outreach programs implemented by other entities, if applicable.

18.D.1. If checked, provide any additional information (optional):

\*19. **Permit item 16.8:** Do you document information relating to MCM 1?

Yes

No (skip to Q21)

20. **If yes in Q19, what do you document?** (Check all that apply)

20.A.  A description of all specific stormwater-related issues you identified in item 16.3

20.B.  All information required under your education and outreach plan in item 16.7

20.C.  Activities held, including dates, to reach each target audience

20.D.  Quantities and descriptions of educational materials distributed, including dates distributed

20.E.  Estimated audience (e.g., number of participants, viewers, readers, listeners, etc.) for each completed education and outreach activity (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)

- \*21. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):  
Environmental Manager
22. **Provide any additional information about your current education and outreach program that you would like to share (optional): (Maximum 10 lines of text)**  
Roseville has a communication plan that it coordinates with it's Communication Dept. The Communication Dept. releases information in a variety of formats to educate property owners and/or residents on topics related to the season.  
  
While the city doesn't have partnerships to satisfy requirements of the permit, the city does partner with our local watershed districts, Clean Water MN, SWCD, Recycling Association of MN, and other cities to bolster our existing program.

## MCM 2: Public participation/involvement

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- \*23. **Permit item 17.3:** Do you provide a minimum of one (1) annual opportunity for the public to provide input on the adequacy of the SWPPP?  
 Yes  
 No (skip to Q25)
24. **If yes in Q23, describe the opportunity(ies):**  
Each May, the Public Works Environment and Transportation Commission holds an annual MS4 meeting. Property owners are noticed of this meeting, and can attend if they desire. Property owners can also send comments any time during the year on issues.
- \*25. **Permit item 17.4:** Do you provide access to the SWPPP Document, annual reports, and other documentation that supports or describes the SWPPP (e.g., regulatory mechanism(s), etc.) for public review, upon request?  
 Yes  
 No (skip to Q27)
26. **If yes in Q25, how can the public access this information? (Check all that apply)**  
 26.A.  Hardcopy upon request  
 26.B.  Our website  
 26.C.  Available at public event  
 26.D.  Other (describe below):  
 26.E.
- \*27. **Permit item 17.5:** Do you consider oral and written input regarding the SWPPP submitted by the public?  
 Yes  
 No
- \*28. **Permit item 17.6:** Each calendar year, do you provide a minimum of one (1) public involvement activity that includes a pollution prevention or water quality theme? **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**  
 Yes  
 No (skip to Q30)
29. **If yes in Q28, what are the themes of your public involvement activity/activities? (Check all that apply)**  
 29.A.  Rain barrel distribution event  
 29.B.  Rain garden workshop  
 29.C.  Cleanup event  
 29.D.  Storm drain stenciling

- 29.E.  Volunteer water quality monitoring
- 29.F.  Adopt a storm drain program
- 29.G.  Household hazardous waste collection day
- 29.H.  Other (describe below):
- 29.I. Shredding Day where the city will shred confidential papers of Roseville residents for free.

Additional information for checked items (optional):  
29.J.

- \*30. **Permit item 17.7:** Do you document information relating to MCM 2?  
 Yes  
 No (skip to Q32)
- 31. **If yes in Q30, what do you document?** (Check all that apply)
  - 31.A.  All relevant written input submitted by persons regarding the SWPPP
  - 31.B.  All of your responses to written input received regarding the SWPPP, including any modifications made to the SWPPP as a result of the written input received
  - 31.C.  Date(s), location(s), and estimated number of participants at events held for purposes of compliance with permit item 17.3
  - 31.D.  Notices provided to the public of any events scheduled to meet permit item 17.3, including any electronic correspondence (e.g., website, email distribution lists, notices, etc.)
  - 31.E.  Date(s), location(s), description of activities, and estimated number of participants at events held for the purpose of compliance with permit item 17.6 **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
- \*32. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):  
Environmental Manager
- 33. **Provide any additional information about your current public participation/involvement program that you would like to share (optional): (Maximum 10 lines of text)**

### MCM 3: Illicit Discharge Detection and Elimination (IDDE)

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- \*34. **Permit item 18.3:** Do you maintain a storm sewer system map?  
 Yes  
 No (skip to Q36)
- 35. **If yes in Q34, which of the following does your storm sewer map include?** (Check all that apply)
  - 35.A.  All pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes
  - 35.B.  Outfalls, including a unique identification (ID) number, and an associated geographic coordinate
  - 35.C.  Structural stormwater BMPs that are part of your small MS4
  - 35.D.  All receiving waters

\*36. **Permit item 18.4:** Do you have a regulatory mechanism(s) that prohibits non-stormwater discharges into your MS4?

- Yes  
 No (skip to Q39)

37. **If yes in Q36, what does your regulatory mechanism(s) consist of?** (Check all that apply)

- 37.A.  Contract language  
37.B.  Ordinance  
37.C.  Permits  
37.D.  Standards  
37.E.  Written policies  
37.F.  Operational plans  
37.G.  Legal agreements  
37.H.  Other mechanism(s) (describe below):  
37.I.

38. **If yes in Q36, provide a website address to the regulatory mechanism(s). If the regulatory mechanism is not available online, briefly describe how a copy of the regulatory mechanism can be obtained:**

<http://www.cityofroseville.com/2924/Illicit-Discharge>  
[http://www.cityofroseville.com/DocumentCenter/View/28566/Title-8-Public-Works\\_190806](http://www.cityofroseville.com/DocumentCenter/View/28566/Title-8-Public-Works_190806)

**If you represent a city, township, or county please answer question 39. If you do not represent a city, township, or county skip to question 42.**

39. **Permit item 18.5:** Do you have a regulatory mechanism(s) that requires owners or custodians of pets to remove and properly dispose of feces from permittee owned land areas? (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)

- Yes  
 No

**If you represent a city or township, please answer questions 40-41. If you do not represent a city or township, skip to question 42.**

40. **Permit item 18.6:** Do you have a regulatory mechanism(s) that requires proper salt storage at commercial, institutional, and non-NPDES permitted industrial facilities? (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)

- Yes  
 No (Skip to Q42)

41. **If yes in Q40, what does your regulatory mechanism(s) require?** (Check all that apply)

- 41.A.  Designated salt storage areas must be covered or indoors  
41.B.  Designated salt storage areas must be located on an impervious surface  
41.C.  Implementation of practices to reduce exposure when transferring material in designated salt storage areas (e.g., sweeping, diversions, and containment)  
41.D.  Other (describe below):  
41.E.

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\*42. **Permit item 18.7:** Do you incorporate illicit discharge detection into all inspection and maintenance activities conducted in permit items 21.9, 21.10, and 21.11?

- Yes  
 No (Skip to Q44)

43. **If yes in Q42:** where feasible, do you conduct illicit discharge inspections during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation)?

- Yes  
 No

- \*44. **Permit item 18.8:** At least once each calendar year, do you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation? **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
- Yes  
 No (Skip to Q47)
45. **If yes in Q44, which field staff do you train?** (Check all that apply)
- 45.A.  Police  
45.B.  Fire department  
45.C.  Public works  
45.D.  Parks staff  
45.E.  Other (describe below):  
45.F.
46. **If yes in Q44, how do you train staff?** (Check all that apply)
- 46.A.  Videos  
46.B.  In-person presentations  
46.C.  Webinars  
46.D.  Training documents  
46.E.  Emails  
46.F.  Other (describe below):  
46.G.
- \*47. **Permit item 18.9:** Do you ensure that individuals receive training commensurate with their responsibilities as they relate to your IDDE program? Individuals includes, but is not limited to, individuals responsible for investigating, locating, eliminating illicit discharges, and/or enforcement. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
- Yes  
 No (Skip to Q50)
48. **If yes in Q47, how are these individuals trained?** (Check all that apply)
- 48.A.  Videos  
48.B.  In-person presentations  
48.C.  Webinars  
48.D.  Training documents  
48.E.  Emails  
48.F.  Other (describe below):  
48.G.
49. **If yes in Q47, do previously trained individuals attend a refresher-training every three (3) calendar years following the initial training?**
- Yes  
 No
- \*50. **Permit item 18.10:** Do you maintain a written or mapped inventory of priority areas you identify as having a higher likelihood for illicit discharges? **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
- Yes  
 No

- \*51. **Permit item 18.11:** To the extent allowable under state or local law, do you conduct additional illicit discharge inspections in priority areas?
- Yes  
 No (Skip to Q53)
52. **If yes in Q51,** how often do you conduct illicit discharge inspections in priority areas:
- Staff try to inspect priority areas each year, but could be every other year, or even more often, as budget and staffing allow.
- \*53. **Permit item 18.12:** Do you have written procedures for investigating, locating, and eliminating the source of illicit discharges? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- Yes  
 No (Skip to Q55)
54. **If yes in Q53, what do your procedures include? Check all that apply:** *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 54.A.  A timeframe in which you will investigate a reported illicit discharge
- 54.A.1. If checked, describe:  
within 24 hours
- 54.B.  Use of visual inspections to detect and track the source of an illicit discharge
- 54.C.  Tools to investigate and locate an illicit discharge
- If checked, what tools do you use? (Check all that apply)
- 54.C.1.  Mobile cameras
- 54.C.2.  Collecting and analyzing water samples
- 54.C.3.  Smoke testing
- 54.C.4.  Dye testing
- 54.C.5.  Other (describe below):  
54.C.6
- 54.D.  Cleanup methods to remove an illicit discharge or spill:
- 54.D.1. If checked, describe:  
Booms to contain, absorbents, vac trucks, sweepers, etc.
- 54.E.  Name or position title of responsible person(s) for investigating, locating, and eliminating an illicit discharge
- 54.E.1. If checked, specify the name(s) or position title(s):  
Environmental Manager
- \*55. **Permit item 18.13:** Do you have written procedures for responding to spills, including emergency response procedures to prevent spills from entering the MS4?
- Yes  
 No (Skip to Q57)
56. **If yes in Q55, do your written procedures include the immediate notification of the Minnesota Department of Public Safety Duty Officer at 1-800-422-0798 (toll free) or 651-649-5451 (Metro area), if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061?**
- Yes  
 No

- \*57. **Permit item 18.14:** Do you maintain written enforcement response procedures (ERPs) to compel compliance with your regulatory mechanism(s) in Section 18? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- Yes  
 No (Skip to Q60)
58. **If yes in Q57, which of the following enforcement tools are available to you?** (Check all that apply)
- 58.A.  Verbal warning  
58.B.  Notice of violation  
58.C.  Fine  
58.D.  Criminal action  
58.E.  Civil penalty  
58.F.  Other (describe below):  
58.G.
59. **If yes in Q57, do your ERPs include the following?** (Check all that apply)
- 59.A.  Timeframes to complete corrective actions  
59.B.  Name or position title of responsible person(s) for conducting enforcement
- \*60. **Permit item 18.15:** Do you document information relating to MCM 3?
- Yes  
 No (Skip to Q62)
61. **If yes in Q60, what do you document?** (Check all that apply)
- 61.A.  Date(s) and location(s) of IDDE inspections conducted in accordance with permit items 18.7 and 18.11  
61.B.  Reports of alleged illicit discharges received, including date(s) of the report(s), and any follow-up action(s) you take  
61.C.  Date(s) of discovery of all illicit discharges  
61.D.  Identification of outfalls, or other areas, where illicit discharges have been discovered  
61.E.  Sources (including a description and the responsible party) of illicit discharges (if known)  
61.F.  Action(s) you take, including date(s), to address discovered illicit discharges
- \*62. **Permit item 18.16:** Do you document training relating to permit item 18.8 and 18.9?
- Yes  
 No (Skip to Q64)
63. **If yes in Q62, what training information do you document?** (Check all that apply)
- 63.A.  General subject matter covered  
63.B.  Names and departments of individuals in attendance  
*(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*  
63.C.  Date of each event
- \*64. **Permit item 18.17:** Do you document enforcement conducted pursuant to the ERPs in item 18.14, including verbal warnings?
- Yes  
 No (Skip to Q66)
65. **If yes in Q64, what do you document relating to ERPs for MCM 3?** (Check all that apply)
- 65.A.  Name of the person responsible for violating the terms and conditions of your regulatory mechanism(s)  
65.B.  Date(s) and location(s) of the observed violation(s)  
65.C.  Description of the violation(s)  
65.D.  Corrective action(s) (including completion schedule) that you issued  
65.E.  Referrals to other regulatory organizations (if any)  
65.F.  Date(s) violation(s) resolved
- \*66. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):  
Environmental Manager

67. Provide any additional information about your current illicit discharge detection and elimination program that you would like to share (optional): **(Maximum 10 lines of text)**

## MCM 4: Construction site stormwater runoff control

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- \*68. **Permit item 19.3:** Do you have a regulatory mechanism(s) that establishes requirements for erosion, sediment, and waste controls?
- Yes  
 No (skip to Q73)
69. **If yes in Q68, what does your regulatory mechanism(s) consist of?** (Check all that apply)
- 69.A.  Contract language  
69.B.  Ordinance  
69.C.  Permits  
69.D.  Standards  
69.E.  Written policies  
69.F.  Operational plans  
69.G.  Legal agreements  
69.H.  Other mechanism(s) (describe below):  
69.I.
70. **If yes in Q68, provide a website address to the regulatory mechanism(s). If the regulatory mechanism is not available online, briefly describe how a copy of the regulatory mechanism can be obtained:**
- [http://www.cityofroseville.com/DocumentCenter/View/28566/Title-8-Public-Works\\_190806](http://www.cityofroseville.com/DocumentCenter/View/28566/Title-8-Public-Works_190806)  
<http://www.cityofroseville.com/DocumentCenter/View/30115/24-Roseville-2040-Comprehensive-Plan-for-Final-Adoption>  
<http://www.cityofroseville.com/2538/Stormwater-Ordinance-Standards>
71. **If yes in Q68, is your regulatory mechanism(s) at least as stringent as the MPCA's most current Construction Stormwater General Permit (MNR100001) for erosion, sediment, and waste controls by incorporating the Construction Stormwater General Permit by reference, or by incorporating all items in Q72?**
- Yes (skip to Q73)  
 No
72. **If no in Q71, which of the following requirements are incorporated into your regulatory mechanism(s)?** (Check all that apply)
- 72.A. Erosion prevention practices:**
- 72.A.1.  Before work begins, owner(s)/operator(s) must delineate the location of areas not to be disturbed.  
72.A.2.  Owner(s)/operator(s) must minimize the need for disturbance of portions of the project with steep slopes. When steep slopes must be disturbed, owner(s)/operator(s) must use techniques such as phasing and stabilization practices designed for steep slopes (e.g., slope draining and terracing).  
72.A.3.  Owner(s)/operator(s) must stabilize all exposed soil areas, including stockpiles. Stabilization must be initiated immediately to limit soil erosion when construction activity has permanently or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed no later than 14 calendar days after the construction activity has ceased. Stabilization is not required on constructed base components of roads, parking lots and similar surfaces. Stabilization is not required on temporary stockpiles without significant silt, clay or organic components (e.g., clean aggregate stockpiles, demolition concrete stockpiles, sand stockpiles) but owner(s)/operator(s) must provide sediment controls at the base of the stockpile.

- 72.A.4.  For Public Waters that the Minnesota Department of Natural Resources (DNR) has promulgated “work in water restrictions” during specified fish spawning time frames, owner(s)/operator(s) must complete stabilization of all exposed soil areas within 200 feet of the water’s edge, and that drain to these waters, within 24 hours during the restriction period.
- 72.A.5.  Owner(s)/operator(s) must stabilize the normal wetted perimeter of the last 200 linear feet of temporary or permanent drainage ditches or swales that drain water from the site within 24 hours after connecting to a surface water or property edge. Owner(s)/operator(s) must complete stabilization of the remaining portions of temporary or permanent ditches or swales within 14 calendar days after connecting to a surface water or property edge and construction in that portion of the ditch temporarily or permanently ceases.
- 72.A.6.  Temporary or permanent ditches or swales that are being used as a sediment containment system during construction (with properly designed rock-ditch checks, bio rolls, silt dikes, etc.) do not need to be stabilized. Owner(s)/operator(s) must stabilize these areas within 24 hours after their use as a sediment containment system ceases.
- 72.A.7.  Owner(s)/operator(s) must not use mulch, hydromulch, tackifier, polyacrylamide or similar erosion prevention practices within any portion of the normal wetted perimeter of a temporary or permanent drainage ditch or swale section with a continuous slope of greater than two percent.
- 72.A.8.  Owner(s)/operator(s) must provide temporary or permanent energy dissipation at all pipe outlets within 24 hours after connection to a surface water or permanent stormwater treatment system.
- 72.A.9.  Owner(s)/operator(s) must not disturb more land (i.e., phasing) than can be effectively inspected and maintained.

**72.B. Sediment control practices:**

- 72.B.1.  Owner(s)/operator(s) must establish sediment control BMPs on all down gradient perimeters of the site and downgradient areas of the site that drain to any surface water, including curb and gutter systems. Owner(s)/operator(s) must locate sediment control practices upgradient of any buffer zones. Owner(s)/operator(s) must install sediment control practices before any upgradient land-disturbing activities begin and must keep the sediment control practices in place until they establish permanent cover.
- 72.B.2.  If the downgradient sediment controls are overloaded, based on frequent failure or excessive maintenance requirements, owner(s)/operator(s) must install additional upgradient sediment control practices or redundant BMPs to eliminate the overloading and amend the site plans to identify these additional practices.
- 72.B.3.  Temporary or permanent drainage ditches and sediment basins designed as part of a sediment containment system (e.g., ditches with rock-check dams) require sediment control practices only as appropriate for site conditions.
- 72.B.4.  A floating silt curtain placed in the water is not a sediment control BMP to satisfy perimeter control requirements in this part except when working on a shoreline or below the waterline. Immediately after the short term construction activity (e.g. installation of rip rap along the shoreline) in that area is complete, owner(s)/operator(s) must install an upland perimeter control practice if exposed soils still drain to a surface water.
- 72.B.5.  Owner(s)/operator(s) must re-install all sediment control practices adjusted or removed to accommodate short-term activities such as clearing or grubbing, or passage of vehicles, immediately after the short-term activity is completed. Owner(s)/operator(s) must re-install sediment control practices before the next precipitation event even if the short-term activity is not complete.
- 72.B.6.  Owner(s)/operator(s) must protect all storm drain inlets using appropriate BMPs during construction until they establish permanent cover on all areas with potential for discharging to the inlet.
- 72.B.7.  Owner(s)/operator(s) may remove inlet protection for a particular inlet if a specific safety concern (e.g., street flooding/freezing) is identified by owner(s)/operator(s) or the jurisdictional authority (e.g., city/county/township/MnDOT engineer). Owner(s)/operator(s) must document the need for removal in the site plans.
- 72.B.8.  Owner(s)/operator(s) must provide silt fence or other effective sediment controls at the base of stockpiles on the downgradient perimeter.
- 72.B.9.  Owner(s)/operator(s) must locate stockpiles outside of natural buffers or surface waters, including stormwater conveyances such as curb and gutter systems unless there is a bypass in place for the stormwater.
- 72.B.10.  Owner(s)/operator(s) must install a vehicle tracking BMP to minimize the track out of sediment from the construction site or onto paved roads within the site.
- 72.B.11.  Owner(s)/operator(s) must use street sweeping if vehicle tracking BMPs are not adequate to prevent sediment tracking onto the street.
- 72.B.12.  In any areas of the site where final vegetative stabilization will occur, owner(s)/operator(s) must restrict vehicle and equipment use to minimize soil compaction.
- 72.B.13.  Owner(s)/operator(s) must preserve topsoil on the site, unless infeasible.
- 72.B.14.  Owner(s)/operator(s) must direct discharges from BMPs to vegetated areas unless infeasible.
- 72.B.15.  Owner(s)/operator(s) must preserve a 50 foot natural buffer or, if a buffer is infeasible on the site, provide redundant (double) perimeter sediment controls when a surface water is located within 50 feet of the project’s earth disturbances and stormwater flows to the surface water. Owner(s)/operator(s) must install

perimeter sediment controls at least 5 feet apart unless limited by lack of available space. Natural buffers are not required adjacent to road ditches, judicial ditches, county ditches, stormwater conveyance channels, storm drain inlets, and sediment basins. If preserving the buffer is infeasible, owner(s)/operator(s) must document the reasons in the site plans. Sheet piling is a redundant perimeter control if installed in a manner that retains all stormwater.

- 72.B.16.  Owner(s)/operator(s) must use polymers, flocculants, or other sedimentation treatment chemicals in accordance with accepted engineering practices, dosing specifications and sediment removal design specifications provided by the manufacturer or supplier. Owner(s)/operator(s) must use conventional erosion and sediment controls prior to chemical addition and must direct treated stormwater to a sediment control system for filtration or settlement of the floc prior to discharge.

**72.C. Dewatering and basin draining:**

- 72.C.1.  Owner(s)/operator(s) must discharge turbid or sediment-laden waters related to dewatering or basin draining (e.g., pumped discharges, trench/ditch cuts for drainage) to a temporary or permanent sediment basin on the project site unless infeasible. Owner(s)/operator(s) may dewater to surface waters if they visually check to ensure adequate treatment has been obtained and nuisance conditions (see Minn. R. 7050.0210, subp. 2) will not result from the discharge. If owner(s)/operator(s) cannot discharge the water to a sedimentation basin prior to entering a surface water, owner(s)/operator(s) must treat it with appropriate BMPs such that the discharge does not adversely affect the surface water or downstream properties.
- 72.C.2.  If owner(s)/operator(s) must discharge water that contains oil or grease, owner(s)/operator(s) must use an oil-water separator or suitable filtration device (e.g. cartridge filters, absorbents pads) prior to discharge.
- 72.C.3.  Owner(s)/operator(s) must discharge all water from dewatering or basin-draining activities in a manner that does not cause erosion or scour in the immediate vicinity of discharge points or inundation of wetlands in the immediate vicinity of discharge points that causes significant adverse impact to the wetland.
- 72.C.4.  If owner(s)/operator(s) use filters with backwash water, they must haul the backwash water away for disposal, return the backwash water to the beginning of the treatment process, or incorporate the backwash water into the site in a manner that does not cause erosion.

**72.D. Inspection and maintenance:**

- 72.D.1.  Owner(s)/operator(s) must ensure that a trained person will inspect the entire construction site at least once every seven (7) days during active construction and within 24 hours after a rainfall event greater than one-half inch in 24 hours.
- 72.D.2.  Owner(s)/operator(s) must inspect and maintain all permanent stormwater treatment BMPs.
- 72.D.3.  Owner(s)/operator(s) must inspect all erosion prevention and sediment control BMPs and Pollution Prevention Management Measures to ensure integrity and effectiveness. Owner(s)/operator(s) must repair, replace, or supplement all nonfunctional BMPs with functional BMPs by the end of the next business day after discovery unless another time frame is specified below. Owner(s)/operator(s) may take additional time if field conditions prevent access to the area.
- 72.D.4.  During each inspection, owner(s)/operator(s) must inspect surface waters, including drainage ditches and conveyance systems but not curb and gutter systems, for evidence of erosion and sediment deposition. Owner(s)/operator(s) must remove all deltas and sediment deposited in surface waters, including drainage ways, catch basins, and other drainage systems and restabilize the areas where sediment removal results in exposed soil. Owner(s)/operator(s) must complete removal and stabilization within seven (7) calendar days of discovery unless precluded by legal, regulatory, or physical access constraints. Owner(s)/operator(s) must use all reasonable efforts to obtain access. If precluded, removal and stabilization must take place within seven (7) calendar days of obtaining access. Owner(s)/operator(s) are responsible for contacting all local, regional, state and federal authorities and receiving any applicable permits, prior to conducting any work in surface waters.
- 72.D.5.  Owner(s)/operator(s) must inspect construction site vehicle exit locations, streets and curb and gutter systems within and adjacent to the project for sedimentation from erosion or tracked sediment from vehicles. Owner(s)/operator(s) must remove sediment from all paved surfaces within one (1) calendar day of discovery or, if applicable, within a shorter time to avoid a safety hazard to users of public streets.
- 72.D.6.  Owner(s)/operator(s) must repair, replace, or supplement all perimeter control devices when they become nonfunctional or the sediment reaches one-half of the height of the device.
- 72.D.7.  Owner(s)/operator(s) must drain temporary and permanent sedimentation basins and remove the sediment when the depth of sediment collected in the basin reaches one-half of the storage volume.
- 72.D.8.  Owner(s)/operator(s) must ensure that at least one individual present on the site (or available to the project site in three (3) calendar days) is trained in the job duties of overseeing the implementation of, revising and/or amending the site plans and performing inspections for the project.
- 72.D.9.  Owner(s)/operator(s) may adjust the inspection schedule as follows:
- inspections of areas with permanent cover can be reduced to once per month, even if construction activity continues on other portions of the site; or
  - where construction sites have permanent cover on all exposed soil areas and no construction activity is occurring anywhere on the site, inspections can be reduced to once per month and, after 12 months, may be suspended completely until construction activity resumes. The MPCA may require inspections to resume if conditions warrant; or

- c. where construction activity has been suspended due to frozen ground conditions, inspections may be suspended. Inspections must resume within 24 hours of runoff occurring, or upon resuming construction, whichever comes first.
- 72.D.10  Owner(s)/operator(s) must record all inspections and maintenance activities within 24 hours of being conducted and these records must be retained with the site plans. These records must include:
- a. date and time of inspections; and
  - b. name of person(s) conducting inspections; and
  - c. accurate findings of inspections, including the specific location where corrective actions are needed; and
  - d. corrective actions taken (including dates, times, and party completing maintenance activities); and
  - e. date of all rainfall events greater than one-half inch in 24 hours, and the amount of rainfall for each event. Owner(s)/operator(s) must obtain rainfall amounts by either a properly maintained rain gauge installed onsite, a weather station that is within one (1) mile of owner(s)/operator(s) location, or a weather reporting system that provides site specific rainfall data from radar summaries; and
  - f. if owner(s)/operator(s) observe a discharge during the inspection, they must record and should photograph and describe the location of the discharge (i.e., color, odor, settled or suspended solids, oil sheen, and other obvious indicators of pollutants); and
  - g. any amendments to the site plans proposed as a result of the inspection must be documented within seven (7) calendar days.

**72.E. Inspection and maintenance:**

- 72.E.1.  Owner(s)/operator(s) must place building products and landscape materials under cover (e.g., plastic sheeting or temporary roofs) or protect them by similarly effective means designed to minimize contact with stormwater. Owner(s)/operator(s) are not required to cover or protect products which are either not a source of contamination to stormwater or are designed to be exposed to stormwater.
- 72.E.2.  Owner(s)/operator(s) must place pesticides, fertilizers and treatment chemicals under cover (e.g., plastic sheeting or temporary roofs) or protect them by similarly effective means designed to minimize contact with stormwater.
- 72.E.3.  Owner(s)/operator(s) must store hazardous materials and toxic waste, (including oil, diesel fuel, gasoline, hydraulic fluids, paint solvents, petroleum-based products, wood preservatives, additives, curing compounds, and acids) in sealed containers to prevent spills, leaks or other discharge. Storage and disposal of hazardous waste materials must be in compliance with Minn. R. ch. 7045 including secondary containment as applicable.
- 72.E.4.  Owner(s)/operator(s) must properly store, collect, and dispose of solid waste in compliance with Minn. R. ch. 7035.
- 72.E.5.  Owner(s)/operator(s) must position portable toilets so they are secure and will not tip or be knocked over. Owner(s)/operator(s) must dispose of sanitary waste in accordance with Minn. R. ch. 7041.
- 72.E.6.  Owner(s)/operator(s) must take reasonable steps to prevent the discharge of spilled or leaked chemicals, including fuel, from any area where chemicals or fuel will be loaded or unloaded including the use of drip pans or absorbents unless infeasible. Owner(s)/operator(s) must ensure adequate supplies are available at all times to clean up discharged materials and that an appropriate disposal method is available for recovered spilled materials. Owner(s)/operator(s) must report and clean up spills immediately as required by Minn. Stat. § 115.061, using dry clean up measures where possible.
- 72.E.7.  Owner(s)/operator(s) must limit vehicle exterior washing and equipment to a defined area of the site. Owner(s)/operator(s) must contain runoff from the washing area in a sediment basin or other similarly effective controls and must dispose of waste from the washing activity properly. Owner(s)/operator(s) must properly use and store soaps, detergents, or solvents.
- 72.E.8.  Owner(s)/operator(s) must provide effective containment for all liquid and solid wastes generated by washout operations (e.g., concrete, stucco, paint, form release oils, curing compounds and other construction materials) related to the construction activity. Owner(s)/operator(s) must prevent liquid and solid washout wastes from contacting the ground and must design the containment so it does not result in runoff from the washout operations or areas. Owner(s)/operator(s) must properly dispose of liquid and solid wastes in compliance with Minn. R. ch. 7035. Owner(s)/operator(s) must install a sign indicating the location of the washout facility.

**72.F. Temporary sediment basins:**

- 72.F.1.  Where ten (10) or more acres of disturbed soil drain to a common location, owner(s)/operator(s) must provide a temporary sediment basin to provide treatment of the runoff before it leaves the construction site or enters surface waters. Owner(s)/operator(s) may convert a temporary sediment basin to a permanent basin after construction is complete. The temporary basin is no longer required when permanent cover has reduced the acreage of disturbed soil to less than ten (10) acres draining to a common location.
- 72.F.2.  The temporary basin must provide live storage for a calculated volume of runoff from a two (2)-year, 24-hour storm from each acre drained to the basin or 1,800 cubic feet of live storage per acre drained, whichever is greater.

- 72.F.3.  Where owner(s)/operator(s) have not calculated the two (2)-year, 24-hour storm runoff amount, the temporary sediment basin must provide 3,600 cubic feet of live storage per acre of the basin's drainage area.
- 72.F.4.  Owner(s)/operator(s) must design basin outlets to prevent short-circuiting and the discharge of floating debris.
- 72.F.5.  Owner(s)/operator(s) must design the outlet structure to withdraw water from the surface to minimize the discharge of pollutants. Owner(s)/operator(s) may temporarily suspend the use of a surface withdrawal mechanism during frozen conditions. The basin must include a stabilized emergency overflow to prevent failure of pond integrity.
- 72.F.6.  Owner(s)/operator(s) must provide energy dissipation for the basin outlet within 24 hours after connection to a surface water.
- 72.F.7.  Owner(s)/operator(s) must locate temporary basins outside of surface waters and any required buffer zones.
- 72.F.8.  Owner(s)/operator(s) must construct temporary basins prior to disturbing (10) or more acres of soil draining to a common location.
- 72.F.9.  Where a temporary sediment basin meeting the requirements of this part is infeasible, owner(s)/operator(s) must install effective sediment controls such as smaller sediment basins and/or sediment traps, silt fences, vegetative buffer strips or any appropriate combination of measures as dictated by individual site conditions. In determining whether installing a sediment basin is infeasible, owner(s)/operator(s) must consider public safety and may consider factors such as site soils, slope, and available area on-site. Owner(s)/operator(s) must document this determination of infeasibility in the site plans.

**72.G. Termination conditions:**

- 72.G.1.  Owner(s)/operator(s) must complete all construction activity and must install permanent cover over all areas. Vegetative cover must consist of a uniform perennial vegetation with a density of 70 percent of its expected final growth. Vegetation is not required where the function of a specific area dictates no vegetation, such as impervious surfaces or the base of a sand filter.
- 72.G.2.  Owner(s)/operator(s) must clean the permanent stormwater treatment system of any accumulated sediment and must ensure the system meets all applicable requirements and is operating as designed.
- 72.F.3.  Owner(s)/operator(s) must remove all sediment from conveyance systems.
- 72.G.4.  Owner(s)/operator(s) must remove all temporary synthetic erosion prevention and sediment control BMPs. Owner(s)/operator(s) may leave BMPs designed to decompose on-site in place.
- 72.G.5.  For residential construction only, permit coverage terminates on individual lots if the structure(s) are finished and temporary erosion prevention and downgradient perimeter control is complete and the residence sells to the homeowner.
- 72.G.6.  For construction projects on agricultural land (e.g., pipelines across cropland), owner(s)/operator(s) must return the disturbed land to its preconstruction agricultural use.

**72.H. If applicable, additional requirements for discharges to special and impaired waters:**

- 72.H.1.  Owner(s)/operator(s) must immediately initiate stabilization of exposed soil areas, and complete the stabilization within seven (7) calendar days after the construction activity in that portion of the site temporarily or permanently ceases.
- 72.H.2.  Owner(s)/operator(s) must provide a temporary sediment basin for common drainage locations that serve an area with five (5) or more acres disturbed at one time.
- 72.H.3.  Owner(s)/operator(s) must include an undisturbed buffer zone of not less than 100 linear feet from a special water (not including tributaries) and must maintain this buffer zone at all times, both during construction and as a permanent feature post construction, except where a water crossing or other encroachment is necessary to complete the project. Owner(s)/operator(s) must fully document the circumstance and reasons the buffer encroachment is necessary in the site plans and include restoration activities. Owner(s)/operator(s) must minimize all potential water quality, scenic and other environmental impacts of these exceptions by the use of additional or redundant (double) BMPs and must document this in the site plans for the project.
- 72.H.4.  Owner(s)/operator(s) must conduct routine site inspections once every three (3) days for projects that discharge to prohibited waters.

\*73. **Permit item 19.5:** Does your regulatory mechanism(s) require that owners and operators of construction activity develop site plans that must be submitted to you for review and confirmation that regulatory mechanism(s) requirements have been met, prior to the start of construction activity?

- Yes
- No

\*74. **Permit item 19.6:** Do you have written procedures for site plan reviews to ensure compliance with requirements of the regulatory mechanism(s)? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

- Yes
- No (Skip to Q76)

75. **If yes in Q74, do your procedures include the following?** (Check all that apply)
- 75.A.  Written notification to owners and operators of the need to apply for and obtain coverage under the CSW Permit.
- 75.B.  Use of a written checklist, consistent with the requirements of the regulatory mechanism(s), to document the adequacy of each site plan required.
- \*76. **Permit item 19.7:** Do you have written procedures for conducting site inspections to determine compliance with your regulatory mechanism(s)?
- Yes
- No
- \*77. **Permit item 19.8:** Do you maintain written procedures for identifying high-priority and low-priority sites for inspection? **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
- Yes
- No (Skip to Q79)
78. **If yes in Q77, do your procedures include the following?** (Check all that apply)
- 78.A.  A detailed explanation describing how sites will be categorized as either high-priority or low-priority.
- If checked, how do you prioritize sites for inspection? (Check all that apply)
- 78.A.1.  Site topography
- 78.A.2.  Soil characteristics
- 78.A.3.  Types of receiving water(s)
- 78.A.4.  Stage of construction
- 78.A.5.  Compliance history
- 78.A.6.  Weather conditions
- 78.A.7.  Citizen complaints
- 78.A.8.  Project size
- 78.A.9.  Other (describe below):
- 78.A.10.
- 78.B.  A frequency at which you will conduct inspections for high-priority sites.
- If checked, how often will you inspect high-priority sites? (Check only one)
- 78.B.1.  More than once every seven (7) days
- 78.B.2.  Once every seven (7) days
- 78.B.3.  Once every 14 days
- 78.B.4.  Once every 21 days
- 78.B.5.  Once every 30 days
- 78.B.6.  Other (describe below):
- 78.B.7.
- 78.C.  A frequency at which you will conduct inspections for low-priority sites.
- If checked, how often will you inspect low-priority sites? (Check only one)
- 78.C.1.  More than once every seven (7) days
- 78.C.2.  Once every seven (7) days
- 78.C.3.  Once every 14 days
- 78.C.4.  Once every 21 days
- 78.C.5.  Once every 30 days
- 78.C.6.  Other (describe below):
- 78.C.7.

78.D.  The name(s) of individual(s) or position title(s) responsible for conducting site inspections:

Engineering Project Coordinators  
R.O.W. Coordinator

\*79. **Permit item 19.9:** Do you use a written checklist to document each site inspection when determining compliance with your regulatory mechanism(s)? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

Yes

No (Skip to Q82)

80. **If yes in Q79, are the following items incorporated in your written checklist?** (Check all that apply)

80.A.  Stabilization of exposed soils (including stockpiles)

80.B.  Stabilization of ditch and swale bottoms

80.C.  Sediment control BMPs on all downgradient perimeters of the project and upgradient of buffer zones

80.D.  Storm drain inlet protection

80.E.  Energy dissipation at pipe outlets

80.F.  Vehicle tracking BMPs

80.G.  Preservation of a 50 foot natural buffer or redundant sediment controls where stormwater flows to a surface water within 50 feet of disturbed soils

80.H.  Owner/operator of construction activity self-inspection records

80.I.  Containment for all liquid and solid wastes generated by washout operations (e.g., concrete, stucco, paint, form release oils, curing compounds, and other construction materials)

80.J.  BMPs maintained and functional

81. **Provide any additional information on your process to document site inspections (optional):**

\*82. **Permit item 19.10:** Do you have written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted to you by the public?

Yes

No (Skip to Q84)

83. **If yes in Q82, please provide your procedures or a description of your procedures (e.g., how the public may submit concerns, typical timeframe for you to investigate reports):**

Receive the complaint, document it (either in an email, or our inspection program), inspect the site, follow up with the issuer of the complaint. Follow up as needed.

\*84. **Permit item 19.11:** Do individuals receive training commensurate with their responsibilities as they relate to your Construction Site Stormwater Runoff Control program? Individuals includes, but is not limited to, individuals responsible for conducting site plan reviews, site inspections, and/or enforcement.

Yes

No (Skip to Q87)

85. **If yes in Q84, do previously trained individuals attend a refresher-training every three (3) calendar years following the initial training? (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**  
 Yes  
 No
86. **If yes in Q84, what training do your staff who perform site inspections receive? (Check all that apply)**  
 86.A.  University of Minnesota Erosion and Stormwater Management Certification Program  
 86.B.  Qualified Compliance Inspector of Stormwater  
 86.C.  Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor  
 86.D.  Minnesota Utility Contractors Association Erosion Control Training  
 86.E.  Certified Professional in Erosion and Sediment Control  
 86.F.  Certified Professional in Stormwater Quality  
 86.G.  Certified Erosion Sediment and Storm Water Inspector  
 86.H.  Other (describe below):  
 86.I.
- \*87. **Permit item 19.12: Do you maintain written ERPs to compel compliance with your regulatory mechanism(s) in Section 19? (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**  
 Yes  
 No (Skip to Q89)
88. **If yes in Q87, which enforcement tools are included in your ERPs? (Check all that apply)**  
 88.A.  Verbal warning  
 88.B.  Notice of violation  
 88.C.  Administrative order  
 88.D.  Stop work order  
 88.E.  Fine  
 88.F.  Forfeit of security bond money  
 88.G.  Withholding of certificate of occupancy  
 88.H.  Criminal action  
 88.I.  Civil penalty  
 88.J.  Other (describe below):  
 88.K.
- \*89. **Please specify name or position title of responsible person(s) for conducting enforcement:**  
 Ryan Johnson, Environmental Manager
- \*90. **Permit item 19.13: Do you document each site plan review you conduct?**  
 Yes  
 No (Skip to Q92)
91. **If yes in Q90, what do you document in your site plan review process? (Check all that apply)**  
 91.A.  Project name  
 91.B.  Location  
 91.C.  Total acreage to be disturbed  
 91.D.  Owner and operator of the proposed construction activity  
 91.E.  Proof of notification to obtain coverage under the CSW Permit or proof of coverage under the CSW Permit  
*(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*  
 91.F.  Any stormwater related comments and supporting completed checklist, to determine project approval or denial  
*(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

- \*92. **Permit item 19.14:** Do you document training related to permit item 19.11?  
 Yes  
 No (Skip to Q94)
93. **If yes in Q92, what do you document?** (Check all that apply)  
 93.A.  General subject matter covered  
 93.B.  Name(s) and departments of individuals in attendance  
*(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*  
 93.C.  Date of each event
- \*94. **Permit item 19.15:** Do you document enforcement conducted pursuant to your ERPs in item 19.12, including verbal warnings?  
 Yes  
 No (Skip to Q96)
95. **If yes in Q94, what do you document relating to ERPs for MCM 4?** (Check all that apply)  
 95.A.  Name of the person responsible for violating the terms and conditions of your regulatory mechanism(s)  
 95.B.  Date(s) and location(s) of the observed violation(s)  
 95.C.  Description of the violation(s)  
 95.D.  Corrective action(s) (including completion schedule) that you issued  
 95.E.  Referrals to other regulatory organizations (if any)  
 95.F.  Date(s) violation(s) resolved
- \*96. **Permit item 12.4: Who is responsible for implementation of this MCM? List name(s) or position title(s):**  
 Ryan Johnson, Environmental Manager
97. **Provide any additional information about your current construction site stormwater runoff control program that you would like to share (optional): (Maximum 10 lines of text)**

## MCM 5: Post-construction stormwater management

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- \*98. **Permit item 20.3:** Do you have a post-construction stormwater management regulatory mechanism(s)?  
 Yes  
 No (skip to Q102)
99. **If yes in Q98, what does your regulatory mechanism(s) consist of?** (Check all that apply)  
 99.A.  Contract language  
 99.B.  Ordinance  
 99.C.  Permits  
 99.D.  Standards  
 99.E.  Written policies  
 99.F.  Operational plans  
 99.G.  Legal agreements  
 99.H.  Other mechanism(s) (describe below):  
 99.I.

100. If yes in Q98, provide a website address to the regulatory mechanism(s). If the regulatory mechanism is not available online, briefly describe how a copy of the regulatory mechanism can be obtained:

[http://www.cityofroseville.com/DocumentCenter/View/28566/Title-8-Public-Works\\_190806](http://www.cityofroseville.com/DocumentCenter/View/28566/Title-8-Public-Works_190806)

<http://www.cityofroseville.com/DocumentCenter/View/30115/24-Roseville-2040-Comprehensive-Plan-for-Final-Adoption>

101. If yes in Q98, which of the following requirements are incorporated into your regulatory mechanism? (Check all that apply)

- 101.A.  **Permit item 20.4:** You must require owners of construction activity to submit site plans with post-construction stormwater management BMPs designed with accepted engineering practices to you for review and confirmation that regulatory mechanism(s) requirements have been met, prior to start of construction activity.
- 101.B.  **Permit item 20.5:** You must require owners of construction activity to treat the water quality volume on any project where the sum of the new impervious surface and the fully reconstructed impervious surface equals one or more acres. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
- 101.C.  **Permit item 20.6:** For construction activity (excluding linear projects), the water quality volume must be calculated as one (1) inch times the sum of the new and the fully reconstructed impervious surface. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
- 101.D.  **Permit item 20.7:** For linear projects, the water quality volume must be calculated as the larger of one (1) inch times the new impervious surface or one-half (0.5) inch times the sum of the new and the fully reconstructed impervious surface. Where the entire water quality volume cannot be treated within the existing right-of-way, a reasonable attempt to obtain additional right-of-way, easement, or other permission to treat the stormwater during the project planning process must be made. Volume reduction practices must be considered first, as described in item 20.8. Volume reduction practices are not required if the practices cannot be provided cost effectively. If additional right-of-way, easements, or other permission cannot be obtained, owners of construction activity must maximize the treatment of the water quality volume prior to discharge from the MS4. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
- 101.E.  **Permit item 20.8:** Volume reduction practices (e.g., infiltration or other) to retain the water quality volume on-site must be considered first when designing the permanent stormwater treatment system. This permit does not consider wet sedimentation basins and filtration systems to be volume reduction practices. If this permit prohibits infiltration as described in item 20.9, other volume reduction practices, a wet sedimentation basin, or filtration basin may be considered.
- 101.F.  **Permit item 20.9:** Infiltration systems must be prohibited when the system would be constructed in areas:
- That receive discharges from vehicle fueling and maintenance areas, regardless of the amount of new and fully reconstructed impervious surface. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
  - Where high levels of contaminants in soil or groundwater may be mobilized by the infiltrating stormwater. To make this determination, the owners and/or operators of construction activity must complete the MPCA's site screening assessment checklist, which is available in the Minnesota Stormwater Manual, or conduct their own assessment. The assessment must be retained with the site plans. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
  - Where soil infiltration rates are more than 8.3 inches per hour unless soils are amended to slow the infiltration rate below 8.3 inches per hour. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
  - 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.
  - Of predominately Hydrologic Soil Group D (clay) soils. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
  - In an Emergency Response Area (ERA) within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, Subp. 13, classified as high or very high vulnerability as defined by the Minnesota Department of Health. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
  - In an ERA within a DWSMA classified as moderate vulnerability unless you perform or approve a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
  - Outside of an ERA within a DWSMA classified as high or very high vulnerability unless you perform or approve a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
  - Within 1,000 feet up-gradient or 100 feet down gradient of active karst features. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**

- j. That receive stormwater runoff from these types of entities regulated under NPDES for industrial stormwater: automobile salvage yards; scrap recycling and waste recycling facilities; hazardous waste treatment, storage, or disposal facilities; or air transportation facilities that conduct deicing activities.
- 101.G.  **Permit item 20.10:** For non-linear projects, where the water quality volume cannot cost effectively be treated on the site of the original construction activity, you must identify, or may require owners of the construction activity to identify, locations where off-site treatment projects can be completed. If the entire water quality volume is not addressed on the site of the original construction activity, the remaining water quality volume must be addressed through off-site treatment and, at a minimum, ensure the requirements of permit items 20.11 through 20.14 are met.
- 101.H.  **Permit item 20.11:** You must ensure off-site treatment project areas are selected in the following order of preference:
- Locations that yield benefits to the same receiving water that receives runoff from the original construction activity
  - Locations within the same DNR catchment area as the original construction activity
  - Locations in the next adjacent DNR catchment area up-stream
  - Locations anywhere within your jurisdiction
- 101.I.  **Permit item 20.12:** Off-site treatment 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. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet this requirement.
- 101.J.  **Permit item 20.13:** Off-site treatment projects must be completed no later than 24 months after the start of the original construction activity. If you determine that more time is needed to complete the treatment project, you must provide the reason(s) and schedule(s) for completing the project in the annual report.
- 101.K.  **Permit item 20.14:** If you receive payment from the owner of a construction activity for off-site treatment, you must apply any such payment received to a public stormwater project, and all projects must comply with permit items 20.11 through 20.13.
- 101.L.  **Permit item 20.15:** You must include the establishment of legal mechanism(s) between you and owners of structural stormwater BMPs not owned or operated by you, that have been constructed to meet the requirements in Section 20. The legal mechanism(s) must include provisions that, at a minimum:
- Allow you to conduct inspections of structural stormwater BMPs not owned or operated by you, perform necessary maintenance, and assess costs for those structural stormwater BMPs when you determine the owner of that structural stormwater BMP has not ensured proper function.
  - Are designed to preserve your right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by you, when those responsibilities are legally transferred to another party.
  - Are designed to protect/preserve structural stormwater BMPs. If structural stormwater BMPs change, causing decreased effectiveness, new, repaired, or improved structural stormwater BMPs must be implemented to provide equivalent treatment to the original BMP.
- \*102. **Permit item 20.16:** Do you maintain a written or mapped inventory of structural stormwater BMPs that you do not own or operate that meet all of the following criteria? (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)
- The structural stormwater BMP includes an executed legal mechanism(s) between you and owners responsible for the long-term maintenance, as required in item 20.15; and
  - The structural stormwater BMP was implemented on or after August 1, 2013.
- Yes  
 No
- \*103. **Permit item 20.17:** Do you to have written procedures for site plan reviews to ensure compliance with requirements of your regulatory mechanism(s)?
- Yes  
 No
- \*104. **Permit item 20.18:** Do individuals receive training commensurate with their responsibilities as they relate to your Post-Construction Stormwater Management program? Individuals include, but is not limited to, individuals responsible for conducting site plan reviews and/or enforcement.
- Yes  
 No (Skip to Q106)
105. **If yes in Q104,** do previously trained individuals attend a refresher training every three (3) calendar years following the initial training? (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)
- Yes  
 No
- \*106. **Permit item 20.19:** Do you maintain written ERPs to compel compliance with your regulatory mechanism(s) required in Section 20? (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)
- Yes  
 No (Skip to Q108)

107. If yes in Q106, what enforcement tools are included in your ERPs? (Check all that apply)

- 107.A.  Verbal warning
- 107.B.  Notice of violation
- 107.C.  Administrative order
- 107.D.  Fine
- 107.E.  Criminal action
- 107.F.  Civil penalty
- 107.G.  Other (describe below):
- 107.H.

\*108. Please specify name or position title of responsible person(s) for conducting enforcement:

Ryan Johnson, Environmental Specialist

\*109. Permit item 20.20: Do you document each site plan review you conduct?

- Yes
- No (Skip to Q111)

110. If yes in Q109, what do you document in your site plan review process? (Check all that apply)

- 110.A.  Supporting documentation used to determine compliance, including any calculations for the permanent stormwater treatment system.
- 110.B.  The water quality volume that will be treated through volume reduction practices compared to the total water quality volume required to be treated. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
- 110.C.  Documentation associated with off-site treatment projects you authorize, including rationale to support the location of permanent stormwater treatment projects in accordance with items 20.10 and 20.11. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
- 110.D.  Payments received and used in accordance with permit item 20.14.
- 110.E.  All legal mechanisms drafted in accordance with permit item 20.15, including date(s) of the agreement(s) and name(s) of all responsible parties involved.

\*111. Permit item 20.21: Do you document training related to your Post-Construction Stormwater Management program?

- Yes
- No (Skip to Q113)

112. If yes in Q111, what are you documenting? (Check all that apply)

- 112.A.  General subject matter covered
- 112.B.  Names and departments of individuals in attendance **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
- 112.C.  The date of each event

\*113. Permit item 20.22: Do you document enforcement conducted pursuant to your ERPs in item 20.19, including verbal warnings?

- Yes
- No (Skip to Q115)

114. If yes in Q113, what do you document relating to ERPs for MCM 5? (Check all that apply)

- 114.A.  The name of the person responsible for violating the terms and conditions of your regulatory mechanism(s)
- 114.B.  The date(s) and location(s) of the observed violation(s)
- 114.C.  A description of the violation(s)
- 114.D.  Corrective action(s) issued
- 114.E.  Referrals to other regulatory organizations
- 114.F.  The date(s) violation(s) are resolved

- \*115. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):  
Ryan Johnson, Environmental Manager

116. **Provide any additional information about your current post-construction stormwater management program that you would like to share (optional): (Maximum 10 lines of text)**

## **MCM 6: Pollution prevention/Good housekeeping for municipal operations**

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- \*117. **Permit item 21.3:** Do you maintain a written or mapped inventory of your owned/operated facilities that contribute pollutants to stormwater discharges?  
 Yes  
 No (skip to Q119)
118. **If yes in Q117, which of the following facilities do you own and/or operate? (Check all that apply)**
- 118.A.  Composting
  - 118.B.  Equipment storage and maintenance
  - 118.C.  Hazardous waste disposal
  - 118.D.  Hazardous waste handling and transfer
  - 118.E.  Landfill(s)
  - 118.F.  Solid waste handling and transfer
  - 118.G.  Park(s)
  - 118.H.  Pesticide storage
  - 118.I.  Public parking lot(s)
  - 118.J.  Public golf course(s)
  - 118.K.  Public swimming pool(s)
  - 118.L.  Public works yard(s)
  - 118.M.  Recycling
  - 118.N.  Salt storage
  - 118.O.  Snow storage
  - 118.P.  Vehicle storage and maintenance (e.g., fueling and washing) yard(s)
  - 118.Q.  Materials storage yard(s)
  - 118.R.  Other (describe below):  
118.S.
- \*119. **Permit item 21.4:** Do you implement BMPs to prevent or reduce pollutants in stormwater discharges from municipal operations?  
 Yes  
 No (Skip to Q121)

120. **If yes in Q119, provide additional information on the BMPs you implement to address stormwater discharges from municipal operations (e.g., waste disposal, management of stockpiles, road maintenance):**  
 Staff visually ensure waste disposal units, stockpiles, and our compost facility is covered, and/or that there are no discharges. As these facilities are within our daily or weekly routines, staff monitor for discharges as they are operating in the area.
- \*121. **Permit item 21.5:** Do you implement BMPs at your owned/operated salt storage areas?  
*(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*  
 Yes  
 No (Skip to Q123)
122. **If yes in Q121, what BMPs do you have in place at salt storage areas?** (Check all that apply)  
 122.A.  Salt is covered or stored indoors  
 122.B.  Salt stored on an impervious surface  
 122.C.  Implementation of practices to reduce exposure when transferring material from salt storage areas  
 122.D.  Other (describe below):  
 122.E.
- \*123. **Permit item 21.6:** Do you implement a written snow and ice management policy for individuals that perform winter maintenance activities for you? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*  
 Yes  
 No (Skip to Q125)
124. **If yes in Q123, what practices and procedures for snow and ice control operations are included?**  
 (Check all that apply)  
 124.A.  Plowing or other snow removal practices  
 124.B.  Sand use  
 124.C.  Application of deicing compounds  
 124.D.  Other (describe below):  
 124.E. Roseville plow trucks are equipped with computers that monitor the salt usage, vehicle miles, application rate, road temp, etc. Staff can monitor the data to ensure the proper amount of material is being applied given the conditions of the weather and road.
- \*125. **Permit item 21.7:** Each calendar year, do all individuals that perform winter maintenance activities for you receive training?  
*(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*  
 Yes  
 No (Skip to Q127)
126. **If yes in Q125, what does the winter maintenance training include?** (Check all that apply)  
 126.A.  The importance of protecting water quality  
 126.B.  BMPs to minimize the use of deicers  
 126.C.  Tools and resources to assist in winter maintenance (e.g., deicing application rate guidelines, calibration charts, Smart Salting Assessment Tool)  
 126.D.  Other (describe below):  
 126.E.
- \*127. **Permit item 21.8:** Do you maintain written procedures for determining TSS and total phosphorus (TP) treatment effectiveness of all owned/operated ponds constructed and used for the collection and treatment of stormwater?  
 Yes  
 No

- \*128. **Permit item 21.9:** Do you inspect structural stormwater BMPs (excluding stormwater ponds, which are under a separate schedule) each calendar year to determine structural integrity, proper function, and maintenance needs (excluding structural stormwater BMPs where the inspection frequency has been adjusted)?
- Yes  
 No
- \*129. **Do you have a different inspection frequency (i.e., more or less than each calendar year) for any of your structural stormwater BMPs?**
- Yes  
 No (Skip to Q131)
130. **If yes in Q129, what led to your adjusted inspection frequency? (Check all that apply)**
- 130.A.  Complaints received or patterns of maintenance indicated a greater frequency was necessary.  
130.B.  Determined maintenance or sediment removal was not required after completion of the first two calendar year inspections.  
130.C.  Other (describe below):  
130.D. Inspection and maintenance of the city's structural bmp's on a monthly basis during the growing season is cheaper and easier to maintain. It also ensures the bmp's are functioning as intended.
- \*131. **Permit item 21.10:** Do you inspect all ponds and outfalls (excluding underground outfalls) each permit term in order to determine structural integrity, proper function, and maintenance needs?
- Yes  
 No (Skip to Q133)
132. **If yes in Q131, describe the frequency of inspections:**
- At a minimum, the city has scheduled to inspect 20% of our ponds and outfalls. Most years, staff are able to inspect all of our ponds and outfalls given our current staffing and budget.
- \*133. **Permit item 21.12:** Do you implement a stormwater management training program commensurate with individual's responsibilities as they relate to your SWPPP, including reporting and assessment activities? Training materials can be from the U.S. Environmental Protection Agency (EPA), state and regional agencies, or other organizations as appropriate to meet this requirement.
- Yes  
 No (Skip to Q135)
134. **If yes in Q133, what does your stormwater management training program include? (Check all that apply)**
- 134.A.  The importance of protecting water quality.  
134.B.  Cover the requirements of the permit relevant to the responsibilities of the individual.  
134.C.  A schedule that establishes initial training for individuals, including new and/or seasonal employees, and recurring training intervals to address changes in procedures, practices, techniques, or requirements.  
134.D.  Other (describe below):  
134.E.
- 134.F. Additional information for checked items (optional):
- \*135. **Permit item 21.13:** Do you document information associated with the operations and maintenance program?
- Yes  
 No (Skip to Q137)
136. **If yes in Q135, what are you documenting? (Check all that apply)**
- 136.A.  Date(s) and description of findings, including whether or not an illicit discharge is detected, for all inspections conducted in accordance with items 21.9 and 21.10.  
136.B.  Any adjustments to inspection frequency as authorized in item 21.9.  
136.C.  Date(s) and a description of maintenance conducted as a result of inspection findings, including whether or not an illicit discharge is detected.

- 136.D.  Schedule(s) for maintenance of structural stormwater BMPs and outfalls when necessary maintenance cannot be completed within one year of discovery (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)
- 136.E.  Stormwater management training events, including general subject matter covered, names and departments of individuals in attendance, and date of each event.
- \*137. **Permit item 21.14:** Do you document pond sediment excavation and removal activities?  
 Yes  
 No (Skip to Q139)
138. **If yes in Q137, what pond sediment excavation and removal activity information is documented?** (Check all that apply)  
 138.A.  A unique ID number and geographic coordinate of each stormwater pond from which sediment is removed.  
 138.B.  The volume (e.g., cubic yards) of sediment removed from each stormwater pond.  
 138.C.  Results from any testing of sediment from each removal activity.  
 138.D.  Location(s) of final disposal of sediment from each stormwater pond.  
 138.E. Additional information for checked items (optional):
- \*139. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s).  
 Environmental Manager
140. **Provide any additional information about your current pollution prevention/good housekeeping for municipal operations program that you would like to share (optional):** (**Maximum 10 lines of text**)

### Discharges to Impaired Waters with an EPA-Approved TMDL that Includes an Applicable Waste Load Allocation (WLA)

To determine if you have an applicable WLA(s), please reference the MPCA's MS4 Permit TMDL Application Form webpage at [https://stormwater.pca.state.mn.us/index.php?title=Guidance\\_for\\_completing\\_the\\_MS4\\_Permit\\_TMDL\\_Application\\_Form](https://stormwater.pca.state.mn.us/index.php?title=Guidance_for_completing_the_MS4_Permit_TMDL_Application_Form).

- \*141. **Permit item 22.3:** Do you have an applicable WLA where a reduction in pollutant loading is required for bacteria?  
 Yes  
 No (Skip to Q146)
142. **If yes in Q141, do you maintain a written or mapped inventory of potential areas and sources of bacteria (e.g., dense populations of waterfowl or other bird, dog parks)?** (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)  
 Yes  
 No (Skip to Q145)
143. **If yes in Q142, do you maintain a written plan to prioritize reduction activities to address the areas and sources identified in the inventory? The written plan must include BMPs you will implement over the permit term.** (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)  
 Yes  
 No (Skip to Q145)
144. **If yes in Q143, which of the following are included in your written plan?** (Check all that apply)  
 144.A.  Water quality monitoring to determine areas of high bacteria loading.  
 144.B.  Installation of pet waste pick-up bags in parks and open spaces.  
 144.C.  Elimination of over-spray irrigation at permittee land owned areas.

- 144.D.  Removal of organic matter via street sweeping.
- 144.E.  Implementation of infiltration structural stormwater BMPs.
- 144.F.  Management of areas that attract dense populations of waterfowl (e.g., riparian plantings).
- 144.G.  Other (describe below):
- 144.H.

145. **Permit item 12.9:** If yes in Q141, who is or will be responsible for implementation of this required component (i.e., inventory, plan, and BMP implementation)? List name(s) or position title(s):  
 Environmental Manager

\*146. **Permit item 22.5:** Do you have an applicable WLA where a reduction in pollutant loading is required for chloride?  
 Yes  
 No (Skip to Q151)

147. **If yes in Q146, do you document the amount of deicer applied each winter maintenance season to all your owned/operated surfaces? (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**  
 Yes  
 No

148. **If yes in Q146, each calendar year do you conduct an assessment of your winter maintenance operations to reduce the amount of deicing salt applied to your owned/operated surfaces and determine current and future opportunities to improve BMPs? You may use the MPCA's Smart Salting Assessment Tool or other available resources and methods to complete this assessment. The assessment must be documented. (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**  
 Yes  
 No (Skip to Q150)

149. **If yes in Q148, what does your winter maintenance operations assessment include? (Check all that apply)**

- 149.A.  Operational changes such as pre-wetting, pre-treating the salt stockpile, increasing plowing prior to deicing, monitoring of road surface temperature, etc.
- 149.B.  Implementation of new or modified equipment providing pre-wetting, or other capability for minimizing salt use.
- 149.C.  Regular calibration of equipment.
- 149.D.  Optimizing mechanical removal to reduce use of deicers.
- 149.E.  Designation of no salt and/or low salt zones.
- 149.F.  Other (describe below):
- 149.G.

149.H. Additional information for checked items (optional):

150. **Permit item 12.9: If yes in Q146, who is or will be responsible for implementation of this required component (i.e., documenting deicer applied and winter maintenance operations assessment)? List name(s) or position title(s):**  
 Environmental Manager

\*151. **Permit item 22.7:** Do you have an applicable WLA where a reduction in pollutant loading is required for temperature?  
 Yes  
 No (Skip to Q155)

152. If yes in Q151, do you maintain a written plan that identifies specific activities you will implement to reduce thermal loading during the permit term? **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**

- Yes
- No (Skip to Q154)

153. **If yes in Q152, what activities does the plan include?** (Check all that apply)

- 153.A.  Implementation of infiltration BMPs such as bioinfiltration practices
- 153.B.  Disconnection and/or reduction of impervious surfaces
- 153.C.  Retrofitting existing structural stormwater BMPs
- 153.D.  Improvement of riparian vegetation
- 153.E.  Other (describe below):
- 153.F.

153.G. Provide any additional information about your written plan (optional):

154. **Permit item 12.9: If yes in Q151, who is or will be responsible for implementation of this required component? List name(s) or position title(s):**

\*155. **Permit item 12.8:** Do you have an applicable WLA(s) for oxygen demand, nitrate, TSS, or TP?

- Yes - If yes, you **must complete** the corresponding tabs in the *MS4 Permit TMDL Application* (available on the MPCA's website at [https://stormwater.pca.state.mn.us/index.php?title=Guidance for completing the MS4 Permit TMDL Application Form](https://stormwater.pca.state.mn.us/index.php?title=Guidance%20for%20completing%20the%20MS4%20Permit%20TMDL%20Application%20Form)) and submit it with this application.
- No

### Alum or Ferric Chloride Phosphorus Treatment Systems

\*156. **Permit Section 23:** Do you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your MS4?

- Yes - If yes, complete questions 157-173 as directed.
- No (Skip to Q174)

157. Provide the geographic coordinates of the alum or ferric chloride phosphorus treatment system, in decimal degrees. (Approximate centroid of treatment system within five-foot accuracy):

- 157.A. Latitude: \_\_\_\_\_
- 157.B. Longitude: \_\_\_\_\_

158. **Who is responsible for the operation of the treatment system? List name(s) or position title(s):**

159.A. **Provide the date the system first became operational (mm/dd/yyyy):** \_\_\_\_\_

For question 159.B-G, provide information for calendar year 2020.

159.B. For each month, provide the number of days the system was operational:

- 159.B.1. January: \_\_\_\_\_
- 159.B.2. February: \_\_\_\_\_
- 159.B.3. March: \_\_\_\_\_
- 159.B.4. April: \_\_\_\_\_
- 159.B.5. May: \_\_\_\_\_
- 159.B.6. June: \_\_\_\_\_
- 159.B.7. July: \_\_\_\_\_
- 159.B.8. August: \_\_\_\_\_
- 159.B.9. September: \_\_\_\_\_
- 159.B.10. October: \_\_\_\_\_
- 159.B.11. November: \_\_\_\_\_
- 159.B.12. December: \_\_\_\_\_

159.C. What chemical(s) was used for treatment:

- 159.C.1.  Alum
- 159.C.2.  Ferric Chloride

159.D. Provide the number of gallons of water treated: \_\_\_\_\_

159.E. Provide the number of gallons of alum or ferric chloride treatment used: \_\_\_\_\_

159.F. Provide the calculated pounds of phosphorous removed: \_\_\_\_\_

159.G. Describe any performance issue(s) and the corrective action(s), including the date(s) when corrective action(s) were taken:

160. Permit item 23.3: Which of the following requirements are you meeting? (Check all that apply)

- 160.A.  Your treatment system is for the treatment of phosphorus in stormwater. Non-stormwater discharges must not be treated by this system.
- 160.B.  Your treatment system is contained within the conveyances and structural stormwater BMPs of the MS4. The utilized conveyances and structural stormwater BMPs do not include any receiving waters.
- 160.C.  Phosphorus treatment systems utilizing chemicals other than alum or ferric chloride receive written approval from the MPCA.
- 160.D.  In-lake phosphorus treatment activities are not authorized.

161. Permit item 23.3: Which of the following design parameters does your treatment system include? (Check all that apply)

- 161.A.  The treatment system is constructed in a manner that diverts the stormwater flow to be treated from the main conveyance system.
- 161.B.  A high flow bypass is part of the inlet design.
- 161.C.  A flocculent storage/settling area is incorporated into the design, and adequate maintenance access is provided (minimum of eight feet wide) for the removal of accumulated sediment.

162. Permit item 23.5: Do you have a designated person perform visual monitoring of the treatment system for proper performance at least once every seven (7) days, and within 24 hours after a rainfall event greater than 2.5 inches in 24 hours?

- Yes
- No (Skip to Q164)

163. If yes in Q162, please list the name(s) of the individual(s) or position title(s):

164. **Permit item 23.5:** Following visual monitoring which occurs within 24 hours after a rainfall event, do you conduct the next visual monitoring of your system seven (7) days after that rainfall event?
- Yes  
 No
165. **Permit item 23.6:** Does your treatment system utilize three (3) benchmark monitoring stations? Table 1 in Appendix A in the permit must be used for the parameters, units of measure, and frequency of measurement for each station.
- Yes  
 No
166. **Permit item 23.7:** Do you collect grab samples or flow-weighted 24-hour composite samples at your treatment system?
- Yes  
 No
167. **Permit item 23.8:** Are your treatment system samples, excluding potential of hydrogen (pH) samples, analyzed by a laboratory certified by the Minnesota Department of Health and/or the MPCA?
- Yes  
 No
168. **Which of the following do your sample tests include?** (Check all that apply)
- 168.A.  Sample preservation and test procedures for the analysis of pollutants that conform to 40 CFR Part 136 and Minn. R. 7041.3200.
- 168.B.  Detection limits for dissolved phosphorus, dissolved aluminum, and dissolved iron that are a minimum of 6 micrograms per liter ( $\mu\text{g/L}$ ), 10  $\mu\text{g/L}$ , and 20  $\mu\text{g/L}$ , respectively.
- 168.C.  pH that is measured within 15 minutes of sample collection using calibrated and maintained equipment.
169. **Permit item 23.9:** In the following situation(s) do you perform corrective action(s) and immediately notify the Minnesota Department of Public Safety Duty Officer? (Check all that apply)
- 169.A.  The pH of the discharged water is not within the range of 6.0 and 9.0.
- 169.B.  Indications of toxicity or measurements exceeding water quality standards which could endanger human health, public drinking water supplies, or the environment.
- 169.C.  A spill or discharge or alteration resulting in water pollution, as defined in Minn. Stat. § 115.01, subd. 13, of alum or ferric chloride.
170. **Permit item 23.13:** Do you conduct site-specific jar testing using typical and representative water samples in accordance with the most current approved version of ASTM D2035? (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)
- Yes  
 No
171. **Permit item 23.14:** Do you have baseline concentrations of the following parameters in the influent and receiving waters at your treatment system location? (Check all that apply)
- 171.A.  Aluminum or iron
- 171.B.  Phosphorus
172. **Permit item 23.15:** Do you have the following system parameters and how each was determined at your treatment system location? (Check all that apply)
- 172.A.  Flocculant settling velocity
- 172.B.  Minimum required retention time
- 172.C.  Rate of diversion of stormwater into the system
- 172.D.  The flow rate from the discharge of the outlet structure
- 172.E.  Range of expected dosing rates
173. **Permit item 23.16:** Have you developed the following site-specific procedures? (Check all that apply)
- 173.A.  Procedures for the installation, operation and maintenance of all pumps, generators, control systems, and other equipment.
- 173.B.  Specific parameters for determining when the solids must be removed from the system and how the solids will be handled and disposed of.
- 173.C.  Procedures for cleaning up and/or containing a spill of each chemical stored on site.

**Complete last page and submit using Adobe Acrobat Reader.**

(If you do not have Acrobat Reader, you can download a free version at <https://get.adobe.com/reader/>.)

**Additional information**

174. **Provide any additional information about your current Stormwater Pollution Prevention Program (SWPPP) that you would like to share (optional): (Maximum 30 lines of text)**

The City of Roseville incorporates stormwater projects into their street maintenance program, and the City completes street maintenance projects every year. The Como Lake subwatershed in the City currently has no roads identified in the 5 year CIP. The City does have stormwater projects identified in the Compliance Schedule for completion over the next 5 years that are associated with one of the other 5 active TMDL's in the City.

The City does work closely with Falcon Heights and the local watershed districts (Ramsey-Washington Metro WD, Rice Creek WD and Capitol Region WD), and will partner on a stormwater project not in the City's CIP if the opportunity arises. The City will also work with the watershed districts to determine a target year when the WLAs will be met.

**Complete last page and submit using Adobe Acrobat Reader.**

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**Reset**



**AUTHORIZATION TO DISCHARGE STORMWATER  
ASSOCIATED WITH SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS  
UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)/  
STATE DISPOSAL SYSTEM (SDS) PROGRAM  
MNR040000**

**Permittee:** Multiple

**General Permit name:** Small Municipal Separate Storm Sewer Systems General Permit

**Issuance date:** November 16, 2020

**Expiration date:** November 15, 2025

The state of Minnesota, on behalf of its citizens through the Minnesota Pollution Control Agency (MPCA), authorizes the Permittee to operate a small municipal separate storm sewer system (MS4) and to discharge from the small MS4 to receiving waters, in accordance with the requirements of the General Permit.

The goal of the General Permit is to reduce pollutant levels in point source discharges and protect water quality in accordance with the U.S. Clean Water Act, Minnesota statutes and rules, and federal laws and regulations.

The General Permit is effective on the issuance date identified above. The General Permit expires at midnight on the expiration date identified above.

*Signature:* *Dana A. Vanderbosch* *for the Minnesota Pollution Control Agency*

*This document has been electronically signed.*

Dana A. Vanderbosch  
Division Director  
Municipal Division

If you have questions about the General Permit, including specific permit requirements, permit reporting, or permit compliance status, please contact the MPCA at:

Municipal Stormwater Program  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, Minnesota 55155-4194  
Telephone: 651-296-6300 or toll free in Minnesota: 800-657-3864

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1.1	<b>Eligibility.</b> [Minn. R. 7090]
1.2	To be eligible for authorization to discharge stormwater under the Small Municipal Separate Storm Sewer Systems General Permit (General Permit), the applicant must be an owner and/or operator (owner/operator) of a small Municipal Separate Storm Sewer System (MS4) and meet one or more of the criteria requiring permit issuance as specified in Minn. R. 7090.1010. [Minn. R. 7090.1010]
2.1	<b>Authorized Stormwater Discharges.</b> [Minn. R. 7090]
2.2	The General Permit authorizes stormwater discharges from small MS4s as defined in 40 CFR 122.26(b)(16). [Minn. R. 7090]
3.1	<b>Authorized Non-Stormwater Discharges.</b> [Minn. R. 7090]
3.2	The following categories of non-stormwater discharges or flows are authorized under the General Permit to enter the permittee's small MS4 only if the permittee does not identify them as significant contributors of pollutants (i.e., illicit discharges), in which case the discharges or flows must be addressed in the permittee's Stormwater Pollution Prevention Program (SWPPP): water line flushing, landscape irrigation, diverted stream flows, rising groundwaters, uncontaminated groundwater infiltration (as defined at 40 CFR 35.2005(b)(20)), uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, street wash water, and discharges or flows from firefighting activities. [Minn. R. 7090]
4.1	<b>Limitations on Authorization.</b> [Minn. R. 7090]
4.2	The following discharges or activities are not authorized by the General Permit: <ol style="list-style-type: none"> <li>a. non-stormwater discharges, except those authorized by the permittee in item 3.2;</li> <li>b. discharges of stormwater to the small MS4 from activities requiring a separate NPDES/SDS permit. The General Permit does not replace or satisfy any other permitting requirements;</li> <li>c. the General Permit does not replace or satisfy any environmental review requirements, including those under the Minnesota Environmental Policy Act (Minn. Stat. 116D), or the National Environmental Policy Act (42 U.S.C. 4321 et seq.);</li> <li>d. the General Permit does not replace or satisfy any review requirements for endangered or threatened species, from new or expanded discharges that adversely impact or contribute to adverse impacts on a listed endangered or threatened species, or adversely modify a designated critical habitat;</li> <li>e. the General Permit does not replace or satisfy any review requirements for historic places or archeological sites, from new or expanded discharges which adversely affect properties listed or eligible for listing in the National Register of Historic Places or affecting known or discovered archeological sites; and</li> <li>f. discharges to prohibited outstanding resource value waters pursuant to Minn. R. 7050.0335, Subp. 3.</li> </ol> <p>Only the permittee's small MS4 and the portions of the storm sewer system that are under the permittee's operational control are authorized by the General Permit. [Minn. R. 7090]</p>
5.1	<b>Permit Authorization.</b> [Minn. R. 7001]
5.2	The applicant must submit a complete application in accordance with Sections 9 through 12 in order to obtain authorization to discharge stormwater from a small MS4 under the General Permit. [Minn. R. 7001]
5.3	The Commissioner reviews the General Permit application for completeness. After review, the Commissioner will do one of the following: <ol style="list-style-type: none"> <li>a. if an application is determined to be incomplete, the Commissioner will notify the applicant in writing, indicate why the application is incomplete, and request that the applicant resubmit the application; or</li> <li>b. if an application is determined to be complete, the Commissioner will make a preliminary determination as to whether coverage under the General Permit should be issued or denied in accordance with Minn. R. 7001. [Minn. R. 7001]</li> </ol>
5.4	The Commissioner provides a public notice with the opportunity for a hearing on the preliminary determination to issue coverage under the General Permit. [Minn. R. 7001]
5.5	Upon receipt of written notification of final approval of the application from the Commissioner, the applicant is authorized to discharge stormwater from the small MS4 under the terms and conditions of the General Permit. [Minn. R. 7001]

6.1	<b>Transfer of Ownership or Control.</b> [Minn. R. 7001, Minn. R. 7090.0080]
6.2	Where the ownership or significant operational control of the small MS4 changes after the submittal of an application in accordance with Sections 9 through 12, the new owner/operator must submit a new application in accordance with Sections 9 through 12. [Minn. R. 7090]
7.1	<b>Issuance of Individual Permits.</b> [Minn. R. 7001]
7.2	The permit applicant may request an individual permit in accordance with Minn. R. 7001.0210, Subp. 6, for authorization to discharge stormwater associated with a small MS4. [Minn. R. 7001.0210, Subp. 6]
7.3	The Commissioner may require an individual permit for the permit applicant or permittee covered by a general permit, in accordance with Minn. R. 7001.0210, Subp. 6. [Minn. R. 7001.0210, Subp. 6]
8.1	<b>Rights and Responsibilities.</b> [Minn. R. 7001, Minn. R. 7090]
8.2	The Commissioner may modify the General Permit or issue other permits, in accordance with Minn. R. 7001, to include more stringent effluent limitations or permit requirements that modify or are in addition to the Minimum Control Measures of the General Permit, or both. These modifications may be based on the Commissioner's determination that such modifications are needed to protect water quality. [Minn. R. 7001]
8.3	The Commissioner may designate additional small MS4s for coverage under the General Permit in accordance with Minn. R. 7090. The owner/operator of a small MS4 that is designated for coverage must comply with the permit requirements by the dates specified in the Commissioner's determination. [Minn. R. 7090]
9.1	<b>Application for Reissuance.</b> [Minn. R. 7001]
9.2	If an existing permittee desires to continue permit coverage beyond the expiration date, the permittee must submit an application for permit reissuance : Due by 180 days prior to permit expiration. [Minn. R. 7001.0040, Subp. 3]
10.1	<b>New Permittee Applicants.</b> [Minn. R. 7090]
10.2	To become a new permittee authorized to discharge stormwater under the General Permit, the owner/operator of a small MS4 must submit an application, on a form provided by the Agency, in accordance with the schedule in Appendix B, Table 3, and the following requirements:  a. submit Part 1 of the permit application (includes the permit application fee); and b. submit Part 2 of the permit application, also known as the Stormwater Pollution Prevention Program (SWPPP) document, in accordance with Section 12. [Minn. R. 7090]
11.1	<b>Existing Permittee Applicants.</b> [Minn. R. 7090]
11.2	All existing permittees seeking to continue discharging stormwater associated with a small MS4 after the issuance date of the General Permit must submit Part 2 of the permit application : Due by 150 days after permit issuance. Existing permittees were required to submit Part 1 of the permit application prior to the expiration date (July 31, 2018) of the Agency's small MS4 general permit No.MNR040000, effective August 1, 2013. [Minn. R. 7090]
12.1	<b>Stormwater Pollution Prevention Program (SWPPP) Document.</b> [Minn. R. 7090]
12.2	All applicants must submit a SWPPP Document (i.e., Part 2 of the permit application) when seeking coverage under the General Permit. The SWPPP Document will become an enforceable part of the General Permit upon approval by the Agency. Modifications to the SWPPP Document that are required or allowed by the General Permit (see Section 24) will also become enforceable provisions. The applicant must submit the SWPPP Document on a form provided by the Agency. The applicant's SWPPP Document must include items 12.3 through 12.11, as applicable. [Minn. R. 7090]
12.3	The applicant must provide a description of partnerships with another regulated small MS4(s), into which the applicant has entered in order to satisfy one or more requirements of the General Permit. [Minn. R. 7090]
12.4	The applicant must provide a description of each program the applicant has developed and implemented to satisfy the Minimum Control Measure (MCM) requirements, including:  a. the Best Management Practices (BMPs) the applicant has implemented for each MCM at the time of application; b. the status of each required component of the program; and c. name(s) of individual(s) or position titles responsible for implementing and/or coordinating each component of the program.

	<p>If the program has not been developed at the time of application (e.g., new permittee applicants), or revised to meet new requirements of the General Permit (e.g., existing permittee applicants); the applicant must satisfy the permit requirements in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]</p>
12.5	<p>The applicant must indicate whether each storm sewer system map requirement of Section 14 is satisfied at the time of application. For each requirement of Section 14 that is not satisfied at the time of application, the applicant must satisfy the permit requirements in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]</p>
12.6	<p>The applicant must provide a description of existing regulatory mechanism(s) the applicant has developed, implemented, and enforced to satisfy the requirements of Sections 18, 19, and 20. At a minimum, the applicant must provide the following information:</p> <ul style="list-style-type: none"><li>a. the type(s) of regulatory mechanism(s) the applicant has in place at the time of application that will be used to satisfy the requirements;</li><li>b. the status of each required component of the regulatory mechanism(s); and</li><li>c. if available, a website address to the regulatory mechanism(s).</li></ul> <p>If the regulatory mechanism(s) have not been developed at the time of application (e.g., new permittee applicants), or revised to meet new requirements of the General Permit (e.g., existing permittee applicants); the applicant must satisfy the permit requirements in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]</p>
12.7	<p>The applicant must provide a description of existing enforcement response procedures (ERPs) the applicant has developed and implemented that satisfy the ERP requirements of items 18.14, 19.12, and 20.19. If the applicant has not yet developed ERPs (e.g., new permittee applicants), or existing ERPs must be updated to satisfy new requirements, the applicant must satisfy the permit requirements in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]</p>
12.8	<p>The applicant must submit a compliance schedule for each applicable Waste Load Allocation (WLA) not being met for oxygen demand, nitrate, total suspended solids (TSS), and total phosphorus (TP). The applicant may develop a compliance schedule to include multiple WLAs. The applicant's compliance schedule must include the following information:</p> <ul style="list-style-type: none"><li>a. proposed BMPs or progress toward implementation of BMPs to be achieved during the permit term;</li><li>b. the year each BMP is expected to be implemented;</li><li>c. a target year the applicable WLA(s) will be achieved; and</li><li>d. if the applicant has an applicable WLA for TSS or TP, a cumulative estimate of TSS and TP load reductions (in pounds) to be achieved during the permit term and the Agency-approved method used to determine the estimate.</li></ul> <p>Agency-approved methods include "Program for Predicting Polluting Particle Passage thru Pits, Puddles, and Ponds (P8) Urban Catchment Model", "Source Loading and Management Model for Windows (WinSLAMM)", "Minimal Impact Design Standards (MIDS) calculator", "Minnesota Pollution Control Agency (MPCA) simple estimator tool", or any other method that receives Agency-approval. [Minn. R. 7090]</p>
12.9	<p>For each applicable WLA where a reduction in pollutant loading is required for bacteria, chloride, and temperature, the applicant must provide a description of any existing BMPs the applicant has developed and implemented to satisfy the requirements of items 22.3 through 22.7, including:</p> <ul style="list-style-type: none"><li>a. the BMPs the applicant has implemented for each required component at the time of application;</li><li>b. the status of each required component; and</li><li>c. name(s) of individual(s) or position titles responsible for implementing and/or coordinating each required component.</li></ul> <p>If the required components have not been developed at the time of application (e.g., new permittee applicants), or revised to meet new requirements of the General Permit (e.g., existing permittee applicants); the applicant must satisfy the permit requirements in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]</p>

12.10	<p>If the applicant is claiming to meet an applicable WLA where a reduction in pollutant loading is required for oxygen demand, nitrate, TSS, or TP, the applicant must provide documentation to demonstrate the applicable WLA is being met. At a minimum, the applicant must provide the following information:</p> <ul style="list-style-type: none"><li>a. a list of all structural stormwater BMPs implemented to achieve the applicable WLA, including the BMP type (e.g., constructed basin, infiltrator, filter, swale or strip, etc.), location in geographic coordinates, owner, and year implemented; and</li><li>b. documentation using an Agency-approved method, which demonstrates the estimated reductions of oxygen demand (or its surrogate pollutants), nitrate, TSS, or TP from BMPs meet the MS4 WLA reductions included in the TMDL report, if that information is available (e.g., percent reduction or pounds reduced); or</li><li>c. documentation using an Agency-approved method, which demonstrates the applicant's existing load meets the WLA. [Minn. R. 7090]</li></ul>
12.11	<p>For the requirements of Section 23, alum or ferric chloride phosphorus treatment systems, if applicable, the applicant must submit the following information:</p> <ul style="list-style-type: none"><li>a. location of the system in geographic coordinates;</li><li>b. name(s) of the individual(s) or position titles responsible for the operation of the system;</li><li>c. information described in item 23.11, if the system is constructed at the time the applicant submits the application to the Agency;</li><li>d. indicate if the system complies with the requirements in Section 23; and</li><li>e. if applicable, for each requirement in Section 23 that the applicant's system does not comply with at the time of application, the applicant must bring the system into compliance in accordance with the schedule in Appendix B, Table 2 (existing permittee applicants), or Table 3 (new permittee applicants). [Minn. R. 7090]</li></ul>
13.1	<p><b>Stormwater Pollution Prevention Program (SWPPP).</b> [Minn. R. 7090]</p>
13.2	<p>The permittee must develop, implement, and enforce a SWPPP designed to reduce the discharge of pollutants from the small MS4 to the Maximum Extent Practicable (MEP) and to protect water quality. Existing permittees regulated within the urbanized area as defined by the United States Census Bureau, the applicable urbanized area for which the permittee must develop, implement, and enforce a SWPPP can be based on the most recent decennial census of 2010 for the duration of the General Permit. [Minn. R. 7090]</p>
13.3	<p>If the permittee enters into a partnership for purposes of meeting SWPPP requirements, the permittee maintains legal responsibility for compliance with the General Permit. [Minn. R. 7090]</p>
13.4	<p>Existing permittees must revise their SWPPP developed under the Agency's small MS4 general permit No.MNR040000 that was effective August 1, 2013, to meet the requirements of the General Permit in accordance with the schedule in Appendix B, Table 2. New permittees must develop, implement, and enforce their SWPPP in accordance with the schedule in Appendix B, Table 3. The permittee's SWPPP must consist of Sections 14 through 23, as applicable. [Minn. R. 7090]</p>
14.1	<p><b>Mapping.</b> [Minn. R. 7090]</p>
14.2	<p>New permittees must develop, and existing permittees must update, as necessary, a storm sewer system map that depicts the following:</p> <ul style="list-style-type: none"><li>a. the permittee's entire MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes;</li><li>b. outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinates;</li><li>c. structural stormwater BMPs that are part of the permittee's MS4; and</li><li>d. all receiving waters. [Minn. R. 7090]</li></ul>
15.1	<p><b>Minimum Control Measures (MCMs).</b> [Minn. R. 7090.1040]</p>
15.2	<p>The permittee must incorporate the following six MCMs into the SWPPP. [Minn. R. 7090.1040]</p>
16.1	<p><b>MCM 1: Public Education and Outreach.</b> [Minn. R. 7090]</p>
16.2	<p>New permittees must develop and implement, and existing permittees must revise their current program, as necessary, and continue to implement, a public education program to distribute educational materials or equivalent outreach that informs the public of the impact stormwater discharges have on waterbodies and that includes actions citizens, businesses, and</p>

	other local organizations can take to reduce the discharge of pollutants to stormwater. The permittee may use existing materials if they are appropriate for the message the permittee chooses to deliver, or the permittee may develop its own educational materials. The permittee may partner with other MS4 permittees, community groups, watershed management organizations, or other groups to implement its education and outreach program. The permittee must incorporate Section 16 requirements into their program. [Minn. R. 7090]
16.3	During the permit term, the permittee must distribute educational materials or equivalent outreach focused on at least two (2) specifically selected stormwater-related issues of high priority to the permittee (e.g., specific TMDL reduction targets, changing local business practices, promoting adoption of residential BMPs, lake improvements through lake associations, household chemicals, yard waste, etc.). The topics must be different from those described in items 16.4 through 16.6. [Minn. R. 7090]
16.4	At least once each calendar year, the permittee must distribute educational materials or equivalent outreach focused on illicit discharge recognition and reporting illicit discharges to the permittee. [Minn. R. 7090]
16.5	For cities and townships, at least once each calendar year, the permittee must distribute educational materials or equivalent outreach to residents, businesses, commercial facilities, and institutions, focused on the following:  a. impacts of deicing salt use on receiving waters; b. methods to reduce deicing salt use; and c. proper storage of salt or other deicing materials. [Minn. R. 7090]
16.6	For cities and townships, at least once each calendar year, the permittee must distribute educational materials or equivalent outreach focused on pet waste. The educational materials or equivalent outreach must include information on the following:  a. impacts of pet waste on receiving waters; b. proper management of pet waste; and c. any existing permittee regulatory mechanism(s) for pet waste. [Minn. R. 7090]
16.7	The permittee must develop and implement an education and outreach plan that consists of the following:  a. target audience(s) (e.g., residents, businesses, commercial facilities, institutions, and local organizations; consideration should be given to low-income residents, people of color, and non-native English speaking residents. A resource to help identify these areas is available on the Agency's environmental justice website); b. name or position title of responsible person(s) for overall plan implementation; c. specific activities and schedules to reach each target audience; and d. a description of any coordination with and/or use of stormwater education and outreach programs implemented by other entities, if applicable. [Minn. R. 7090]
16.8	The permittee must document the following information:  a. a description of all specific stormwater-related issues identified by the permittee in item 16.3; b. all information required under the permittee's education and outreach plan in item 16.7; c. activities held, including dates, to reach each target audience; d. quantities and descriptions of educational materials distributed, including dates distributed; and e. estimated audience (e.g., number of participants, viewers, readers, listeners, etc.) for each completed education and outreach activity. [Minn. R. 7090]
16.9	The permittee must conduct an annual assessment of the public education program to evaluate program compliance, the status of achieving the measurable requirements in Section 16, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., education and outreach efforts, implementation of written plans, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]
17.1	<b>MCM 2: Public Participation/Involvement.</b> [Minn. R. 7090]
17.2	New permittees must develop and implement, and existing permittees must revise their current program, as necessary, and continue to implement, a Public Participation/Involvement program to solicit public input on the SWPPP and involve the public in activities that improve or protect water quality. The permittee must incorporate Section 17 requirements into

	their program. [Minn. R. 7090]
17.3	Each calendar year, the permittee must provide a minimum of one (1) opportunity for the public to provide input on the adequacy of the SWPPP. The permittee may conduct a public meeting(s) to satisfy this requirement, provided appropriate local public notice requirements are followed and the public is given the opportunity to review and comment on the SWPPP. [Minn. R. 7090]
17.4	The permittee must provide access to the SWPPP Document, annual reports, and other documentation that supports or describes the SWPPP (e.g., regulatory mechanism(s), etc.) for public review, upon request. All public data requests are subject to the Minnesota Government Data Practices Act, Minn. Stat. 13. [Minn. Stat. 13]
17.5	The permittee must consider oral and written input regarding the SWPPP submitted by the public to the permittee. [Minn. R. 7090]
17.6	Each calendar year, the permittee must provide a minimum of one (1) public involvement activity that includes a pollution prevention or water quality theme (e.g., rain barrel distribution event, rain garden workshop, cleanup event, storm drain stenciling, volunteer water quality monitoring, adopt a storm drain program, household hazardous waste collection day, etc.). [Minn. R. 7090]
17.7	The permittee must document the following information:  a. all relevant written input submitted by persons regarding the SWPPP; b. all responses from the permittee to written input received regarding the SWPPP, including any modifications made to the SWPPP as a result of the written input received; c. date(s), location(s), and estimated number of participants at events held for purposes of compliance with item 17.3; d. notices provided to the public of any events scheduled to meet item 17.3, including any electronic correspondence (e.g., website, e-mail distribution lists, notices, etc.); and e. date(s), location(s), description of activities, and estimated number of participants at events held for the purpose of compliance with item 17.6. [Minn. R. 7090]
17.8	The permittee must conduct an annual assessment of the Public Participation/Involvement program to evaluate program compliance, the status of achieving the measurable requirements in Section 17, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., public input and involvement opportunities, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]
18.1	<b>MCM 3: Illicit Discharge Detection and Elimination (IDDE).</b> [Minn. R. 7090]
18.2	New permittees must develop, implement, and enforce, and existing permittees must revise their current program as necessary, and continue to implement and enforce, a program to detect and eliminate illicit discharges into the MS4. The permittee must incorporate Section 18 requirements into their program. [Minn. R. 7090]
18.3	The permittee must maintain a map of the permittee's MS4, as required in Section 14. [Minn. R. 7090]
18.4	To the extent allowable under state or local law, the permittee must develop, implement, and enforce a regulatory mechanism(s) that prohibits non-stormwater discharges into the permittee's MS4, except those non-stormwater discharges authorized in item 3.2. A regulatory mechanism(s) for the purposes of the General Permit may consist of contract language, an ordinance, permits, standards, written policies, operational plans, legal agreements, or any other mechanism, that will be enforced by the permittee. The regulatory mechanism(s) must also include items 18.5 and 18.6, as applicable. [Minn. R. 7090]
18.5	For cities, townships, and counties, the permittee's regulatory mechanism(s) must require owners or custodians of pets to remove and properly dispose of feces on permittee owned land areas. [Minn. R. 7090]
18.6	For cities and townships, the permittee's regulatory mechanism(s) must require proper salt storage at commercial, institutional, and non-NPDES permitted industrial facilities. At a minimum, the regulatory mechanism(s) must require the following:  a. designated salt storage areas must be covered or indoors; b. designated salt storage areas must be located on an impervious surface; and c. implementation of practices to reduce exposure when transferring material in designated salt storage areas (e.g., sweeping, diversions, and/or containment). [Minn. R. 7090]

18.7	The permittee must incorporate illicit discharge detection into all inspection and maintenance activities conducted in items 21.9, 21.10, and 21.11. Where feasible, the permittee must conduct illicit discharge inspections during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). [Minn. R. 7090]
18.8	At least once each calendar year, the permittee must train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. Field staff includes, but is not limited to, police, fire department, public works, and parks staff. Training for this specific requirement may include, but is not limited to, videos, in-person presentations, webinars, training documents, and/or emails. [Minn. R. 7090]
18.9	The permittee must ensure that individuals receive training commensurate with their responsibilities as they relate to the permittee's IDDE program. Individuals includes, but is not limited to, individuals responsible for investigating, locating, eliminating illicit discharges, and/or enforcement. The permittee must ensure that previously trained individuals attend a refresher-training every three (3) calendar years following the initial training. [Minn. R. 7090]
18.10	The permittee must maintain a written or mapped inventory of priority areas the permittee identifies as having a higher likelihood for illicit discharges. At a minimum, the permittee must evaluate the following for potential inclusion in the inventory:  a. land uses associated with business/industrial activities; b. areas where illicit discharges have been identified in the past; and c. areas with storage of significant materials that could result in an illicit discharge. [Minn. R. 7090]
18.11	To the extent allowable under state or local law, the permittee must conduct additional illicit discharge inspections in areas identified in item 18.10. [Minn. R. 7090]
18.12	The permittee must implement written procedures for investigating, locating, and eliminating the source of illicit discharges. At a minimum, the written procedures must include:  a. a timeframe in which the permittee will investigate a reported illicit discharge; b. use of visual inspections to detect and track the source of an illicit discharge; c. tools available to the permittee to investigate and locate an illicit discharge (e.g., mobile cameras, collecting and analyzing water samples, smoke testing, dye testing, etc.); d. cleanup methods available to the permittee to remove an illicit discharge or spill; and e. name or position title of responsible person(s) for investigating, locating, and eliminating an illicit discharge. [Minn. R. 7090]
18.13	The permittee must implement written procedures for responding to spills, including emergency response procedures to prevent spills from entering the MS4. The written procedures must also include the immediate notification of the Minnesota Department of Public Safety Duty Officer at 1-800-422-0798 (toll free) or 651-649-5451 (Metro area), if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. 115.061. [Minn. R. 7090]
18.14	The permittee must maintain written enforcement response procedures (ERPs) to compel compliance with the permittee's regulatory mechanism(s) in Section 18. At a minimum, the written ERPs must include:  a. a description of enforcement tools available to the permittee and guidelines for the use of each tool; b. timeframes to complete corrective actions; and c. name or position title of responsible person(s) for conducting enforcement. [Minn. R. 7090]
18.15	The permittee must document the following information:  a. date(s) and location(s) of IDDE inspections conducted in accordance with items 18.7 and 18.11; b. reports of alleged illicit discharges received, including date(s) of the report(s), and any follow-up action(s) taken by the permittee; c. date(s) of discovery of all illicit discharges; d. identification of outfalls, or other areas, where illicit discharges have been discovered; e. sources (including a description and the responsible party) of illicit discharges (if known); and f. action(s) taken by the permittee, including date(s), to address discovered illicit discharges. [Minn. R. 7090]
18.16	For each training in item 18.8 and 18.9, the permittee must document:

	<ul style="list-style-type: none"><li>a. general subject matter covered;</li><li>b. names and departments of individuals in attendance; and</li><li>c. date of each event. [Minn. R. 7090]</li></ul>
18.17	<p>The permittee must document any enforcement conducted pursuant to the ERPs in item 18.14, including verbal warnings. At a minimum, the permittee must document the following:</p> <ul style="list-style-type: none"><li>a. name of the person responsible for violating the terms and conditions of the permittee's regulatory mechanism(s);</li><li>b. date(s) and location(s) of the observed violation(s);</li><li>c. description of the violation(s);</li><li>d. corrective action(s) (including completion schedule) issued by the permittee;</li><li>e. referrals to other regulatory organizations (if any); and</li><li>f. date(s) violation(s) resolved. [Minn. R. 7090]</li></ul>
18.18	<p>The permittee must conduct an annual assessment of the IDDE program to evaluate program compliance, the status of achieving the measurable requirements in Section 18, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., trainings, inventory, inspections, enforcement, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]</p>
19.1	<p><b>MCM 4: Construction Site Stormwater Runoff Control.</b> [Minn. R. 7090]</p>
19.2	<p>New permittees must develop, implement, and enforce, and existing permittees must revise their current program, as necessary, and continue to implement and enforce, a Construction Site Stormwater Runoff Control program. The program must address construction activity with a land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, within the permittee's jurisdiction and that discharge to the permittee's MS4. The permittee must incorporate Section 19 requirements into their program. [Minn. R. 7090]</p>
19.3	<p>To the extent allowable under state or local law, the permittee must develop, implement, and enforce a regulatory mechanism(s) that establishes requirements for erosion, sediment, and waste controls that is at least as stringent as the Agency's most current Construction Stormwater General Permit (MNR100001), herein referred to as the CSW Permit. A regulatory mechanism(s) for the purposes of the General Permit may consist of contract language, an ordinance, permits, standards, written policies, operational plans, legal agreements, or any other mechanism, that will be enforced by the permittee. [Minn. R. 7090]</p>
19.4	<p>When the CSW Permit is reissued, the permittee must revise their regulatory mechanism(s), if necessary, within 12 months of the issuance date of that permit, to be at least as stringent as the requirements for erosion, sediment, and waste controls described in the CSW Permit. [Minn. R. 7090]</p>
19.5	<p>The permittee's regulatory mechanism(s) must require that owners and operators of construction activity develop site plans that must be submitted to the permittee for review and confirmation that regulatory mechanism(s) requirements have been met, prior to the start of construction activity. The regulatory mechanism(s) must require the owners and operators of construction activity to keep site plans up-to-date with regard to stormwater runoff controls. The regulatory mechanism(s) must require that site plans incorporate the following erosion, sediment, and waste controls that are at least as stringent as described in the CSW Permit:</p> <ul style="list-style-type: none"><li>a. erosion prevention practices;</li><li>b. sediment control practices;</li><li>c. dewatering and basin draining;</li><li>d. inspection and maintenance;</li><li>e. pollution prevention management measures;</li><li>f. temporary sediment basins; and</li><li>g. termination conditions. [Minn. R. 7090]</li></ul>
19.6	<p>The permittee must implement written procedures for site plan reviews conducted by the permittee prior to the start of all construction activity, to ensure compliance with requirements of the regulatory mechanism(s). At a minimum, the procedures must include:</p> <ul style="list-style-type: none"><li>a. written notification to owners and operators proposing construction activity, including projects less than one acre that</li></ul>

	<p>are part of a larger common plan of development or sale, of the need to apply for and obtain coverage under the CSW Permit; and</p> <p>b. use of a written checklist, consistent with the requirements of the regulatory mechanism(s), to document the adequacy of each site plan required in item 19.5. [Minn. R. 7090]</p>
19.7	<p>The permittee must implement an inspection program that includes written procedures for conducting site inspections, to determine compliance with the permittee's regulatory mechanism(s). The inspection program must also meet the requirements in items 19.8 and 19.9. [Minn. R. 7090]</p>
19.8	<p>The permittee must maintain written procedures for identifying high-priority and low-priority sites for inspection. At a minimum, the written procedures must include:</p> <ul style="list-style-type: none"><li>a. a detailed explanation describing how sites will be categorized as either high-priority or low-priority;</li><li>b. a frequency at which the permittee will conduct inspections for high-priority sites;</li><li>c. a frequency at which the permittee will conduct inspections for low-priority sites; and</li><li>d. the name(s) of individual(s) or position title(s) responsible for conducting site inspections. [Minn. R. 7090]</li></ul>
19.9	<p>The permittee must implement a written checklist to document each site inspection when determining compliance with the permittee's regulatory mechanism(s). At a minimum, the checklist must include the permittee's inspection findings on the following areas, as applicable to each site:</p> <ul style="list-style-type: none"><li>a. stabilization of exposed soils (including stockpiles);</li><li>b. stabilization of ditch and swale bottoms;</li><li>c. sediment control BMPs on all downgradient perimeters of the project and upgradient of buffer zones;</li><li>d. storm drain inlet protection;</li><li>e. energy dissipation at pipe outlets;</li><li>f. vehicle tracking BMPs;</li><li>g. preservation of a 50 foot natural buffer or redundant sediment controls where stormwater flows to a surface water within 50 feet of disturbed soils;</li><li>h. owner/operator of construction activity self-inspection records;</li><li>i. containment for all liquid and solid wastes generated by washout operations (e.g., concrete, stucco, paint, form release oils, curing compounds, and other construction materials); and</li><li>j. BMPs maintained and functional. [Minn. R. 7090]</li></ul>
19.10	<p>The permittee must implement 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. [Minn. R. 7090]</p>
19.11	<p>The permittee must ensure that individuals receive training commensurate with their responsibilities as they relate to the permittee's Construction Site Stormwater Runoff Control program. Individuals includes, but is not limited to, individuals responsible for conducting site plan reviews, site inspections, and/or enforcement. The permittee must ensure that previously trained individuals attend a refresher-training every three (3) calendar years following the initial training. [Minn. R. 7090]</p>
19.12	<p>The permittee must maintain written enforcement response procedures (ERPs) to compel compliance with the permittee's regulatory mechanism(s) in item 19.3. At a minimum, the written ERPs must include:</p> <ul style="list-style-type: none"><li>a. a description of enforcement tools available to the permittee and guidelines for the use of each tool; and</li><li>b. name or position title of responsible person(s) for conducting enforcement. [Minn. R. 7090]</li></ul>
19.13	<p>For each site plan review conducted by the permittee, the permittee must document the following:</p> <ul style="list-style-type: none"><li>a. project name;</li><li>b. location;</li><li>c. total acreage to be disturbed;</li><li>d. owner and operator of the proposed construction activity;</li><li>e. proof of notification to obtain coverage under the CSW Permit, as required in item 19.6, or proof of coverage under the CSW Permit; and</li><li>f. any stormwater related comments and supporting completed checklist, as required in item 19.6, used by the permittee to determine project approval or denial. [Minn. R. 7090]</li></ul>

19.14	For each training in item 19.11, the permittee must document:  a. general subject matter covered; b. names and departments of individuals in attendance; and c. date of each event. [Minn. R. 7090]
19.15	The permittee must document any enforcement conducted pursuant to the ERPs in item 19.12, including verbal warnings. At a minimum, the permittee must document the following:  a. name of the person responsible for violating the terms and conditions of the permittee's regulatory mechanism(s); b. date(s) and location(s) of the observed violation(s); c. description of the violation(s); d. corrective action(s) (including completion schedule) issued by the permittee; e. referrals to other regulatory organizations (if any); and f. date(s) violation(s) resolved. [Minn. R. 7090]
19.16	The permittee must conduct an annual assessment of the Construction Site Stormwater Runoff Control program to evaluate program compliance, the status of achieving the measurable requirements in Section 19, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., inventory, trainings, site plan reviews, inspections, enforcement, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]
20.1	<b>MCM 5: Post-Construction Stormwater Management.</b> [Minn. R. 7090]
20.2	New permittees must develop, implement, and enforce, and existing permittees must revise their current program, as necessary, and continue to implement and enforce, a Post-Construction Stormwater Management program that prevents or reduces water pollution after construction activity is completed. The program must address construction activity with land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, within the permittee's jurisdiction and that discharge to the permittee's MS4. The permittee must incorporate Section 20 requirements into their program. [Minn. R. 7090]
20.3	To the extent allowable under state or local law, the permittee must develop, implement, and enforce a regulatory mechanism(s) that incorporates items 20.4 through 20.15. A regulatory mechanism(s) for the purposes of the General Permit may consist of contract language, an ordinance, permits, standards, written policies, operational plans, legal agreements, or any other mechanism, that will be enforced by the permittee. [Minn. R. 7090]
20.4	The permittee's regulatory mechanism(s) must require owners of construction activity to submit site plans with post-construction stormwater management BMPs designed with accepted engineering practices to the permittee for review and confirmation that regulatory mechanism(s) requirements have been met, prior to start of construction activity. [Minn. R. 7090]
20.5	The permittee's regulatory mechanism(s) must require owners of construction activity to treat the water quality volume on any project where the sum of the new impervious surface and the fully reconstructed impervious surface equals one or more acres. [Minn. R. 7090]
20.6	For construction activity (excluding linear projects), the water quality volume must be calculated as one (1) inch times the sum of the new and the fully reconstructed impervious surface. [Minn. R. 7090]
20.7	For linear projects, the water quality volume must be calculated as the larger of one (1) inch times the new impervious surface or one-half (0.5) inch times the sum of the new and the fully reconstructed impervious surface. Where the entire water quality volume cannot be treated within the existing right-of-way, a reasonable attempt to obtain additional right-of-way, easement, or other permission to treat the stormwater during the project planning process must be made. Volume reduction practices must be considered first, as described in item 20.8. Volume reduction practices are not required if the practices cannot be provided cost effectively. If additional right-of-way, easements, or other permission cannot be obtained, owners of construction activity must maximize the treatment of the water quality volume prior to discharge from the MS4. [Minn. R. 7090]
20.8	Volume reduction practices (e.g., infiltration or other) to retain the water quality volume on-site must be considered first when designing the permanent stormwater treatment system. The General Permit does not consider wet sedimentation basins and filtration systems to be volume reduction practices. If the General Permit prohibits infiltration as described in

	item 20.9, other volume reduction practices, a wet sedimentation basin, or filtration basin may be considered. [Minn. R. 7090]
20.9	<p>Infiltration systems must be prohibited when the system would be constructed in areas:</p> <ul style="list-style-type: none"><li>a. that receive discharges from vehicle fueling and maintenance areas, regardless of the amount of new and fully reconstructed impervious surface;</li><li>b. where high levels of contaminants in soil or groundwater may be mobilized by the infiltrating stormwater. To make this determination, the owners and/or operators of construction activity must complete the Agency's site screening assessment checklist, which is available in the Minnesota Stormwater Manual, or conduct their own assessment. The assessment must be retained with the site plans;</li><li>c. where soil infiltration rates are more than 8.3 inches per hour unless soils are amended to slow the infiltration rate below 8.3 inches per hour;</li><li>d. 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;</li><li>e. of predominately Hydrologic Soil Group D (clay) soils;</li><li>f. in an Emergency Response Area (ERA) within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, Subp. 13, classified as high or very high vulnerability as defined by the Minnesota Department of Health;</li><li>g. in an ERA within a DWSMA classified as moderate vulnerability unless the permittee performs or approves a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater;</li><li>h. outside of an ERA within a DWSMA classified as high or very high vulnerability unless the permittee performs or approves a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater;</li><li>i. within 1,000 feet up-gradient or 100 feet down gradient of active karst features; or</li><li>j. that receive stormwater runoff from these types of entities regulated under NPDES for industrial stormwater: automobile salvage yards; scrap recycling and waste recycling facilities; hazardous waste treatment, storage, or disposal facilities; or air transportation facilities that conduct deicing activities.</li></ul> <p>See "higher level of engineering review" in the Minnesota Stormwater Manual for more information. [Minn. R. 7090]</p>
20.10	For non-linear projects, where the water quality volume cannot cost effectively be treated on the site of the original construction activity, the permittee must identify, or may require owners of the construction activity to identify, locations where off-site treatment projects can be completed. If the entire water quality volume is not addressed on the site of the original construction activity, the remaining water quality volume must be addressed through off-site treatment and, at a minimum, ensure the requirements of items 20.11 through 20.14 are met. [Minn. R. 7090]
20.11	<p>The permittee must ensure off-site treatment project areas are selected in the following order of preference:</p> <ul style="list-style-type: none"><li>a. locations that yield benefits to the same receiving water that receives runoff from the original construction activity;</li><li>b. locations within the same Department of Natural Resource (DNR) catchment area as the original construction activity;</li><li>c. locations in the next adjacent DNR catchment area up-stream; or</li><li>d. locations anywhere within the permittee's jurisdiction. [Minn. R. 7090]</li></ul>
20.12	Off-site treatment 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. Routine maintenance of structural stormwater BMPs already required by the General Permit cannot be used to meet this requirement. [Minn. R. 7090]
20.13	Off-site treatment projects must be completed no later than 24 months after the start of the original construction activity. If the permittee determines more time is needed to complete the treatment project, the permittee must provide the reason(s) and schedule(s) for completing the project in the annual report. [Minn. R. 7090]
20.14	If the permittee receives payment from the owner of a construction activity for off-site treatment, the permittee must apply any such payment received to a public stormwater project, and all projects must comply with the requirements in items 20.11 through 20.13. [Minn. R. 7090]
20.15	The permittee's regulatory mechanism(s) must include the establishment of legal mechanism(s) between the permittee and owners of structural stormwater BMPs not owned or operated by the permittee, that have been constructed to meet the requirements in Section 20. The legal mechanism(s) must include provisions that, at a minimum:

	<p>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 the owner of that structural stormwater BMP has not ensured proper function;</p> <p>b. 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; and</p> <p>c. are designed to protect/preserve structural stormwater BMPs. If structural stormwater BMPs change, causing decreased effectiveness, new, repaired, or improved structural stormwater BMPs must be implemented to provide equivalent treatment to the original BMP. [Minn. R. 7090]</p>
20.16	<p>The permittee must maintain a written or mapped inventory of structural stormwater BMPs not owned or operated by the permittee that meet all of the following criteria:</p> <p>a. the structural stormwater BMP includes an executed legal mechanism(s) between the permittee and owners responsible for the long-term maintenance, as required in item 20.15; and</p> <p>b. the structural stormwater BMP was implemented on or after August 1, 2013. [Minn. R. 7090]</p>
20.17	<p>The permittee must implement written procedures for site plan reviews conducted by the permittee prior to the start of construction activity, to ensure compliance with requirements of the permittee's regulatory mechanism(s). [Minn. R. 7090]</p>
20.18	<p>The permittee must ensure that individuals receive training commensurate with their responsibilities as they relate to the permittee's Post-Construction Stormwater Management program. Individuals includes, but is not limited to, individuals responsible for conducting site plan reviews and/or enforcement. The permittee must ensure that previously trained individuals attend a refresher-training every three (3) calendar years following the initial training. [Minn. R. 7090]</p>
20.19	<p>The permittee must maintain written enforcement response procedures (ERPs) to compel compliance with the permittee's regulatory mechanism(s) required in Section 20. At a minimum, the written ERPs must include:</p> <p>a. a description of enforcement tools available to the permittee and guidelines for the use of each tool; and</p> <p>b. name or position title of responsible person(s) for conducting enforcement. [Minn. R. 7090]</p>
20.20	<p>For each site plan review conducted by the permittee, the permittee must document the following:</p> <p>a. supporting documentation used to determine compliance with Section 20 of the General Permit, including any calculations for the permanent stormwater treatment system;</p> <p>b. the water quality volume that will be treated through volume reduction practices (e.g., infiltration or other) compared to the total water quality volume required to be treated;</p> <p>c. documentation associated with off-site treatment projects authorized by the permittee, including rationale to support the location of permanent stormwater treatment projects in accordance with items 20.10 and 20.11;</p> <p>d. payments received and used in accordance with item 20.14; and</p> <p>e. all legal mechanisms drafted in accordance with item 20.15, including date(s) of the agreement(s) and name(s) of all responsible parties involved. [Minn. R. 7090]</p>
20.21	<p>For each training in item 20.18, the permittee must document:</p> <p>a. general subject matter covered;</p> <p>b. names and departments of individuals in attendance; and</p> <p>c. date of each event. [Minn. R. 7090]</p>
20.22	<p>The permittee must document any enforcement conducted pursuant to the ERPs in item 20.19, including verbal warnings. At a minimum, the permittee must document the following:</p> <p>a. name of the person responsible for violating the terms and conditions of the permittee's regulatory mechanism(s);</p> <p>b. date(s) and location(s) of the observed violation(s);</p> <p>c. description of the violation(s);</p> <p>d. corrective action(s) (including completion schedule) issued by the permittee;</p> <p>e. referrals to other regulatory organizations (if any); and</p> <p>f. date(s) violation(s) resolved. [Minn. R. 7090]</p>
20.23	<p>The permittee must conduct an annual assessment of the Post-Construction Stormwater Management program to evaluate</p>

	<p>program compliance, the status of achieving the measurable requirements in Section 20, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., inventory, trainings, site plan reviews, inspections, enforcement, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]</p>
21.1	<p><b>MCM 6: Pollution Prevention/Good Housekeeping For Municipal Operations.</b> [Minn. R. 7090]</p>
21.2	<p>New permittees must develop and implement, and existing permittees must revise their current program, as necessary, and continue to implement, an operations and maintenance program that prevents or reduces the discharge of pollutants to the MS4 from permittee owned/operated facilities and operations. The permittee must incorporate Section 21 requirements into their program. [Minn. R. 7090]</p>
21.3	<p>The permittee must maintain a written or mapped inventory of permittee owned/operated facilities that contribute pollutants to stormwater discharges. The permittee must implement BMPs that prevent or reduce pollutants in stormwater discharges from all inventoried facilities. Facilities to be inventoried may include, but is not limited to:</p> <ul style="list-style-type: none"><li>a. composting;</li><li>b. equipment storage and maintenance;</li><li>c. hazardous waste disposal;</li><li>d. hazardous waste handling and transfer;</li><li>e. landfills;</li><li>f. solid waste handling and transfer;</li><li>g. parks;</li><li>h. pesticide storage;</li><li>i. public parking lots;</li><li>j. public golf courses;</li><li>k. public swimming pools;</li><li>l. public works yards;</li><li>m. recycling;</li><li>n. salt storage;</li><li>o. snow storage;</li><li>p. vehicle storage and maintenance (e.g., fueling and washing) yards; and</li><li>q. materials storage yards. [Minn. R. 7090]</li></ul>
21.4	<p>The permittee must implement BMPs that prevent or reduce pollutants in stormwater discharges from the following municipal operations that may contribute pollutants to stormwater discharges, where applicable:</p> <ul style="list-style-type: none"><li>a. waste disposal and storage, including dumpsters;</li><li>b. management of temporary and permanent stockpiles of materials such as street sweepings, snow, sand and sediment removal piles (e.g., effective sediment controls at the base of stockpiles on the downgradient perimeter);</li><li>c. vehicle fueling, washing, and maintenance;</li><li>d. routine street and parking lot sweeping;</li><li>e. emergency response;</li><li>f. cleaning of maintenance equipment, building exteriors, dumpsters, and the disposal of associated waste and wastewater;</li><li>g. use, storage, and disposal of significant materials;</li><li>h. landscaping, park, and lawn maintenance;</li><li>i. road maintenance, including pothole repair, road shoulder maintenance, pavement marking, sealing, and repaving;</li><li>j. right-of-way maintenance, including mowing; and</li><li>k. application of herbicides, pesticides, and fertilizers. [Minn. R. 7090]</li></ul>
21.5	<p>The permittee must implement the following BMPs at permittee owned/operated salt storage areas:</p> <ul style="list-style-type: none"><li>a. cover or store salt indoors;</li><li>b. store salt on an impervious surface; and</li><li>c. implement practices to reduce exposure when transferring material from salt storage areas (e.g., sweeping, diversions, and/or containment). [Minn. R. 7090]</li></ul>

21.6	The permittee must implement a written snow and ice management policy for individuals that perform winter maintenance activities for the permittee. The policy must establish practices and procedures for snow and ice control operations (e.g., plowing or other snow removal practices, sand use, and application of deicing compounds). [Minn. R. 7090]
21.7	<p>Each calendar year, the permittee must ensure all individuals that perform winter maintenance activities for the permittee receive training that includes:</p> <ul style="list-style-type: none"><li>a. the importance of protecting water quality;</li><li>b. BMPs to minimize the use of deicers (e.g., proper calibration of equipment and benefits of pretreatment, pre-wetting, and anti-icing); and</li><li>c. tools and resources to assist in winter maintenance (e.g., deicing application rate guidelines, calibration charts, Smart Salting Assessment Tool).</li></ul> <p>The permittee may use training materials from the Agency's Smart Salting training or other organizations to meet this requirement. [Minn. R. 7090]</p>
21.8	The permittee must maintain written procedures 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. [Minn. R. 7090]
21.9	<p>The permittee must inspect structural stormwater BMPs (excluding stormwater ponds, which are under a separate schedule below) each calendar year to determine structural integrity, proper function, and maintenance needs unless the permittee determines either of the following conditions apply:</p> <ul style="list-style-type: none"><li>a. complaints received or patterns of maintenance indicate a greater frequency is necessary; or</li><li>b. maintenance or sediment removal is not required after completion of the first two calendar year inspections; in which case the permittee may reduce the frequency of inspections to once every two (2) calendar years. [Minn. R. 7090]</li></ul>
21.10	Prior to the expiration date of the General Permit, the permittee must conduct at least one inspection of all ponds and outfalls (excluding underground outfalls) in order to determine structural integrity, proper function, and maintenance needs. [Minn. R. 7090]
21.11	Based on inspection findings, the permittee must determine if repair, replacement, or maintenance measures are necessary in order to ensure the structural integrity and proper function of structural stormwater BMPs and outfalls. The permittee must complete necessary maintenance as soon as possible. If the permittee determines necessary maintenance cannot be completed within one year of discovery, the permittee must document a schedule(s) for completing the maintenance. [Minn. R. 7090]
21.12	<p>The permittee must implement a stormwater management training program commensurate with individual's responsibilities as they relate to the permittee's SWPPP, including reporting and assessment activities. The permittee may use training materials from the United States Environmental Protection Agency (USEPA), state and regional agencies, or other organizations as appropriate to meet this requirement. The training program must:</p> <ul style="list-style-type: none"><li>a. address the importance of protecting water quality;</li><li>b. cover the requirements of the permit relevant to the responsibilities of the individual not already addressed in items 18.8, 18.9, 19.11, 20.18, and 21.7; and</li><li>c. include a schedule that establishes initial training for individuals, including new and/or seasonal employees, and recurring training intervals to address changes in procedures, practices, techniques, or requirements. [Minn. R. 7090]</li></ul>
21.13	<p>The permittee must document the following information associated with the operations and maintenance program:</p> <ul style="list-style-type: none"><li>a. date(s) and description of findings, including whether or not an illicit discharge is detected, for all inspections conducted in accordance with items 21.9 and 21.10;</li><li>b. any adjustments to inspection frequency as authorized in item 21.9;</li><li>c. date(s) and a description of maintenance conducted as a result of inspection findings, including whether or not an illicit discharge is detected;</li><li>d. schedule(s) for maintenance of structural stormwater BMPs and outfalls as required in item 21.11; and</li><li>e. stormwater management training events, including general subject matter covered, names and departments of individuals in attendance, and date of each event. [Minn. R. 7090]</li></ul>
21.14	The permittee must document pond sediment excavation and removal activities, including:

	<ul style="list-style-type: none"> <li>a. a unique ID number and geographic coordinates of each stormwater pond from which sediment is removed;</li> <li>b. the volume (e.g., cubic yards) of sediment removed from each stormwater pond;</li> <li>c. results from any testing of sediment from each removal activity; and</li> <li>d. location(s) of final disposal of sediment from each stormwater pond. [Minn. R. 7090]</li> </ul>
21.15	The permittee must conduct an annual assessment of the operations and maintenance program to evaluate program compliance, the status of achieving the measurable requirements in Section 21, and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., inventory, trainings, inspections, maintenance activities, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment. [Minn. R. 7090]
22.1	<b>Discharges to Impaired Waters with a USEPA-Approved TMDL that Includes an Applicable WLA.</b> [Minn. R. 7090]
22.2	<p>If the permittee has an applicable WLA not being met for oxygen demand, nitrate, TSS, or TP, the permittee must provide a summary of the permittee's progress toward achieving those applicable WLAs with the annual report. The summary must include the following information:</p> <ul style="list-style-type: none"> <li>a. a list of all BMPs applied towards achieving applicable WLAs for oxygen demand, nitrate, TSS, and TP;</li> <li>b. the implementation status of BMPs included in the compliance schedule at the time of final application submittal; and</li> <li>c. an updated estimate of cumulative TSS and TP load reductions. [Minn. R. 7090]</li> </ul>
22.3	If the permittee has an applicable WLA where a reduction in pollutant loading is required for bacteria, the permittee must maintain a written or mapped inventory of potential areas and sources of bacteria (e.g., dense populations of waterfowl or other bird, dog parks). [Minn. R. 7090]
22.4	<p>If the permittee has an applicable WLA where a reduction in pollutant loading is required for bacteria, the permittee must maintain a written plan to prioritize reduction activities to address the areas and sources identified in the inventory in item 22.3. The written plan must include BMPs the permittee will implement over the permit term, which may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>a. water quality monitoring to determine areas of high bacteria loading;</li> <li>b. installation of pet waste pick-up bags in parks and open spaces;</li> <li>c. elimination of over-spray irrigation that may occur at permittee owned areas;</li> <li>d. removal of organic matter via street sweeping;</li> <li>e. implementation of infiltration structural stormwater BMPs; or</li> <li>f. management of areas that attract dense populations of waterfowl (e.g., riparian plantings). [Minn. R. 7090]</li> </ul>
22.5	If the permittee has an applicable WLA where a reduction in pollutant loading is required for chloride, the permittee must document the amount of deicer applied each winter maintenance season to all permittee owned/operated surfaces. [Minn. R. 7090]
22.6	<p>If the permittee has an applicable WLA where a reduction in pollutant loading is required for chloride, each calendar year the permittee must conduct an assessment of the permittee's winter maintenance operations to reduce the amount of deicing salt applied to permittee owned/operated surfaces and determine current and future opportunities to improve BMPs. The permittee may use the Agency's Smart Salting Assessment Tool or other available resources and methods to complete this assessment. The permittee must document the assessment. The assessment may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>a. operational changes such as pre-wetting, pre-treating the salt stockpile, increasing plowing prior to deicing, monitoring of road surface temperature, etc.;</li> <li>b. implementation of new or modified equipment providing pre-wetting, or other capability for minimizing salt use;</li> <li>c. regular calibration of equipment;</li> <li>d. optimizing mechanical removal to reduce use of deicers; or</li> <li>e. designation of no salt and/or low salt zones. [Minn. R. 7090]</li> </ul>
22.7	If the permittee has an applicable WLA where a reduction in pollutant loading is required for temperature (i.e., City of Duluth, City of Hermantown, City of Rice Lake, City of Stillwater, MnDOT Outstate, St. Louis County, University of Minnesota - Duluth, and Lake Superior College), the permittee must maintain a written plan that identifies specific activities the

	<p>permittee will implement to reduce thermal loading during the permit term. The written plan may include, but is not limited to:</p> <ul style="list-style-type: none"><li>a. implementation of infiltration BMPs such as bioinfiltration practices;</li><li>b. disconnection and/or reduction of impervious surfaces;</li><li>c. retrofitting existing structural stormwater BMPs; or</li><li>d. improvement of riparian vegetation. [Minn. R. 7090]</li></ul>
23.1	<b>Alum or Ferric Chloride Phosphorus Treatment Systems.</b> [Minn. R. 7090]
23.2	If the permittee uses an alum or ferric chloride phosphorus treatment system, the permittee must comply with Section 23 requirements. [Minn. R. 7090]
23.3	<p>The permittee's alum or ferric chloride phosphorus treatment system must comply with the following:</p> <ul style="list-style-type: none"><li>a. the permittee must use the treatment system for the treatment of phosphorus in stormwater. Non-stormwater discharges must not be treated by this system;</li><li>b. the treatment system must be contained within the conveyances and structural stormwater BMPs of the MS4. The utilized conveyances and structural stormwater BMPs must not include any receiving waters;</li><li>c. phosphorus treatment systems utilizing chemicals other than alum or ferric chloride must receive written approval from the Agency; and</li><li>d. in-lake phosphorus treatment activities are not authorized under the General Permit. [Minn. R. 7090]</li></ul>
23.4	<p>The permittee's alum or ferric chloride phosphorus treatment system must meet the following design parameters:</p> <ul style="list-style-type: none"><li>a. the treatment system must be constructed in a manner that diverts the stormwater flow to be treated from the main conveyance system;</li><li>b. a high flow bypass must be part of the inlet design; and</li><li>c. a flocculant storage/settling area must be incorporated into the design, and adequate maintenance access must be provided (minimum of 8 feet wide) for the removal of accumulated sediment. [Minn. R. 7090]</li></ul>
23.5	A designated person must perform visual monitoring of the treatment system for proper performance at least once every seven (7) days, and within 24 hours after a rainfall event greater than 2.5 inches in 24 hours. Following visual monitoring which occurs within 24 hours after a rainfall event, the next visual monitoring must be conducted within seven (7) days after that rainfall event. [Minn. R. 7090]
23.6	Three (3) benchmark monitoring stations must be established. Table 1 in Appendix A must be used for the parameters, units of measure, and frequency of measurement for each station. [Minn. R. 7090]
23.7	Samples must be collected as grab samples or flow-weighted 24-hour composite samples. [Minn. R. 7090]
23.8	<p>Each sample, excluding pH samples, must be analyzed by a laboratory certified by the Minnesota Department of Health and/or the Agency, and:</p> <ul style="list-style-type: none"><li>a. sample preservation and test procedures for the analysis of pollutants must conform to 40 CFR Part 136 and Minn. R. 7041.3200;</li><li>b. detection limits for dissolved phosphorus, dissolved aluminum, and dissolved iron must be a minimum of 6 micrograms per liter, 10 micrograms per liter, and 20 micrograms per liter, respectively; and</li><li>c. pH must be measured within 15 minutes of sample collection using calibrated and maintained equipment. [Minn. R. 7090]</li></ul>
23.9	<p>In the following situations, the permittee must perform corrective action(s) and immediately notify the Minnesota Department of Public Safety Duty Officer at 1-800-422-0798 (toll free) or 651-649-5451 (Metro area):</p> <ul style="list-style-type: none"><li>a. the pH of the discharged water is not within the range of 6.0 and 9.0;</li><li>b. any indications of toxicity or measurements exceeding water quality standards which could endanger human health, public drinking water supplies, or the environment; or</li><li>c. a spill or discharge or alteration resulting in water pollution as defined in Minn. Stat. 115.01, subd. 13, of alum or ferric chloride.</li></ul> <p>If item b is applicable, the permittee must also report the non-compliance to the Commissioner as required in item 26.11.</p>

	[Minn. R. 7001.0150, Subp. 3(K), Minn. R. 7090]
23.10	If the permittee discovers indications of toxicity or measurements exceeding water quality standards that the permittee determines does not endanger human health, public drinking water supplies, or the environment, the permittee must report the non-compliance to the Commissioner as required in item 26.12. [Minn. R. 7001.0150, Subp. 3(L), Minn. R. 7090]
23.11	The permittee must submit the following information with the annual report. The annual report must include a month-by-month summary of: <ul style="list-style-type: none"> <li>a. date(s) of operation;</li> <li>b. chemical(s) used for treatment;</li> <li>c. gallons of water treated;</li> <li>d. gallons of alum or ferric chloride treatment used;</li> <li>e. calculated pounds of phosphorus removed; and</li> <li>f. any performance issues and the corrective action(s), including the date(s) when corrective action(s) were taken. [Minn. R. 7090]</li> </ul>
23.12	A record of the design parameters in items 23.13 through 23.15 must be kept on-site. [Minn. R. 7090]
23.13	Site-specific jar testing conducted using typical and representative water samples in accordance with the most current approved version of ASTM D2035. [Minn. R. 7090]
23.14	Baseline concentrations of the following parameters in the influent and receiving waters: <ul style="list-style-type: none"> <li>a. aluminum or iron; and</li> <li>b. phosphorus. [Minn. R. 7090]</li> </ul>
23.15	The following system parameters and how each was determined: <ul style="list-style-type: none"> <li>a. flocculant settling velocity;</li> <li>b. minimum required retention time;</li> <li>c. rate of diversion of stormwater into the system;</li> <li>d. the flow rate from the discharge of the outlet structure; and</li> <li>e. range of expected dosing rates. [Minn. R. 7090]</li> </ul>
23.16	The following site-specific procedures must be developed and a copy kept on-site: <ul style="list-style-type: none"> <li>a. procedures for the installation, operation and maintenance of all pumps, generators, control systems, and other equipment;</li> <li>b. specific parameters for determining when the solids must be removed from the system and how the solids will be handled and disposed of; and</li> <li>c. procedures for cleaning up and/or containing a spill of each chemical stored on-site. [Minn. R. 7090]</li> </ul>
24.1	<b>Stormwater Pollution Prevention Program (SWPPP) Modification.</b> [Minn. R. 7090]
24.2	The Commissioner may require the permittee to modify the SWPPP as needed, in accordance with the procedures of Minn. R. 7001, and may consider the following factors: <ul style="list-style-type: none"> <li>a. discharges from the MS4 are impacting the quality of receiving waters;</li> <li>b. more stringent requirements are necessary to comply with state or federal regulations; and</li> <li>c. additional conditions are deemed necessary to comply with the goals and applicable requirements of the Clean Water Act and protect water quality. [Minn. R. 7090]</li> </ul>
24.3	Modifications that the permittee chooses to make to the SWPPP other than modifications authorized in item 24.4, must be approved by the Commissioner in accordance with the procedures of Minn. R. 7001. All requests must be in writing, setting forth schedules for compliance. The request must discuss alternative program modifications, assure compliance with requirements of the permit, and meet other applicable laws. [Minn. R. 7090]
24.4	The permittee may modify the SWPPP without prior approval of the Commissioner provided the Commissioner is notified of the modification in the annual report for the year the modification is made and the modification falls under one of the following categories:

	<p>a. a BMP is added, and none subtracted, from the SWPPP; or          b. a less effective BMP is replaced with a more effective BMP. The alternate BMP must address the same, or similar, concerns as the ineffective or failed BMP. [Minn. R. 7090]</p>
25.1	<b>Annual Assessment, Annual Reporting, and Recordkeeping.</b> [Minn. R. 7090]
25.2	The permittee must conduct an annual assessment to evaluate compliance with the terms and conditions of the General Permit, including the effectiveness of the components of the SWPPP and the status of achieving the measurable requirements in the General Permit. Measurable requirements are activities that must be documented or tracked (e.g., education and outreach efforts, implementation of written plans, inventories, trainings, site plan reviews, inspections, enforcement, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the SWPPP as a result of the annual assessment. [Minn. R. 7090]
25.3	<p>The permittee must submit an annual report : Due annually, by the 30th of June. The annual report must cover the portion of the previous calendar year during which the permittee was authorized to discharge stormwater under the General Permit. The annual report shall be submitted to the Agency, in a manner determined by the Agency, that includes but is not limited to:</p> <p>a. the status of compliance with permit terms and conditions, including an assessment of the appropriateness of BMPs identified by the permittee and progress towards achieving the measurable requirements of each of the MCMs. The assessment must be based on results of information collected and analyzed, including monitoring (if any), inspection findings, and public input received during the reporting period;          b. the stormwater activities the permittee plans to undertake during the next reporting cycle;          c. a change in any identified BMPs for any of the MCMs;          d. the summary required in item 22.2 to demonstrate progress toward achieving applicable WLAs;          e. information required to be recorded or documented in Sections 13 through 24; and          f. a statement that the permittee is relying on a partnership(s) with another regulated small MS4(s) to satisfy one or more permit requirements (if applicable), and what agreements the permittee has entered into in support of this effort. [Minn. R. 7090]</p>
25.4	The permittee must make records, including components of the SWPPP, available to the public at reasonable times during regular business hours (see 40 CFR 122.7 for confidentiality provision). [Minn. R. 7090]
25.5	The permittee must retain copies of the permit application, all documentation necessary to comply with SWPPP requirements, all data and information used by the permittee to complete the application process, and any information developed as a requirement of the General Permit or as requested by the Commissioner, for a period of at least three (3) years beyond the date of permit expiration. This period is automatically extended during the course of an unresolved enforcement action regarding the small MS4 or as requested by the Commissioner. [Minn. R. 7001.0080, Minn. R. 7090]
25.6	The permittee must, when requested by the Commissioner, submit within a reasonable time the information and reports that are relevant to the control of pollution regarding the construction, modification, or operation of the facility covered by the General Permit or regarding the conduct of the activity covered by the General Permit. [Minn. R. 7001.0150, Subp. 3(H), Minn. R. 7090]
25.7	<p>The permittee must use an electronic submittal process, as provided by the Agency, to submit information required by the General Permit. If electronic submittal is not available, the permittee must use the following mailing address:</p> <p>Supervisor, Municipal Stormwater Unit          Minnesota Pollution Control Agency          520 Lafayette Road North          St. Paul, Minnesota 55155-4194. [Minn. R. 7090]</p>
26.1	<b>General Conditions.</b> [Minn. R. 7090]
26.2	The Agency's issuance of a permit does not release the permittee from any liability, penalty, or duty imposed by Minnesota or federal statutes or rules or local ordinances, except the obligation to obtain the General Permit. [Minn. R. 7001.0150, Subp. 3(A)]
26.3	The Agency's issuance of a permit does not prevent the future adoption by the Agency of pollution control rules, standards, or orders more stringent than those now in existence and does not prevent the enforcement of these rules, standards, or orders against the permittee. [Minn. R. 7001.0150, Subp. 3(B)]

26.4	The General Permit does not convey a property right or an exclusive privilege. [Minn. R. 7001.0150, Subp. 3(C)]
26.5	The Agency's issuance of a permit does not obligate the Agency to enforce local laws, rules or plans beyond that authorized by Minnesota statutes. [Minn. R. 7001.0150, Subp. 3(D)]
26.6	The permittee must perform the actions or conduct the activity authorized by the permit in accordance with the plans and specifications approved by the Agency and in compliance with the conditions of the permit. [Minn. R. 7001.0150, Subp. 3(E)]
26.7	The permittee must at all times properly operate and maintain the facilities and systems of treatment and control and the appurtenances related to them which are installed or used by the permittee to achieve compliance with the conditions of the General Permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls, including appropriate quality assurance procedures. The permittee must install and maintain appropriate backup or auxiliary facilities if they are necessary to achieve compliance with the conditions of the General Permit and, for all permits other than hazardous waste facility permits, if these backup or auxiliary facilities are technically and economically feasible. [Minn. R. 7001.0150, Subp. 3(F)]
26.8	The permittee may not knowingly make a false or misleading statement, representation, or certification in a record, report, plan, or other document required to be submitted to the Agency or to the Commissioner by the General Permit. The permittee must immediately upon discovery report to the Commissioner an error or omission in these records, reports, plans, or other documents. [Minn. R. 7001.0150, Subp. 3(G), Minn. R. 7001.1090, Subp. 1(G), Minn. R. 7001.1090, Subp. 1(H), Minn. Stat. 609.671]
26.9	When authorized by Minn. Stat. 115.04, 115B.17, subd. 4, and 116.091, and upon presentation of proper credentials, the Agency, or an authorized employee or agent of the Agency, must be allowed by the permittee to enter at reasonable times upon the property of the permittee to examine and copy books, papers, records, or memoranda pertaining to the activity covered by the General Permit; and to conduct surveys and investigations, including sampling or monitoring, pertaining to the construction, modification, or operation of the facility covered by the permit or pertaining to the activity covered by the General Permit. [Minn. R. 7001.0150, Subp. 3(I)]
26.10	If the permittee discovers, through any means, including notification by the Agency, that noncompliance with a condition of the General Permit has occurred, the permittee must take all reasonable steps to minimize the adverse impacts on human health, public drinking water supplies, or the environment resulting from the noncompliance. [Minn. R. 7001.0150, Subp. 3(J)]
26.11	If the permittee discovers that noncompliance with a condition of the General Permit has occurred which could endanger human health, public drinking water supplies, or the environment, the permittee must, within 24 hours of the discovery of the noncompliance, orally notify the Commissioner. Within five days of the discovery of the noncompliance, the permittee must submit to the Commissioner a written description of the noncompliance; the cause of the noncompliance; the exact dates of the period of the noncompliance; if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance. [Minn. R. 7001.0150, Subp. 3(K)]
26.12	The permittee must report noncompliance with the General Permit not reported under item 26.11 as a part of the next report which the permittee is required to submit under the General Permit. If no reports are required within 30 days of the discovery of the noncompliance, the permittee must submit the information listed in item 26.11 within 30 days of the discovery of the noncompliance. [Minn. R. 7001.0150, Subp. 3(L), Minn. R. 7090]
26.13	The permittee must give advance notice to the Commissioner as soon as possible of planned physical alterations or additions to the permitted facility (MS4) or activity that may result in noncompliance with a Minnesota or federal pollution control statute or rule or a condition of the General Permit. [Minn. R. 7001.0150, Subp. 3(M)]
26.14	The General Permit is not transferable to any person without the express written approval of the Agency after compliance with the requirements of Minn. R. 7001.0190. A person to whom the permit has been transferred must comply with the conditions of the General Permit. [Minn. R. 7001.0150, Subp. 3(N)]
26.15	The General Permit authorizes the permittee to perform the activities described in the permit under the conditions of the General Permit. In issuing the permit, the state and Agency assume no responsibility for damage to persons, property, or the environment caused by the activities of the permittee in the conduct of its actions, including those activities authorized, directed, or undertaken under the permit. To the extent the state and Agency may be liable for the activities of its employees, that liability is explicitly limited to that provided in the Tort Claims Act, Minn. Stat. 3.736. [Minn. R. 7001.0150, Subp. 3(O)]

26.16	The General Permit incorporates by reference the applicable portions of 40 CFR 122.41 and 122.42(c) and (d), and Minn. R. 7001.1090, which are enforceable parts of the General Permit. [Minn. R. 7090]
26.17	The provisions of the General Permit are severable, and if any provision of the General Permit, or the application of any provision of the General Permit to any circumstance, is held invalid, the application of such provision to other circumstances and the remainder of the General Permit shall not be affected thereby. [Minn. R. 7090]
27.1	<b>Definitions.</b> [Minn. R. 7090]
27.2	"Active karst" means a terrain having distinctive landforms and hydrology created primarily from the dissolution of soluble rocks within 50 feet of the land surface. [Minn. R. 7090]
27.3	"Agency" means the Minnesota Pollution Control Agency or MPCA. [Minn. Stat. 116.36, subd. 2]
27.4	"Alum or Ferric Chloride Phosphorus Treatment System" means the diversion of flowing stormwater from a MS4, removal of phosphorus through the use a continuous feed of alum or ferric chloride additive, flocculation, and the return of the treated stormwater back into a MS4 or receiving water. [Minn. R. 7090]
27.5	"Applicable WLA" means a Waste Load Allocation assigned to the permittee and approved by the USEPA prior to the issuance date of the General Permit. [Minn. R. 7090]
27.6	"Best Management Practices" or "BMPs" means practices to prevent or reduce the pollution of the waters of the state, including schedules of activities, prohibitions of practices, and other management practices, and also includes treatment requirements, operating procedures and practices to control plant site runoff, spillage or leaks, sludge, or waste disposal or drainage from raw material storage. [Minn. R. 7001.1020, Subp. 5]
27.7	"Commissioner" means the Commissioner of the Minnesota Pollution Control Agency or the Commissioner's designee. [Minn. Stat. 116.36, subd. 3]
27.8	"Common Plan of Development or Sale" means a contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur. [Minn. R. 7090]
27.9	"Construction Activity" means activities including clearing, grading, and excavating, that result in land disturbance of equal to or greater than one acre, including the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one acre. This includes a disturbance to the land that results in a change in the topography, existing soil cover, both vegetative and nonvegetative, or the existing soil topography that may result in accelerated stormwater runoff that may lead to soil erosion and movement of sediment. Construction activity does not include a disturbance to the land of less than five acres for the purpose of routine maintenance performed to maintain the original line and grade, hydraulic capacity, and original purpose of the facility. Routine maintenance does not include activities such as repairs, replacement and other types of non-routine maintenance. Pavement rehabilitation that does not disturb the underlying soils (e.g., mill and overlay projects) is not construction activity. [Minn. R. 7090]
27.10	"DNR Catchment Area" means the Hydrologic Unit 08 areas delineated and digitized by the Minnesota DNR. The catchment areas are available for download at the Minnesota DNR Geospatial Commons website. DNR catchment areas may be locally corrected, in which case the local corrections may be used. [Minn. R. 7090]
27.11	"Existing Permittee" means an owner/operator of a small MS4 that has been authorized to discharge stormwater under a previously issued general permit for small MS4s in the state of Minnesota. [Minn. R. 7090]
27.12	"Fully reconstructed" means areas where impervious surfaces have been removed down to the underlying soils. Activities such as structure renovation, mill and overlay projects, and other pavement rehabilitation projects that do not expose the underlying soils beneath the structure, pavement, or activity are not considered fully reconstructed. Maintenance activities such as catch basin repair/replacement, utility repair/replacement, pipe repair/replacement, lighting, and pedestrian ramp improvements are not considered fully reconstructed. [Minn. R. 7090]
27.13	"General permit" means a permit issued under Minn. R. 7001.0210 to a category of permittees whose operations, emissions, activities, discharges, or facilities are the same or substantially similar. [Minn. R. 7001.0010, Subp. 4]
27.14	"Geographic Coordinates" means the point location of a stormwater feature expressed by X, Y coordinates of a standard Cartesian coordinate system (i.e. latitude/longitude) that can be readily converted to Universal Transverse Mercator (UTM), Zone 15N in the NAD83 datum. For polygon features, the geographic coordinates will typically define the approximate center of a stormwater feature. [Minn. R. 7090]

27.15	"High Flow Bypass" means a function of an inlet device that allows a certain flow of water through, but diverts any higher flows away. High flow bypasses are generally used for BMPs that can only treat a designed amount of flow and that would be negatively affected by higher flows. [Minn. R. 7090]
27.16	"Illicit Discharge" means any discharge to a municipal separate storm sewer that is not composed entirely of stormwater except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from firefighting activities. [40 CFR 122.26(b)(2)]
27.17	"Impaired Water" means waters identified as impaired by the Agency, and approved by the USEPA, pursuant to section 303(d) of the Clean Water Act (33 U.S.C. 303(d)). [Minn. R. 7090]
27.18	"Linear project" means construction of new or fully reconstructed roads, trails, sidewalks, or rail lines that are not part of a common plan of development or sale. For example, roads being constructed concurrently with a new residential development are not considered linear projects because they are part of a common plan of development or sale. [Minn. R. 7090]
27.19	"Maximum Extent Practicable" or "MEP" means the statutory standard (33 U.S.C. 1342(p)(3)(B)(iii)) that establishes the level of pollutant reductions that an owner or operator of regulated MS4s must achieve. The USEPA has intentionally not provided a precise definition of MEP to allow maximum flexibility in MS4 permitting. The pollutant reductions that represent MEP may be different for each small MS4, given the unique local hydrologic and geologic concerns that may exist and the differing possible pollutant control strategies. Therefore, each permittee will determine appropriate BMPs to satisfy each of the six Minimum Control Measures (MCMs) through an evaluative process. The USEPA envisions application of the MEP standard as an iterative process. [Minn. R. 7090]
27.20	"Municipal separate storm sewer system" or "MS4" means a conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains:  a. owned or operated by a state, city, town, county, district, association, or other public body, created by or pursuant to state law, having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district, or drainage district or similar entity, or an Indian tribe or an authorized Indian tribe organization, or a designated and approved management Agency under section 208 of the federal Clean Water Act, United States Code, title 33, section 1288, that discharges into waters of the state; b. designed or used for collecting or conveying stormwater; c. that is not a combined sewer; and d. that is not part of a publicly owned treatment works as defined in 40 CFR 122.2.  Municipal separate storm sewer systems do not include separate storm sewers in very discrete areas, such as individual buildings. [Minn. R. 7090.0080, Subp. 8]
27.21	"New Permittee" means an owner/operator of a small MS4 that has not been authorized to discharge stormwater under a previously issued General Stormwater Permit for small MS4s in the state of Minnesota and that applies for, and obtains coverage under the General Permit. [Minn. R. 7090]
27.22	"Non-Stormwater Discharge" means any discharge not composed entirely of stormwater. [Minn. R. 7090]
27.23	"Operator" means the person with primary operational control and legal responsibility for the MS4. [Minn. R. 7090.0080, Subp. 10]
27.24	"Outfall" means the point source where a MS4 discharges to a receiving water, or the stormwater discharge permanently leaves the permittee's MS4. It does not include diffuse runoff or conveyances that connect segments of the same stream or water systems (e.g., when a conveyance temporarily leaves an MS4 at a road crossing). [Minn. R. 7090]
27.25	"Owner" means the person that owns the MS4. [Minn. R. 7090.0080, Subp. 11]
27.26	"Permittee" means a person or persons, that signs the permit application submitted to the Agency and is responsible for compliance with the terms and conditions of the General Permit. [Minn. R. 7090]
27.27	"Person" means the state or any Agency or institution thereof, any municipality, governmental subdivision, public or private corporation, individual, partnership, or other entity, including, but not limited to, association, commission or any interstate body, and includes any officer or governing or managing body of any municipality, governmental subdivision, or public or private corporation, or other entity. [Minn. Stat. 115.01, subd. 10]
27.28	"Pipe" means a closed manmade conveyance device used to transport stormwater from location to location. The definition

	of pipe does not include foundation drain pipes, irrigation pipes, land drain tile pipes, culverts, and road sub-grade drain pipes. [Minn. R. 7090]
27.29	"Receiving Water" means any lake, river, stream or wetland that receives stormwater discharges from an MS4. [Minn. R. 7090]
27.30	"Reduce" means reduce to the Maximum Extent Practicable (MEP) unless otherwise defined in the context in which it is used. [Minn. R. 7090]
27.31	"Seasonally Saturated Soil" means the highest seasonal elevation in the soil in a reduced chemical state because of soil voids filled with water causing anaerobic conditions. Seasonally saturated soil is evidenced by the presence of redoximorphic features or other information determined by scientifically established methods or empirical field measurements. [Minn. R. 7090]
27.32	"Section" includes all item numbers of the same whole number. For example, "Section 5" of the General Permit refers to items 5.1 through 5.5. [Minn. R. 7090]
27.33	"Significant Materials" includes, but is not limited to: raw materials, fuels, materials such as solvents, detergents, and plastic pellets; finished materials such as metallic products; raw materials used in food processing or production; hazardous substances designated under Section 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any chemical the facility is required to report pursuant to Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA); fertilizers, pesticides, and waste products such as ashes, slag, and sludge that have the potential to be released with stormwater discharges. When determining whether a material is significant, the physical and chemical characteristics of the material should be considered (e.g. the material's solubility, transportability, and toxicity characteristics) to determine the material's pollution potential. [40 CFR 122.26(b)(12)]
27.34	"Small Municipal Separate Storm Sewer System" or "small MS4", means all separate storm sewers that are: <ul style="list-style-type: none"> <li>a. Owned or operated by the United States, a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management Agency under section 208 of the CWA that discharges to waters of the United States.</li> <li>b. Not defined as "large" or "medium" Municipal Separate Storm Sewer Systems pursuant to 40 CFR 122.26 paragraphs (b)(4) and (b)(7) or designated under paragraph (a)(1)(v).</li> <li>c. This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings. [Minn. R. 7090]</li> </ul>
27.35	"Stormwater" means stormwater runoff, snow melt runoff, and surface runoff and drainage. [Minn. R. 7090.0080, Subp. 12]
27.36	"Stormwater flow direction" means the direction of predominant flow within a pipe. Flow direction can be discerned if pipe elevations can be displayed on the storm sewer system map. [Minn. R. 7090]
27.37	"Stormwater Pollution Prevention Program" or "SWPPP" means a comprehensive program developed by the permittee to manage and reduce the discharge of pollutants in stormwater to and from the small MS4. [Minn. R. 7090]
27.38	"Structural Stormwater BMP" means a stationary and permanent BMP that is designed, constructed, and operated to prevent or reduce the discharge of pollutants in stormwater. [Minn. R. 7090]
27.39	"Total Maximum Daily Load" or "TMDL" means the sum of the individual Waste Load Allocations for point sources and load allocations for nonpoint sources and natural background, as more fully defined in 40 CFR 130.2, paragraph (i). A TMDL sets and allocates the maximum amount of a pollutant that may be introduced into a water of the state and still assure attainment and maintenance of water quality standards. [Minn. R. 7052.0010, Subp. 42]
27.40	"Waste Load Allocation" or "WLA" means the portion of a receiving water's loading capacity that is allocated to one of its existing or future point sources of pollution, as more fully defined in Code of Federal Regulations, title 40, section 130.2, paragraph (h). In the absence of a TMDL approved by USEPA under 40 CFR 130.7, or an assessment and remediation plan developed and approved according to Minn. R. 7052.0200, Subp. 1.C, a WLA is the allocation for an individual point source that ensures that the level of water quality to be achieved by the point source is derived from and complies with all applicable water quality standards and criteria. [Minn. R. 7052.0010, Subp. 45]
27.41	"Water pollution" means (a) the discharge of any pollutant into any waters of the state or the contamination of any waters of the state so as to create a nuisance or render such waters unclean, or noxious, or impure so as to be actually or

	potentially harmful or detrimental or injurious to public health, safety or welfare, to domestic, agricultural, commercial, industrial, recreational or other legitimate uses, or to livestock, animals, birds, fish or other aquatic life; or (b) the alteration made or induced by human activity of the chemical, physical, biological, or radiological integrity of waters of the state. [Minn. Stat. 115.01, subd. 13]
27.42	"Water Quality Standards" means those provisions contained in Minn. R. 7050 and 7052. [Minn. R. 7090]
27.43	"Water Quality Volume" means either:  a. for construction activity (excluding linear projects), one (1) inch of runoff from the sum of the new and fully reconstructed impervious surfaces created by the project (calculated as an instantaneous volume); or b. for linear projects, the greater of one (1) inch of runoff from the new impervious surface or one-half (0.5) inch of runoff from the sum of the new and fully reconstructed impervious surfaces created by the project (calculated as an instantaneous volume). [Minn. R. 7090]
27.44	"Waters of the State" means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof. [Minn. Stat. 115.01, subd. 22]
27.45	"Wetlands" means those areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Constructed wetlands designed for wastewater treatment are not waters of the state. Wetlands must have the following attributes:  a. a predominance of hydric soils; b. inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in a saturated soil condition; and c. under normal circumstances support a prevalence of such vegetation. [Minn. R. 7050.0186, Subp. 1a.B]

**Appendix A. Alum or Ferric Chloride Phosphorus Treatment Systems**

**Table 1:  
 Monitoring parameters during operation**

<b>Station</b>	<b>Alum parameters</b>	<b>Ferric parameters</b>	<b>Units</b>	<b>Frequency</b>
Upstream- background	Total Phosphorus	Total Phosphorus	mg/L	1 x week
	Dissolved Phosphorus	Dissolved Phosphorus	mg/L	1 x week
	Total Aluminum	Total Iron	mg/L	1 x month
	Dissolved Aluminum	Dissolved Iron	mg/L	1 x week
	pH	pH	SU	1 x week
	Flow	Flow	Mgd	Daily
Alum or Ferric Chloride Feed	Alum	Ferric	Gallons	Daily total dosed in gallons
Discharge from treatment	Total Phosphorus	Total Phosphorus	mg/L	1 x week
	Dissolved Phosphorus	Dissolved Phosphorus	mg/L	1 x week
	Total Aluminum	Total Iron	mg/L	1 x month
	Dissolved Aluminum	Dissolved Iron	mg/L	1 x week
	pH	pH	SU	1 x week
	Flow	Flow	Mgd	Daily

**Appendix B. Schedules**

**Table 2:**  
**Existing Permittees - Schedule of permit requirements**

<i>Permit requirement</i>	<i>Schedule</i>
<p><b>Section 12. Stormwater Pollution Prevention Program (SWPPP) Document</b></p> <ul style="list-style-type: none"> <li>• <i>Submit the SWPPP Document completed in accordance with Section 12.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 150 days after General Permit issuance date.</li> </ul>
<p><b>Section 13. Stormwater Pollution Prevention Program (SWPPP)</b></p> <ul style="list-style-type: none"> <li>• <i>Complete revisions to incorporate the new requirements of Sections 14 - 23 into current SWPPP.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 12 months of the date General Permit coverage is extended, unless other timelines have been specifically established in the General Permit and identified below.</li> </ul>
<p><b>Section 19. Construction Site Stormwater Runoff Control</b></p> <ul style="list-style-type: none"> <li>• <i>Complete revisions to Construction Site Stormwater Runoff Control program, including revisions to regulatory mechanism(s), if necessary.</i></li> <li>• <i>When the CSW Permit is reissued, revise regulatory mechanism(s), if necessary, to be at least as stringent as the requirements for erosion, sediment, and waste controls described in the CSW Permit.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 12 months of the date General Permit coverage is extended.</li> <li>• Within 12 months of the issuance date of the CSW Permit (expected issuance date of the CSW Permit is August 1, 2023).</li> </ul>
<p><b>Section 21. Pollution Prevention/Good Housekeeping for Municipal Operations</b></p> <ul style="list-style-type: none"> <li>• <i>Conduct structural stormwater best management practice (BMP) inspections.</i></li> <li>• <i>Conduct pond and outfall inspections.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Each calendar year.</li> <li>• Prior to the expiration date of the General Permit.</li> </ul>
<p><b>Section 22. Discharges to Impaired Waters with a USEPA-Approved TMDL that includes an Applicable WLA</b></p> <ul style="list-style-type: none"> <li>• <i>Submit all information required in item 22.2.</i></li> <li>• <i>Meet requirements for applicable WLAs for bacteria, chloride, and temperature in Section 22.</i></li> </ul>	<ul style="list-style-type: none"> <li>• With each annual report.</li> <li>• Within 12 months of the date General Permit coverage is extended.</li> </ul>
<p><b>Section 25. Annual Assessment, Annual Reporting, and Recordkeeping</b></p> <ul style="list-style-type: none"> <li>• <i>Conduct assessment of the SWPPP.</i></li> <li>• <i>On a form provided by the Agency, submit an annual report.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Prior to completion of each annual report.</li> <li>• By June 30<sup>th</sup> of each calendar year.</li> </ul>

**Table 3:**  
**New Permittees - Schedule of permit requirements**

<i>Permit requirement</i>	<i>Schedule</i>
<p><b>Section 10. New Permittee Applicants</b></p> <ul style="list-style-type: none"> <li>• <i>Submit Part 1, and Part 2 of the permit application as required by Section 12.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 18 months of written notification from the Commissioner that the MS4 meets the criteria in Minn. R. 7090.1010, subp. 1.A. or B. and General Permit coverage is required.</li> </ul>
<p><b>Section 13. Stormwater Pollution Prevention Program (SWPPP)</b></p> <ul style="list-style-type: none"> <li>• <i>Complete all requirements of Sections 14 - 23.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 36 months of the date General Permit coverage is extended, unless other timelines have been specifically established in the General Permit and identified below; or</li> <li>• Within timelines established by the Commissioner in item 8.3.</li> </ul>
<p><b>Section 14. Mapping</b></p> <ul style="list-style-type: none"> <li>• <i>Develop a storm sewer system map.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 24 months of the date General Permit coverage is extended.</li> </ul>
<p><b>Section 18. Illicit Discharge Detection and Elimination</b></p> <ul style="list-style-type: none"> <li>• <i>Develop, implement, and enforce an Illicit Discharge Detection and Elimination Program.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 12 months of the date General Permit coverage is extended.</li> </ul>
<p><b>Section 19. Construction Site Stormwater Runoff Control</b></p> <ul style="list-style-type: none"> <li>• <i>Develop, implement, and enforce a Construction Site Stormwater Runoff Control Program.</i></li> <li>• <i>When the CSW Permit is reissued, revise regulatory mechanism(s), if necessary, to be at least as stringent as the requirements for erosion, sediment, and waste controls described in the CSW Permit.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 12 months of the date General Permit coverage is extended.</li> <li>• Within 12 months of the issuance date of the CSW Permit (expected issuance date of the CSW Permit is August 1, 2023).</li> </ul>
<p><b>Section 20. Post-Construction Stormwater Management</b></p> <ul style="list-style-type: none"> <li>• <i>Develop, implement, and enforce a Post-Construction Stormwater Management program.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 24 months of the date General Permit coverage is extended.</li> </ul>
<p><b>Section 21. Pollution Prevention/Good Housekeeping for Municipal Operations</b></p> <ul style="list-style-type: none"> <li>• <i>Conduct structural stormwater BMP inspections.</i></li> <li>• <i>Conduct pond and outfall inspections.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Each calendar year.</li> <li>• Prior to the expiration date of the General Permit.</li> </ul>
<p><b>Section 22. Discharges to Impaired Waters with a USEPA-Approved TMDL that includes an Applicable WLA</b></p> <ul style="list-style-type: none"> <li>• <i>Submit all information required in item 22.2.</i></li> <li>• <i>Meet requirements for applicable WLAs for bacteria, chloride, and temperature in Section 22.</i></li> </ul>	<ul style="list-style-type: none"> <li>• With each annual report.</li> <li>• Within 12 months of the date General Permit coverage is extended.</li> </ul>
<p><b>Section 23. Alum or Ferric Chloride Phosphorus Treatment Systems (if applicable)</b></p> <ul style="list-style-type: none"> <li>• <i>Meet requirements for treatment systems in Section 23.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Within 12 months of the date General Permit coverage is extended.</li> </ul>
<p><b>Section 25. Annual SWPPP Assessment, Annual Reporting, and Recordkeeping</b></p> <ul style="list-style-type: none"> <li>• <i>Conduct assessment of the SWPPP.</i></li> <li>• <i>On a form provided by the Agency, submit an annual report.</i></li> </ul>	<ul style="list-style-type: none"> <li>• Prior to completion of each annual report.</li> <li>• By June 30<sup>th</sup> of each calendar year.</li> </ul>

# Roseville Public Works, Environment and Transportation Commission Agenda Item

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**DATE:** May 19, 2026

**ITEM:** 5.a.

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**ITEM DESCRIPTION:** Commission Direction on Member Initiated Agenda Items

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## Background

### Suggested Items:

- June 23
  - Prep for Joint Council Meeting
  - Recommend Approval of Climate Equity Action Plan
  - Leaf Site Recommendations
- **July 20 - Joint Council Meeting**
- July 28
  - Review Joint Council Meeting
    - Set work plan
  - Pathway Master Plan Segment Review
  -

### Looking Ahead:

- Future
  - MnDOT Safe Systems Approach
  - Pavement Funding
  - Speed Limits

### Recommendation

Approve future agenda.

### Attachments

None

# Roseville Public Works, Environment and Transportation Commission Agenda Item

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**DATE:** May 19, 2026

**ITEM:** 6.a.

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**ITEM DESCRIPTION:** Approve April Minutes

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## **Background**

Attached are the minutes from the April 28, 2026 meeting.

## **Recommendation**

Motion approving the minutes of April 28, 2026, subject to any necessary corrections or revision.

## **Attachments**

1. Draft April Minutes

**Roseville Public Works, Environment  
and Transportation Commission  
Meeting Minutes**

Tuesday, April 28, 2026, at 6:30 p.m.  
City Council Chambers, 2660 Civic Center Drive  
Roseville, Minnesota 55113

**1. Swearing in of New Commission Members**

Chair Ficek performed the Oath of Office on new Commissioners Luke Sandstrom and Charles Tedder.

**2. Introduction / Roll Call**

Chair Ficek called the meeting to order at approximately 6:30 p.m., and at his request, Public Works Director Jesse Freihammer called the roll.

**Present:** Chair Bryant Ficek, Vice Chair Edwin Hodder, and Members Daniel Fergus, Allison Luongo, Katie Brokaw Palalay, Luke Sandstrom, and Charles Tedder

**Youth Commissioners:** Carsten Bauer and Alexis Jendro

**Absent:** None

**Staff Present:** Public Works Director Jesse Freihammer; Assistant Public Works Director/City Engineer Jennifer Lowry

**3. Approve Agenda**

**Motion**

**Member Hodder moved, Member Fergus seconded, approval of the April 28, 2026, Agenda as presented.**

**Ayes: 9**

**Nays: 0**

**Motion carried.**

**4. Election of Officers**

Public Works Director Freihammer explained that, as required by City Code, 201.06.A, at the last meeting preceding the end of regular terms of appointment,

34 each advisory commission shall select a chair and vice chair from among its  
35 appointed members for a term of one year and appoint a member to serve on the  
36 Ethics Commission. He noted that since this should have been completed at the  
37 March meeting, the two new PWET commissioners cannot vote, be elected as chair  
38 or vice chair, or serve on the Ethics Commission.

39  
40 **Motion**

41 **Member Fergus moved, Member Brokaw Palalay seconded, appointing Ficek**  
42 **as Chair of the PWETC.**

43  
44 **Ayes: 9**

45 **Nays: 0**

46 **Motion carried.**

47  
48 **Motion**

49 **Member Fergus moved, Member Brokaw Palalay seconded, appointing**  
50 **Hodder as Vice Chair of the PWETC.**

51  
52 **Ayes: 9**

53 **Nays: 0**

54 **Motion carried.**

55  
56 **Motion**

57 **Member Luongo moved, Member Brokaw Palalay seconded, appointing**  
58 **Fergus to serve on the Ethics Commission.**

59  
60 **Ayes: 9**

61 **Nays: 0**

62 **Motion carried.**

63  
64 **5. Public Comments**

65 Vice Chair Hodder commented that Clean Up Day was a major success, noting the  
66 large turnout and long wait times due to high participation.

67  
68 Member Brokaw Palalay agreed that Clean Up Day was very successful, noting the  
69 long wait but smooth process, and suggested holding the event more than once a  
70 year due to its popularity.

71  
72 Public Works Director Freihammer noted that Clean Up Day was very successful,  
73 with a strong turnout, good weather, and satisfied vendors, and said that updated  
74 statistics would be shared next month. He added that while some communities have  
75 tried hosting the event twice a year, many have returned to once annually due to  
76 lower participation at one of the events, so expanding to two events is unlikely,  
77 without significant demand.

79 Chair Ficek expressed appreciation for former members Cicha and Mueller,  
80 thanking them for their service and contributions to the commission.  
81

## 82 **6. Business Items**

### 83 **a. Communication Items**

84 Assistant Public Works Director Jennifer Lowry provided a brief review and  
85 update on projects and maintenance activities listed in the staff report dated  
86 April 28, 2026.  
87

88 Ms. Lowry provided a brief update on ongoing City projects, noting progress  
89 on facility planning, upcoming council discussions, and multiple construction  
90 efforts, including roadway projects, sewer work, and pathway development,  
91 many of which are moving forward with favorable bid pricing. She also  
92 highlighted coordination on signage installation and acknowledged numerous  
93 county and state projects underway, warning that while travel may be  
94 challenging during construction, improvements will benefit the community  
95 long term.  
96

97 Ms. Lowry provided updates on upcoming and ongoing regional projects,  
98 including timelines, public meetings, and major road closures, noting that  
99 several projects may impact travel through the State Fair period. She also  
100 shared that the City has reapplied for water efficiency rebate funding, with  
101 program updates expected, and confirmed that some funds remain available  
102 this year due to additional funding received from Met Council.  
103

104 Chair Ficek asked for clarification on how many awards or devices are  
105 included in the water efficiency rebate program.  
106

107 Ms. Lowry estimated that the initial funding supported about 120 rebates, with  
108 additional funds added later, and explained that standard rebates are capped at  
109 \$300 per address. In contrast, equity-based rebates can reach \$600 or even  
110 \$1,200 for certain items, such as washing machines. She noted the updated  
111 program is more comprehensive and complex, but ultimately an improvement.  
112

113 Member Fergus asked whether the rebate limits apply per item or if the \$300  
114 cap is the total allowed per address.  
115

116 Ms. Lowry clarified that the standard rebate would remain capped at \$300 per  
117 address, applied as a water bill credit, while equity-based rebates could be  
118 additional and vary by device, in accordance with Met Council guidelines. She  
119 noted that the updated program is expected to launch on July 1, alongside other  
120 sustainability initiatives, including an internship program, a native plant sale,  
121 a shredding day, and recent Earth Day cleanup efforts.  
122

123 Ms. Lowry shared brief council updates, noting that Roseville appointed a  
124 representative to the Falcon Heights Les Bolstad Golf Course redevelopment

125 advisory committee, though no proposals have been received yet. She also  
126 mentioned that a closed session was held to discuss a potential offer to the  
127 VFW, and an offer has since been made.

128  
129 Vice Chair Hodder asked for clarification about the potential offer to the VFW,  
130 specifically whether it relates to the license and dance studio portion of the  
131 project.

132  
133 Mr. Freihammer clarified that the City is considering purchasing a portion of  
134 the VFW parking lot to create shared parking access, not the building itself,  
135 and the VFW would continue operating as usual.

136  
137 Chair Ficek asked when the delineators for the bike lanes on Hamline Avenue  
138 will be installed.

139  
140 Ms. Lowry said installation of the bike lane delineators on Hamline Avenue is  
141 pending county street sweeping, which is expected within the next couple of  
142 weeks, possibly sooner.

143  
144 **b. Approve Bike Plan**

145 Assistant Public Works Director Lowry provided a brief review and update on  
146 projects and maintenance activities listed in the staff report dated April 23,  
147 2026.

148  
149 Ms. Lowry provided an overview of the City's first bike-specific plan,  
150 explaining that it originated from the capital improvement plan and was  
151 supported by an MnDOT grant that paired the City with consultants and other  
152 communities. She described the extensive process, including public  
153 engagement, surveys, workshops, and a working committee made up of City  
154 staff, residents, and partner agencies, all contributing to shaping the plan and  
155 refining it into a more concise document with additional technical appendices.

156  
157 She highlighted key findings, including gaps in the current bike network, safety  
158 concerns, and the need for more consistent, user-friendly infrastructure,  
159 especially for riders who are less comfortable sharing the road with traffic.  
160 Engagement results showed strong community interest, with hundreds of  
161 survey responses and comments identifying desired routes, problem areas, and  
162 opportunities for improvement, along with feedback from a demonstration bike  
163 lane project on Hamline Avenue.

164  
165 Ms. Lowry explained that the plan introduces a proposed bike network with two  
166 tiers: a primary grid of major routes designed for all users and secondary traffic-  
167 calmed neighborhood connections, and acknowledges that many key corridors  
168 are outside the City's direct control and will require coordination with county  
169 and state partners. She emphasized that this plan is just the first step, with future

170 work focused on prioritization, additional outreach, equity considerations,  
171 funding, and implementation through partnerships and ongoing projects.  
172  
173 Member Fergus pointed out a minor issue in Appendix B, noting that the  
174 community engagement section appears to repeat content and does not include  
175 the demonstration project.  
176  
177 Ms. Lowry explained that the demonstration project was not included in  
178 Appendix B because it was added as a separate appendix.  
179  
180 Member Fergus noted another minor concern, pointing out that several photos  
181 in the plan show people biking without helmets and suggesting the City may  
182 want to consider whether that is appropriate.  
183  
184 Ms. Lowry acknowledged the concern about helmet use in the photos, noting it  
185 had come up in past work as well, and pointed out that helmet use is not legally  
186 required. She asked whether there would be any objection to editing the images  
187 to include helmets.  
188  
189 Member Fergus explained it was not a major issue, but suggested that future  
190 versions include more images of people wearing helmets, especially since some  
191 pages show none.  
192  
193 Member Brokaw Palalay appreciated the example from Lyndale Avenue in  
194 Richfield, noting that it helps residents visualize higher-quality bike  
195 infrastructure beyond basic painted lanes. She encouraged continuing to include  
196 such examples to broaden understanding and support improved bike facilities.  
197  
198 Ms. Lowry explained that many examples were included in the appendices to  
199 keep the main document concise while still providing valuable visuals for future  
200 engagement and discussions, noting that a shorter main report is more  
201 accessible for residents.  
202  
203 Member Brokaw Palalay reiterated appreciation for including a clear example  
204 in the main document, noting that even a single visual helps residents better  
205 understand what improved bike infrastructure could look like without  
206 overwhelming the report.  
207  
208 Chair Ficek reflected positively on his involvement in developing the bike plan,  
209 praising the collaborative process, the finalized vision statement, and the more  
210 concise summary format. He emphasized that the plan is a strong first step and  
211 should remain a living document that continues to evolve, noting the  
212 importance of ongoing updates and implementation to achieve the long-term  
213 vision.  
214

215 Member Luongo asked for clarification that the draft prioritization in the  
216 appendix would remain preliminary even after the bike plan is approved, and  
217 confirmed that prioritization will be addressed as a next step.

218  
219 Ms. Lowry explained that the bike plan is more conceptual compared to the  
220 pathway master plan, which involves more detailed, segment-by-segment  
221 engagement. She noted that while some outreach was conducted, additional  
222 steps and input will be needed before implementation, and the council's  
223 discussion will help guide the plan's next steps.

224  
225 Member Luongo asked whether the map intentionally shows only public  
226 schools and whether there was a specific reason private schools were not  
227 included.

228  
229 Ms. Lowry said it was not intentional that only public schools were shown. She  
230 explained that before using schools as a planning factor, the city would need to  
231 more clearly define and refine which types of schools or facilities to consider.

232  
233 **Motion**  
234 **Member Fergus moved, and Member Luongo seconded, to recommend**  
235 **that the City Council approve the bike plan.**

236  
237 **Ayes: 9**  
238 **Nays: 0**  
239 **Motion carried.**

240  
241 Ms. Lowry explained that the plan will be presented to the Parks Commission  
242 before going to council, likely in June, to keep the process moving forward. She  
243 noted that the goal is to align the bike plan with the pathway master plan over  
244 time, avoid separate prioritization efforts, and gain council support to proceed  
245 with next steps.

246  
247 **c. Pathway Master Plan – Continued Segment Review**  
248 Public Works Director Freihammer provided a brief review and update on  
249 projects and maintenance activities listed in the staff report dated April 28,  
250 2026.

251  
252 Chair Ficek noted this was a continuation of prior discussions and that the group  
253 would review the segments with the intent to vote on a recommendation for  
254 approval, and asked for clarification on the exact wording of the motion.

255  
256 Mr. Freihammer explained that the group is continuing to review and refine the  
257 pathway master plan by working through existing and proposed segments,  
258 aiming to reach a consensus rather than a formal vote. He noted that as they  
259 move further down the list, segments may be less prominent or more complex,  
260 and introduced the next segment for discussion, a proposed connection along

261 Pascal Street between County Road B and Commerce Street, originally added  
262 based on resident feedback.

263  
264 The commission reached a consensus to leave the previous segment as is.

265  
266 Mr. Freihammer introduced a “constellation link” concept, which focuses on  
267 connecting parks rather than strictly following roadway corridors. He explained  
268 that the next segment would connect Applewood Park to Autumn Grove Park,  
269 potentially using existing and new pathways. He asked whether the group  
270 should expand the plan to include additional residential connections, such as  
271 Arona Street.

272  
273 Member Brokaw Palalay, speaking from her experience living in the  
274 neighborhood, expressed strong support for adding the connection, noting that  
275 residents already frequently walk between these two parks even without a  
276 formal pathway. She explained that Applewood Park is relatively small, so  
277 people often extend their walks by looping through the surrounding area, and  
278 completing this connection would create a more seamless and enjoyable route  
279 for walking dogs, exercising, and everyday recreation. She added that the  
280 distance between the parks is short and practical, making it an easy  
281 improvement with meaningful benefit, especially given the nearby apartment  
282 complexes that would likely generate consistent foot traffic. While  
283 acknowledging other nearby pathway improvements, she emphasized that this  
284 local connection serves a different purpose and would still see strong use from  
285 neighborhood residents.

286  
287 Chair Ficek raised a counterpoint, questioning whether it is necessary to  
288 designate a specific residential street for a pathway when nearby multiple streets  
289 already provide low-speed, walkable north-south connections. He emphasized  
290 the importance of consistency in how the commission approaches adding  
291 residential streets to the plan, recalling prior discussions on whether such  
292 designations are needed when similar alternatives already exist.

293  
294 Mr. Freihammer responded that while consistency is important, each situation  
295 can be evaluated on its own merits, and the group does not need to apply a rigid,  
296 one-size-fits-all standard.

297  
298 Chair Ficek noted that in past discussions, the group has generally avoided  
299 adding residential street segments, though it is not a strict rule, and there have  
300 been exceptions. He offered this as a consideration for consistency as the group  
301 evaluates the current segment.

302  
303 Member Luongo questioned whether property owners would be assessed for a  
304 sidewalk.

305

306 Chair Ficek clarified that there are no direct assessments to property owners for  
307 adding a pathway or sidewalk, but noted that impacts such as placement, trees,  
308 and space can lead to pushback, especially on very local streets. He explained  
309 that residential streets often have less need for separated pedestrian  
310 infrastructure due to lower traffic. In contrast, collector roads like Lydia Avenue  
311 and County Road C2 carry higher volumes, making such infrastructure more  
312 appropriate.

313  
314 Members Brokaw Palalay and Fergus agreed to maintain consistency,  
315 expressing support for not adding the residential connection, given that nearby  
316 routes like Hamline Avenue and County Road C2 are expected to provide  
317 adequate pathway infrastructure.

318  
319 Mr. Freihammer explained that while some residential segments, like East  
320 Snelling Service Drive, were added due to high parking demand and limited  
321 walkability, that situation is unique and not comparable to most neighborhood  
322 streets. He noted that Arona Street and similar streets have lower traffic and less  
323 consistent parking issues, making a pathway harder to justify and more difficult  
324 to defend to residents, especially when nearby streets have similar conditions.  
325 Based on that, he suggested removing the segment to remain consistent with  
326 past practice and avoid unnecessary impacts.

327  
328 Member Luongo asked whether a separate pathway segment for Lydia Avenue  
329 was already planned, and whether that connection had been addressed  
330 previously.

331  
332 Mr. Freihammer confirmed that Lydia Avenue is already included as a separate  
333 pathway segment and noted that it was reviewed and retained in the plan during  
334 the previous meeting.

335  
336 Member Brokaw Palalay clarified that her earlier support was based on current  
337 conditions, noting that people rely on informal routes because nearby roads,  
338 such as County Road C2 and Hamline Avenue, lack safe walking infrastructure.  
339 She acknowledged, however, that with planned improvements to those routes,  
340 the need for a residential connection may be less critical.

341  
342 Mr. Freihammer noted that while the map shows many planned connections,  
343 relatively little has been built so far. However, Hamline Avenue is a good  
344 starting point, with future priorities including Lydia Avenue and County  
345 Road C2. He indicated the Arona segment would likely rank low and supported  
346 its removal, then introduced the next constellation link connecting County  
347 Road B2 to Acorn Park via Galtier and Matilda Streets, noting that it runs  
348 through a residential area with limited park access and minimal traffic demand.

349  
350 Member Luongo, speaking from personal experience living in the area,  
351 explained that she regularly walks along these streets and does not see a need

352 for an off-street pathway on Galtier or Matilda. She noted that traffic volumes  
353 are low, making it comfortable to walk in the street, and added that the nearby  
354 park access point does not generate significant vehicle demand. While she  
355 acknowledged occasional busier periods, such as when disc golfers are present,  
356 she emphasized that overall usage does not justify additional infrastructure and  
357 suggested that, if anything, Transit Street might be a more logical location for  
358 improvements.  
359

360 Mr. Freihammer added that no pathway segments are currently planned along  
361 Transit Street and noted that some existing sidewalks in the area were installed  
362 to meet past development requirements rather than as part of a coordinated  
363 long-term connectivity plan. He explained that many commercial properties  
364 were historically required to install sidewalks adjacent to their parcels, which is  
365 why some segments appear disconnected today.  
366

367 Based on Member Luongo's input and the broader discussion about consistency  
368 and need, Mr. Freihammer agreed that the proposed segment would be difficult  
369 to justify and supported removing it from the plan, a decision the group  
370 ultimately agreed to.  
371

372 Mr. Freihammer explained that this segment follows a partially platted but  
373 unused right-of-way that was originally intended for a roadway connection that  
374 was never completed. He noted the corridor could potentially serve as a  
375 pathway connection and help break up a long half-mile gap between streets, but  
376 it has remained a conceptual line on the plan with no recent public input or clear  
377 origin.  
378

379 The discussion among commission members centered on balancing long-term  
380 connectivity goals with consistency, practicality, and community impact when  
381 evaluating pathway segments.  
382

383 Member Fergus generally emphasized a practical, resident-focused perspective,  
384 often questioning whether new pathways were truly necessary in low-traffic  
385 residential areas where walking in the street is already comfortable. He  
386 highlighted the importance of consistency with past decisions, noting that  
387 similar residential streets had not been prioritized, and supported removing  
388 segments that did not clearly improve safety or access.  
389

390 Chair Ficek reinforced this consistency lens, reminding the group that while  
391 exceptions can be made, the commission has historically been cautious about  
392 adding pathways on local residential streets unless there is a clear need, such as  
393 higher traffic volumes or safety concerns. He also clarified that even conceptual  
394 segments can raise concerns among residents, particularly when they affect  
395 trees, yards, or perceived changes to neighborhood character.  
396

397 Member Brokaw Palalay brought a more experiential, safety-oriented  
398 perspective, often referencing how people actually use the area today. She  
399 highlighted situations where the current infrastructure is lacking, such as unsafe  
400 or incomplete walking routes. She encouraged thinking beyond street  
401 classifications to consider real-world behavior, safety risks, and broader  
402 connectivity, including system-level issues such as crossing major roads.  
403

404 Mr. Freihammer provided technical context throughout, explaining the origins  
405 of segments, existing right-of-way constraints, historical planning decisions,  
406 and feasibility challenges. He frequently pointed out that many segments are  
407 conceptual, may require significant engineering or property acquisition, and  
408 would undergo additional public engagement before implementation. He also  
409 emphasized prioritization, noting that lower-ranked segments are less likely to  
410 be built and should be evaluated carefully to avoid unrealistic expectations.  
411

412 Across the discussion, the group consistently weighed whether segments should  
413 remain as long-term concepts or be removed to maintain a clear, realistic, and  
414 defensible plan. The overall approach reflected a balance between preserving  
415 future opportunities for connectivity, especially where a right-of-way exists,  
416 and ensuring the plan remains consistent, practical, and aligned with actual  
417 community needs.  
418

## 419 **7. Commission Direction on Member-Initiated Agenda Items**

420 Mr. Freihammer outlined the upcoming schedule, noting that the May PWETC  
421 meeting has been moved up to May 19, 2026, and will focus on a waste  
422 management and recycling update and a stormwater presentation. He added that  
423 June will include preparation for a joint council meeting, a review of the climate  
424 equity action plan for recommendations, and a discussion of leaf site  
425 recommendations, to bring key items to the council and inform residents ahead of  
426 the fall cleanup season.  
427

428 Chair Ficek noted that the packet includes future agenda topics and encouraged  
429 members to suggest additional items for consideration.  
430

431 Member Brokaw Palalay asked whether the City has had any recent discussions  
432 about implementing a citywide organized trash collection program, similar to the  
433 unified recycling system, and suggested it might be worth considering as a future  
434 agenda topic.  
435

436 Mr. Freihammer explained that a citywide organized trash collection program is  
437 ultimately a council-directed initiative and is typically revisited every year or two.  
438 He noted that the commission does not begin exploring it without council  
439 authorization to avoid unnecessary work or public concern. Still, he suggested it  
440 could be a good topic to raise at the joint council meeting.  
441  
442

443 Vice Chair Hodder asked when the commission's tour schedules will be available.

444

445 Mr. Freihammer said tour scheduling is still being worked out, noting that a visit to  
446 St. Paul Regional Water may be delayed due to construction, possibly until later in  
447 the year. He added that the team is exploring options like another MRF tour and a  
448 visit to a public works facility, with updates expected soon, and mentioned interest  
449 in organizing a trail exploration as well.

450

451 **8. Approval of March 24, 2026, Meeting Minutes**

452 *Comments and corrections to draft minutes had been submitted by PWETC*  
453 *commissioners prior to tonight's meeting, and those revisions were incorporated*  
454 *into the draft presented in meeting materials.*

455

456 Chair Ficek noted that some of the pronouns for people were off in the comments  
457 and could be corrected.

458

459 **Motion**

460 **Member Hodder moved, Member Luongo seconded, approval of the March**  
461 **24, 2026, meeting minutes as amended.**

462

463 **Ayes: 7**

464 **Nays: 0**

465 **Abstain: 2 (Sandstrom, Tedder)**

466 **Motion carried.**

467

468 **9. Adjourn**

469

470 **Motion**

471 **Member Hodder moved, Member Luongo seconded, adjournment of the**  
472 **meeting at approximately 8:26 p.m.**

473

474 **Ayes: 9**

475 **Nays: 0**

476 **Motion carried.**