

City Of Little Canada

Storm Water Pollution Prevention Program

Background

The City of Little Canada is located northeast of St. Paul, in the north central portion of Ramsey County. Little Canada shares its borders with Vadnais Heights to the north, Maplewood to the east and south, and Roseville and Shoreview to the west. The City covers approximately 4.34 square miles of land consisting of a mix of residential, light industrial, right-of-way, lakes/water, open space, and parkland.

Receiving Waters

Receiving waters are recipients of outfall discharges from the City's municipal storm sewer system. In designating receiving waters within the SWPPP, the MS4 owner (City of Little Canada) must consider the sensitivity of the receiving waters and future SWPPP modifications to address storm water discharges impacting water quality of the receiving waters.

The following table lists the receiving waters within the City of Little Canada.

Receiving Water	Location
Gervais Lake	234 acre lake on east side of City of Little Canada
Ditch 16	From Gervais Lake west and north to northwest section of City. (Maintained by Ramsey Washington Metro Watershed District)
Round Lake	12.5 acre lake located on west side of City.
Savage Lake	22.4 acre lake located in center of City. (It Was divided in half due to construction of Interstate Highway 35E)
Twin Lake	35.5 acre lake on north side of City.

Storm Water Management Plan

All of the storm water runoff from the City discharges into the Ramsey Washington Metro Watershed District. The City follows watershed requirements of the Watershed District and adopted its own Surface Water Management Plan in 2008 that was incorporated into the City's comprehensive plan. The Surface Water Management Plan is located in Appendix A of the SWPPP.

The City currently does not have a storm water utility but does have two storm water ordinances that were adopted in September 2008.

- #927 Erosion Control Ordinance
- #928 Stormwater Management Ordinance

The City also has adopted the following ordinances, which address some of the other impacts on the City's storm water system:

- #505 Discharge into City Streets
- #1800 Low Lands, Wetlands, and Marshes
- #917 Zoning ordinance for Shoreland District
- #919 Zoning ordinance for Wetland Systems District

Key staff in the creation, implementation, and management of the City's SWPPP are primarily in the Public Works Department. The City Engineer has also played a key role. Public Works staff is currently involved in storm water-related activities ranging from on-going maintenance of the City's storm sewer system to development plan review.

BMPs for Six Minimum Control Measures

The City has established BMPs for the six minimum control measures required by the permit. They are:

- Public Education and Outreach
- Public Participation/Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control
- Post-Construction Stormwater Management in New Development and Redevelopment
- Pollution Prevention/Good Housekeeping

The description of all BMPs can be found on the BMP summary sheets that are part of this SWPPP. The City will implement the BMPs as soon as they are able to and will evaluate the entire program on an ongoing basis to determine if changes or additions need to be made. The descriptions given in the BMP summary sheets are intended to meet all SWPPP requirements for each BMP.

Drinking Water Sources

Permit Condition IV.6 covers drinking water sources and the effects storm water BMPs can have on them. There are areas in the City that have vulnerable drinking water sources based on information provided by the Minnesota Department of Health. That means that groundwater in those areas may be more susceptible to contamination from storm water runoff. Most of the northwest portion of the City falls into the vulnerable zone. Because of this, storm water projects need to be analyzed to be sure the drinking water source will not be harmed by contaminants in the storm water that is discharged in the area. Infiltration projects must be evaluated using the criteria set forth by the Minnesota Department of Health and outlined in the City's BMP summary sheet for drinking water sources.

Impaired Waters

Lake Gervais has been added to the list of Minnesota impaired waters. Because of this, the City has developed a BMP to study the effects that storm water discharges have on Lake Gervais and what changes could potentially be implemented to aid in restoring the lake to good water quality. A BMP summary sheet can be found for permit condition IV.D – 1 and titled "Impaired Waters Review Process"

BMP Summary Sheet

MS4 Name: City of Little Canada

Permit Condition: IV.6 – Drinking Water Sources

Unique BMP Identification Number: IV.6 - 1

***BMP Title:** Evaluating Drinking Water Sources for Infiltration Projects

***BMP Description:**

The City of Little Canada will evaluate drinking water sources when considering infiltration BMPs for future stormwater projects.

During this evaluation the City will:

- Assemble existing information on the area of the proposed stormwater project including if it is in a wellhead protection area, which aquifer is being used by the drinking water supply wells, where the aquifer is vulnerable to land activities, what land uses exist in the area or are proposed for the area, and what are the contaminants of concern in the stormwater.
- After assembling the information the City will follow the Minnesota Department of Health Guidance for evaluating storm water infiltration projects.
- The five steps in the guidance will be followed and if at point the information leads to infiltration not being appropriate in the area then an alternative method BMP will be considered.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will establish a baseline of information that it can use for evaluating future infiltration projects. The information will be updated on an annual basis if necessary.

The City will prepare a map showing areas with potentially vulnerable drinking water sources and will refer to the map for all infiltration projects.

The City will document the evaluation process for all infiltration projects in potentially vulnerable drinking water source areas and will keep a record of the information compiled and the decisions made on each separate project.

***Timeline/Implementation Schedule:**

The City will establish the baseline information by May 2008 and will check it annually after that date to make sure the Minnesota Department of Health has not made any changes.

The City will complete the map of vulnerable drinking water sources by May 2008.

The City will document infiltration project decisions each year in the Annual Report to the MPCA.

Specific Components and Notes:

The Minnesota Department of Health Guidance will be checked annually for any changes to the process.

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: Bill.Dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Permit Condition: IV.D - 1

Unique BMP Identification Number: IV.D - 1

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

***BMP Description:**

The City of Little Canada will review all discharges from its MS4 system to impaired waters, as defined by the current USEPA approved 303(d) list.

In this review, the City of Little Canada will identify impaired waters that could be impacted by the MS4's stormwater discharge. A combination of storm sewer maps and field surveys will be used to identify all potential stormwater discharges to impaired waters. Once a discharges have been identified the watersheds that contribute to those discharges will be delineated. The watershed will then be evaluated on the basis of hydrology, land use, and any other characteristics that may impact the impaired water through the stormwater discharges.

Once the City has the information above it will look at all factors and determine if any changes to the stormwater system or any of the BMPs are necessary to minimize impact on the impaired water. Any changes to the City's SWPPP will be submitted to the MPCA with the current year's annual report. Factors included as part of the review include long-term and short-term costs and timing. All facts and other information used in determining if changes to the SWPPP are necessary will be documented and kept with the MS4 permit. A summary will be prepared and any SWPPP revisions that were made will be identified.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will establish a baseline of information – figure out what we know already and what we have done already that will help with this BMP

The City will document all impaired waters within the MS4 and any impaired waters outside of the MS4 that may be impacted by stormwater discharge from the City of Little Canada.

The City will prepare a map that includes all impaired waters that may be impacted, MS4 discharge points that may contribute to impairment, and the delineated watersheds that impact the impaired waters.

The City will complete a written summary of conclusions reached through the investigation, including the decision making process used to determine what SWPPP revisions may be needed

The City will determine a schedule and timeline to incorporate changes into the SWPPP.

***Timeline/Implementation Schedule:**

The baseline of information will be determined by January 2008.

Impaired waters impacted by MS4 discharges will be identified by April 2008.

Watersheds contributing to runoff to impaired waters will be delineated by May 2008.

A map of discharges will be made by June 2008.

Evaluation of hydrology, land uses, and other factors will be completed by October 2008.

The impaired waters review and any changes made to the SWPPP will be included in the 2008 annual report completed in 2009.

Specific Components and Notes:

This process will be reassessed annually over the course of the permit cycle. Any new additions to the 303(d) will be reviewed and the City will determine if it discharges are impacting the newly listed waters.

When a USEPA approved TMDL is finalized the City of Little Canada intends to fully comply with all limits and requirements set forth in the TMDL in accordance with the schedule(s) outlined in the TMDL and the MS4 permit.

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: Bill.Dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

***BMP Title:** Distribute Educational Materials

***BMP Description:**

The City of Little Canada has information kiosks at the City Center that are used to disseminate printed educational material. The city also uses its bi-monthly newsletter "Le Petit Canadien" to publish educational articles. The city also posts educational articles on its web site, www.ci.little-canada.mn.us. The program has been in effect since the 2003 permit process was started and the target audience is all residents of Little Canada. Some examples of information distributed to residents are flyers on grass clippings, using hazardous materials disposal sites, and planting native grasses and shrubs around ponds and streams. In the future the City plans to continue to distribute materials with the aid of the Ramsey Washington Metro Watershed District. The city will also specifically target businesses, contractors who perform work within the city, and specific neighborhoods that are contributing to storm water pollution.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

Develop and distribute materials to businesses and contractors in the city.

Develop another method to use to distribute materials to specific areas of concern.

Expand the stormwater page of the website to provide more information.

***Timeline/Implementation Schedule:**

1 year - distribute information to businesses and contractors

2 years - develop another method of distribution

3 years - expand the stormwater page of the website

Specific Components and Notes:

As a result of a community survey performed in the winter of 2006 the city discovered that 96% of residents receive and read the city newsletter "Le Petit Canadien". Knowing that, staff plans to use this avenue as the major route to distribute educational materials to all residents and businesses. Staff also feels it is important to target the contractors who work in the city and adversely impact water quality with poor erosion control storm water pollution prevention practices.

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

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

***BMP Description:**

The city will partner with the Ramsey Washinton Metro Watershed District to provide education opportunities to students and residents of the city. This BMP will mostly be achieved through the distribution of educational materials through flyers, the city website, and the city newsletter. The city also will target neighborhoods who are going to have their streets reconstructed. At the neighborhood meetings and public hearings they will be introduced to rainwater gardens and other infiltration programs. The city will also advertise any speakers that the Watershed District may bring in. The city hopes to target all residents of the city, particularly children so that they can learn from a young age the importance of water quality. The City also recognizes the importance of educating public officials on storm water policies and will provide training for them so that they can make informed decisions regarding land use as it relates to water quality. The City will attempt to educate them inhouse, through workshops, or by using programs available through the University of Minnesota Extension Service. The city will also attempt to educate contractors working in the city.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

Track and record public education and outreach activites

Monitor success of rainwater garden program to see if interest is increased through education

Monitor the habits of contractors working in the city and how they are controlling erosion and preventing stormwater pollution

***Timeline/Implementation Schedule:**

1 year - get count of educational opportunities

4 years - Gauge neighborhood raingarden/infiltration program results

3 years - Gauge contractor response to education

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

*BMP Title: Education Program: Public Education and Outreach
*Audience(s) Involved: All residents, businesses, and contractors performing dirt work in Little Canada
*Educational Goals for Each Audience: Residents and businesses will be educated on their groundskeeping habits such as grass clippings and leaves in the street as well as promoting new BMPs that can help reduce stormwater pollution. It will be a main objective to raise awareness of the current situation and attempt to change established behavior. Contractors will be educated on awareness and BMPs for erosion control and other stormwater pollution prevention measures.
*Activities Used to Reach Educational Goals: The main activity will be the distribution of educational materials to all parties. Also, the City will coordinate with the Ramsey Washington Metro Watershed District on other types of educational experiences including speakers, seminars, and workshops.
*Activity Implementation Plan: Educational materials are currently being distributed by the City and the Watershed District. New information will be posted as it becomes available over the life of the permit. The Watershed District's Waterfest will be advertised and promoted each year. The public works department will be responsible for coordinating and implementing education plans and they will work closely with the Watershed District since they have more expertise in the area of stormwater education.
*Performance Measures: The city will measure the effectiveness of the educational programs by monitoring awareness through surveys. The city will also check water quality records that the Watershed District has and will compare them to levels down the road to see if quality is improving. The city will also track calls from residents to see if reporting of illicit activities increases.
*Responsible Party for this BMP: Name: Bill Dircks Department: Public Works Phone: 651-766-4049 E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

*BMP Title: Education Program: Public Participation
*Audience(s) Involved: The target audience is the residents and business owners and employees within the City of Little Canada. This includes children.
*Educational Goals for Each Audience: The goal is to encourage residents to help out in the prevention of stormwater pollution. The city would like to encourage the public to get involved in reducing stormwater pollution by getting them involved in activities throughout the community, including giving them a voice in the matter.
*Activities Used to Reach Educational Goals: An annual public meeting will be held to solicit ideas and concerns from interested residents. Staff will look for more avenues to contact people and make them aware of the meetings. Residents will be encouraged to comment on the SWPPP at any time throughout the year and those comments will be considered when staff evaluates the SWPPP. Also, residents will be encouraged to volunteer to clean up around ponds and other areas of the city. And the city may sponsor a storm drain stenciling program where volunteers would be encouraged to help paint the city's storm drains.
*Activity Implementation Plan: The annual public hearing will be held in May of each year and comments will be accepted up to and including the meeting for that year. Volunteer cleanups will take place each Spring with the cooperation of the Watershed District. The stenciling program may be implemented in three to four years.
*Performance Measures: The performance of the BMPs can be measured by the number of residents who come to the annual public hearing each year and the number of comments staff receives each year. Also, the volunteer programs can be measured by number of participants and the appearance of ponds and streams. Down the road the city hopes to have its catch basins stenciled through volunteers also.
*Responsible Party for this BMP: Name: Bill Dircks Department: Public Works Phone: 651-766-4049 E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-3

*BMP Title: Education Program: Illicit Discharge Detection and Elimination
*Audience(s) Involved: The audience for the detection and elimination of illicit discharge is all residents of the city, business owners, contractors doing work in the city, and city employees.
*Educational Goals for Each Audience: The goal is to educate residents to contact the city if they spot illicit discharges in the city storm sewer system. The City will provide materials and training for all audience members to be able to detect illicit discharge and report it to the proper department within the city. City Staff will be trained on the inspection of outfalls and how to track illicit discharge.
*Activities Used to Reach Educational Goals: The city newsletter and web site will be used to distribute materials aimed at helping citizens learn what illicit discharges are and what to do if they detect them. The Ramsey Washington Metro Watershed District will also provide assistance in educating residents and business owners. City Public Works employees will receive in depth training on illicit discharge and they will help to train other city employees and contractors who do work in the city.
*Activity Implementation Plan: During year one the information will be posted on the city's website and an article will appear in the city newsletter. At least one article a year will appear in the newsletter and website in the years following. The City will coordinate with the Watershed District to provide additional information and/or training to residents and business owners. By the third year of the permit all public works employees will have received training on the detection and elimination of illicit discharges.
*Performance Measures: The success of the BMP will be measured by the number of calls received on illicit discharge and by the number of illicit discharges discovered by trained personnel. Illicit discharges will be monitored and tracked in subsequent years to determine if the awareness level causes a decrease in the number of illicit discharges occurring.
*Responsible Party for this BMP: Name: Bill Dircks Department: Public Works Phone: 651-766-4049 E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-4

*BMP Title: Education Program: Construction Site Run-off Control
*Audience(s) Involved: Residents and business owners in the city as well as contractors doing work in city.
*Educational Goals for Each Audience: The city will provide information necessary for contractors to make good decisions regarding erosion control and construction site run-off. Residents and business owners will also be educated on the importance of erosion control and site run-off so that they will practice the correct controls if they are doing small projects and they can inform the city if they spot poor construction site run-off controls.
*Activities Used to Reach Educational Goals: An information sheet will be provided to contractors doing work in the city. The Ramsey Washington Metro Watershed District will provide assistance in this area for projects over one acre in size. An article will be published in the city newsletter and on the website to inform residents and business owners. Some pictures of proper site run-off controls will be posted on the city's stormwater webpage as an example.
*Activity Implementation Plan: An information sheet will be developed during the first year of the permit. It will be handed out to contractors starting in 2007. The city will continue to coordinate with the Watershed District for large projects over one acre. Articles will appear in the city's newsletter and website beginning in 2007. Pictures will be posted on the webpage beginning in 2008.
*Performance Measures: City Staff will track erosion control measures in use throughout the city and monitor their effectiveness over the next five years. Staff will work with the Watershed District to monitor ponds and lakes to determine if sediment levels drop over the next five years.
*Responsible Party for this BMP: Name: Bill Dircks Department: Public Works Phone: 651-766-4049 E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-5

*BMP Title:	Education Program: Post-Construction Stormwater Management in New Development and Redevelopment
*Audience(s) Involved:	The main audience will be developers and contractors working in the city on large site projects. Residents will also be targeted on a casual level so that they are aware of what is going on.
*Educational Goals for Each Audience:	The goal for contractors and developers is to be sure they are familiar with and comply to the ordinance on post-construction stormwater management that is eventually enacted by the city. Until then, staff will try to prepare them for any changes by communicating with them on all projects. Residents will be informed by general postings on the website.
*Activities Used to Reach Educational Goals:	Contractors and developers will be informed of changes in city policy as they apply for construction permits and development agreements. The city engineer and representatives of the Watershed District will work closely with developers to be sure they are doing all that they are required to do if not more than required. Residents will be notified through website postings.
*Activity Implementation Plan:	Contractors and developers are already being informed of compliance with the Watershed Districts regulations. The city's ordinance will mimic the Watershed District's regulations. As the District's policies and regulations change, the City's ordinance will change. Once the ordinance is adopted by the City Council in 2007, the public will be notified of the new ordinance and its impacts.
*Performance Measures:	The City will keep track of the number of site plans reviewed and how many changes are recommended to comply with the post-construction runoff regulations. A good education program should allow the number of necessary changes to decrease. The City will also keep a record of when the ordinance was approved by the City Council and what information was provided to the public.
*Responsible Party for this BMP:	Name: Bill Dircks Department: Public Works Phone: 651-766-4049 E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-6

*BMP Title: Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
*Audience(s) Involved: Residents and Business owners of Little Canada
*Educational Goals for Each Audience: The goal is to educate the audience on the steps the city is taking to prevent pollution and maintain good housekeeping in the hope that it will encourage them to do the same.
*Activities Used to Reach Educational Goals: Staff will post articles on the webpage and in the newsletter on city good housekeeping practices including street sweeping, salt/sand operations, and park maintenance. Staff will also produce a snow plowing video for the local community cable channel.
*Activity Implementation Plan: Articles will be posted on the newsletter and webpage on a yearly basis beginning in fall 2006. The snowplowing video will be put together during the winter of 2006/2007 and will be broadcast in 2008.
*Performance Measures: The city will track the number of articles published and posted on the webpage. The city will get viewership numbers for the cable program.
*Responsible Party for this BMP: Name: Bill Dircks Department: Public Works Phone: 651-766-4049 E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

***BMP Title:** Coordination of Education Program

***BMP Description:**

The City coordinates its stormwater management efforts with all other organizations in the area to avoid repetition and unnecessary work. Also, we are able to work together to keep policies consistent. The Ramsey Washington Metro Watershed District is a key partner with the city. We defer to them any projects greater than or equal to one acre. The City Engineer works closely with the district on plan reviews. We also coordinate educational programs with the Watershed District. The District plans and holds a number of clean up days and seminars that the City advertises and hosts. The City also works with Ramsey County Public Works and Ramsey County Soil and Water Conservation District.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will adopt an ordinance that mirrors the regulations used by the Ramsey Washington Metro Watershed District. The City will work with the Watershed District on plan reviews of large development projects over one acre and the City's own reconstruction projects. The City will host two Watershed sponsored activities each year.

***Timeline/Implementation Schedule:**

The ordinance will be adopted in 2007. The City is working with the Watershed District currently and will continue to do so in the future. The City will host two Watershed District events per year starting in 2007

Specific Components and Notes:

The City has always had a good working relationship with the Watershed District. It is the City's hope that that relationship will grow as a part of the permit requirements. The District's office is located directly across the street from Little Canada City Hall so there are plenty of opportunities to assist each other.

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

***BMP Title:** Annual Public Meeting

***BMP Description:**

The City will hold an annual public meeting each year during May to discuss the City's SWPPP and any other stormwater related issues. It is a requirement under the permit. Anyone wishing to speak about the SWPPP or other stormwater-related matters will be heard and their thoughts will be considered. The city will accept oral and written public comments.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will strive to increase attendance at the annual meeting each year through an awareness campaign. The city will advertise the 2007 meeting in the city newsletter along with the newspaper. The City will also keep track of the number of residents attending the annual meeting each year.

***Timeline/Implementation Schedule:**

Beginning in 2007 the City will advertise the annual public meeting at least thirty days prior to the meeting. The City will advertise in the city newsletter in 2007. The City will use other forms of advertisement if necessary beginning in 2008.

Specific Components and Notes:

A report will be written each year and presented at the public meeting so the residents have a baseline to work with. All comments received will be reviewed and the SWPPP will be reviewed in light of the comments for possible changes and/or additions. It is the City's intention to get people to attend the meeting if they are interested in having a say in the City's stormwater pollution control efforts.

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2a-1

***BMP Title:** Comply with Public Notice Requirements

***BMP Description:**

The City will give at least 30 days notice prior to the annual public meeting on the City's SWPPP. The meeting will be advertised in the "Roseville Review" newspaper as well as the City newsletter, "Le Petit Canadien". The meeting will also be advertised on the City's website.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will document the date notice is given of the meeting and the date the meeting is held.

***Timeline/Implementation Schedule:**

The 30 days notice will begin with the 2007 meeting in May.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2b-1

***BMP Title:** Solicit Public Input and opinion on the Adequacy of the SWPPP

***BMP Description:**

The City will hold an annual public meeting each May to solicit comments from the public regarding the City's SWPPP. The City will also accept comments at any time throughout the year. Comments may be in written or oral form. It is the City's intent to get as much public participation as possible so that residents feel they have a voice in the matter of stormwater. The city will also encourage residents to volunteer to help in clean up efforts or to install other BMPs in their yards. The City will follow the plan laid out in BMP 1c-2 regarding public participation. The annual meeting information is laid out in BMP 1e-1.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The city will accept comments each year until the public meeting is held.
The comments will be reviewed after the public meeting and prior to the submission of the annual report to the MPCA.
The City will track the number of attendees to the meetings.
The City will track the number of volunteers with that help the Watershed District with various projects.

***Timeline/Implementation Schedule:**

The comment and annual public meeting process will be in effect for the duration of the permit years 1-5.
The City will review the public participation program in year three of the permit and make any changes necessary.

Specific Components and Notes:

The City will hold additional public meetings if necessary to make changes or additions to the SWPPP. All comments will be made available to residents who wish to view them while the City is reviewing them.

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

***BMP Title:** Consider Public Input

***BMP Description:**

This BMP is closely related to BMP 2b-1. The City will accept input from residents throughout the year. The input may be in written or oral form. Those who are interested in having their comments reviewed for the current year will need to provide them to the city up to and including the annual public meeting. The comments will then be reviewed for potential changes or additions to the City's SWPPP. If changes are to be proposed, another public meeting will be held to discuss the potential changes. Residents will be given at least 30 days notice prior to any additional public meetings. Any other stormwater related recommendations will also be accepted and considered. A Record of Decision will be created to track the comments and the steps the City takes to address the comments.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will track comments received and create a Record of Decision.
The City will put all comments in a report and make it available to the public.
The City will track the number of additional public meetings held.
The City will track the number of changes made to the SWPPP or other stormwater policies.

***Timeline/Implementation Schedule:**

The City will implement and track all measurable goals for the duration of the permit (June 2010)
The City will review its procedures for public consideration in year 3 of the permit.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3a-1

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

***BMP Description:**

The City will develop and keep updated a detailed map of the City's Storm Sewer System. The map will show all storm sewer system components and its receiving water bodies. The map will facilitate management of the overall illicit discharge detection and elimination program. The pipe has all been mapped along with structural and non-structural BMPs. Pipe sizes will be obtained for all pipe, especially that which is greater than or equal to 24" in diameter.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

Gather all pipe sizes for the map
Finish mapping the system including figuring out some of the unknown pipe.
Update map as changes are made to the system

***Timeline/Implementation Schedule:**

Pipe sizes and the unknown portions of the system will be completed by June 30, 2008.
The map will be updated on an annual basis for the duration of the permit.

Specific Components and Notes:

The map will be drawn and printed by the City Engineer. The data will be gathered by Public Works personnel. The map will have color-coded pipe to show size and all structural and non-structural BMPs will be clearly displayed.

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3b-1

***BMP Title:** Regulatory Control Program

***BMP Description:**

The City will develop an ordinance to prohibit non-storm water discharges into the storm sewer system. The City will work with the Ramsey Washington Metro Watershed District to ensure that the ordinance matches what they have for regulations.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

Review Current City Ordinances, other city ordinances, and other sources for potential programs that could be incorporated into the ordinance.

Complete background and draft ordinance structure

Begin formal ordinance development process

Complete process and have ordinance approved by City Council

***Timeline/Implementation Schedule:**

The review of ordinances and other sources is currently taking place.

The background and draft ordinance will be completed by March 2007.

The formal ordinance process and Council approval will be completed by March 2008.

Specific Components and Notes:

The City Engineer and City Planner will be involved in this process. They will provide examples and language for the ordinance. They will also assist in the research.

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3c-1

***BMP Title:** Illicit Discharge Detection and Elimination Plan

***BMP Description:**

The City will develop and implement a plan to inspect for and eliminate any illicit discharge in its MS4. The plan will include procedures for identifying areas of concern and setting up programs to inspect them. It will also include procedures for tracing the source of an illicit discharge and removing the source. It will also include procedures for evaluating and assessing the program. The Public Works Department will visually inspect outfalls during dry weather . Staff will also gather public complaints and investigate them. Staff will then investigate any illicit discharges it confirms to be in existence. Staff will use the best method available for each situation to trace the discharge without causing too much trouble. Once the source is identified it will be corrected using the best method available for each situation. All actions taken will be documented and included in the annual report.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

Number of outfalls inspected
Number of complaints received
Number of discharges inspected
Number of sources discovered and removed

***Timeline/Implementation Schedule:**

A full outfall inspection program will be put into effect in 2007 that will include the inspection of at least 20% of the total city outfalls each year.

The other components of the program are included in the 2007 timeline. The program as a whole will go into effect at that time.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3d-1

***BMP Title:** Public and Employee Illicit Discharge Information Program

***BMP Description:**

The City will inform residents, city employees, elected officials, and business owners of the ways to detect and eliminate illicit discharges. The City will specifically train members of the Public Works Department to inspect outfalls and trace illicit discharges to their source. Residents and business owners will be educated on what to look for and who to call if they detect any illicit discharges. The City will coordinate these efforts with the Ramsey Washington Metro Watershed District and use their expertise on the issue.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP. The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

Train all Public Works full-time staff in illicit discharge detection and elimination.
Publish articles in newsletter and website dedicated to illicit discharge.
Educate all City Staff on illicit discharge detection and elimination.

***Timeline/Implementation Schedule:**

All Public Works full-time staff will be trained by May 2007
Articles will be published in the newsletter annually between 2006 and 2010
Articles will be posted on the website between 2006 and 2010
City Staff will be educated by May of 2008

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3e-1

***BMP Title:** Identification of Non Stormwater Discharges and Flows

***BMP Description:**

The City will inspect and investigate non stormwater discharges and flows and determine if they are causing environmental harm. At this time the city does not feel any specific types of non stormwater flows are causing any problems to the MS4. But staff will be on the lookout for potential issues through constant vigilance.

Examples of non stormwater discharges which would trigger action from the City include: water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, street wash water, and discharges or flows from fire fighting activities.

For any non-stormwater discharges or flows which the City finds to be a significant contributor of pollutants to the MS4 the City will develop an action plan to evaluate and address the impact the discharge is having on stormwater quality.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

- 1) Develop a process to investigate and evaluate the potential for the non-stormwater discharges identified in permit Part V.G.3.e (see above) to be significant contributors of pollutants to our MS4.
- 2) Conduct investigation and evaluation of non-stormwater discharges and flows.
- 3) For those non-stormwater discharges or flows identified as significant contributors of pollutants to our MS4, develop an action plan to evaluate and address the impact the discharge is having on stormwater quality.
- 4) Implement the action plan for significant non-stormwater discharges and flows.

***Timeline/Implementation Schedule:**

The City will monitor non stormwater flows for the duration of the permit: 2006 - 2010

If a non storwater flow is determined to be a problem the City will act immediately to eliminate it and the goal will be to have it eliminated within 2 years of discovery.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4a-1

***BMP Title:** Ordinance or other Regulatory Mechanism

***BMP Description:**

The City will develop an ordinance to regulate construction site stormwater runoff. The City will work with the Ramsey Washington Metro Watershed District to ensure that the ordinance matches what they have for regulations. The City will include the components recommended by the MPCA. Those components are:

1. Construction site plan submittal including erosion and sediment controls during construction.
2. Site plan review and approval by the City prior to activity on the site.
3. Requirements for recordkeeping of rainfall amounts and inspections by site operators.
4. Requirements and design standards for temporary erosion and sediment controls during construction activities.
5. Regular inspections by site operators.
6. Requirements and criteria for the site operator to conduct dewatering and/or basin draining at the site.
7. Requirements and criteria for BMP maintenance.
8. Requirements concerning waste controls for solid and hazardous wastes.
9. Requirements and design standards for permanent storm water management controls following the completion of construction activities.
10. Requirements for stable slopes and the establishment of perennial vegetative cover on all exposed soils upon the completion of any construction activity.

All components listed will be written into the ordinance as well as enforcement action that the City can take including verbal warnings, written warnings, stop-work orders, fines, forfeit of security bond money, and withholding of the certificate of occupancy.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

Review current city ordinances, other city ordinances, and other sources for potential programs that could be incorporated into the ordinance.

Complete background and draft ordinance structure

Begin formal ordinance development process

Complete process and have ordinance approved by City Council

***Timeline/Implementation Schedule:**

The review of ordinances and other sources is currently taking place.

The background and draft ordinance will be completed by March 2007.

The formal ordinance process and Council approval will be completed by March 2008.

Specific Components and Notes:

The City Engineer and City Planner will be involved in this process. They will provide examples and language for the ordinance. They will also assist in the research.

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4b-1

***BMP Title:** Construction Site Implementation of Erosion and Sediment Control BMPs

***BMP Description:**

The City understands the need for erosion and sediment control at construction sites. To that end the City works closely with the Ramsey Washington Metro Watershed District on all projects in the city greater than or equal to one acre. The City has also implemented many of the erosion and sediment control practices on projects less than an acre. The City and the Watershed District review all projects and make recommendations as necessary to ensure proper erosion and sediment controls are used. The City and the Watershed District will suggest proper BMPs for use in various situations and will keep its reference list of BMPs updated based on the best available data.

The City's Erosion Control Ordinance also requires a storm water pollution prevention program for any project that disturbs more than 20,000 square feet. The SWPPP must follow the same guidelines that are in place for projects of more than one acre.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will track the number of projects that occur within the city.

The City will document the number of erosion and sediment control related violations and strive to lower that number each year.

The City will monitor the BMPs in use on construction sites.

***Timeline/Implementation Schedule:**

The program is currently in place.

The program will be evaluated for effectiveness in 2008.

The City will update its BMP list each year.

Specific Components and Notes:

The City requires a SWPPP from all contractors performing work in the City on projects greater than or equal to one acre. Any project disturbing more than 20,000 square feet must have a SWPPP. The City also requires contractors doing work on major City street projects to have a SWPPP.

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4c-1

***BMP Title:** Waste Controls for Construction Site Operators

***BMP Description:**

The City will work with the Ramsey Washington Metro Watershed District to develop policies for waste controls at construction sites. The policy will cover things like concrete rinse areas, litter control, sanitary waste, fueling of trucks and equipment, and anything else which could have an adverse impact on stormwater runoff.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will develop a written policy for proper waste controls at construction sites.
The City will track the number of violations that occur following the implementation of the policy.

***Timeline/Implementation Schedule:**

The policy will be developed by May 2008.
The program will be reviewed for effectiveness in 2010.

Specific Components and Notes:

The City requires a SWPPP from all contractors performing work in the City on projects greater than or equal to one acre. The City also requires contractors doing work on major City street projects to have a SWPPP.

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

***BMP Title:** Procedure for Site Plan Review

***BMP Description:**

The City and the Ramsey Washington Metro Watershed District review all site plans for projects greater than of equal to one acre. The City reviews many projects less than an acre as well. Both organizations check erosion and sediment control measures and make any recommendations necessary to ensure the sites will not have an adverse impact on stormwater runoff.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will document the number of site plan reviews performed.

The City will document the number of additions and corrections the City Engineer and the Watershed District make for each project to monitor if the educational materials are working.

The City will follow up plan review with proper inspection at the site to ensure the erosion and sediment controls are actually being used as described in the plans.

***Timeline/Implementation Schedule:**

The plan review procedures have been in place for a number of years.

The plan review process will be reviewed for effectiveness in 2008.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4e-1

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

***BMP Description:**

The City will develop a formal procedure for the receipt and consideration of reports of stormwater noncompliance. All reports will be taken seriously and dealt with swiftly.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will develop a written form for all reports to be logged in on.
The City track reports received and the responses to those reports.

***Timeline/Implementation Schedule:**

The formal report will be completed and implemented by May 2007.
The reports and responses will be tracked for the duration of the permit once the form is completed.
The program will be evaluated for effectiveness in 2008.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1

***BMP Title:** Establishment of Procedures for Site Inspections and Enforcement

***BMP Description:**

The City will develop a formal inspection form for all personnel who inspect construction sites. The form will be used to provide consistent inspections of all construction sites. The City will coordinate with the Ramsey Washington Metro Watershed District when developing the form and establishing procedures. The City will strive to be consistent with its enforcement so that contractors will always know what to expect.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will develop a construction site erosion and sediment control form.
The City will develop a set of procedures for inspections and enforcement.
The City will track inspections by the City and also request a report from the Watershed District with all of its inspections.
The City will strive to achieve an 80% compliance rate by contractors.

***Timeline/Implementation Schedule:**

The form and procedures will be implemented by May 2007.
The City will work with the Watershed District to coordinate inspections starting immediately.
The City will evaluate the program for effectiveness in 2008.
The City would like to achieve the 80% compliance rate by 2008.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

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

Unique BMP Identification Number: 5a-1

***BMP Title:** Development and Implementation of Structural and/or Non-structural BMPs

***BMP Description:**

The City currently has a program in place to use structural and non-structural BMPs on all new projects greater than or equal to one acre. The City also recommends BMPs for residents proposing to do construction on smaller parcels. The City works very closely with the Ramsey Washington Metro Watershed District in the use of structural and non-structural BMPs. The Watershed District also reviews all projects greater than or equal to one acre and makes recommendations. The City proposes to continue to work with the Watershed District on the proper use of BMPs for each application. The City will also continue to research BMPs and keep its information current so that the proper BMPs are being used for the right applications. Residents will be encouraged to make suggestions and to help the City implement the BMPs.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will evaluate its BMPs each year.

The City and Watershed District will track the type and number of BMPs being used each year.

The City will track suggestions and requests made by the public.

***Timeline/Implementation Schedule:**

The City will develop a list of structural and non-structural BMPs in use in the city by May of 2007.

The City will evaluate BMPs each year.

The City will evaluate the effectiveness of the program in 2008

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

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

Unique BMP Identification Number: 5b-1

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

***BMP Description:**

The City will develop an ordinance to regulate post-construction stormwater management in new development and redevelopment. The City will work with the Ramsey Washington Metro Watershed District to ensure that the ordinance matches what they have for regulations.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

Review Current City Ordinances, other city ordinances, and other sources for potential programs that could be incorporated into the ordinance.

Complete background and draft ordinance structure

Begin formal ordinance development process

Complete process and have ordinance approved by City Council

***Timeline/Implementation Schedule:**

The review of ordinances and other sources is currently taking place.

The background and draft ordinance will be completed by March 2007.

The formal ordinance process and Council approval will be completed by March 2008.

Specific Components and Notes:

The City Engineer and City Planner will be involved in this process. They will provide examples and language for the ordinance. They will also assist in the research.

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

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

Unique BMP Identification Number: 5c-1

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

***BMP Description:**

The City will ensure the long-term operation and maintenance of BMPs. A policy will be established to set up maintenance programs to be performed by the City, the Ramsey Washington Metro Watershed District, or the developer. All details will be clearly laid out and steps will be taken to ensure that access to the BMPs is available in the future. The City will work with the Watershed District to develop proper and efficient maintenance methods. An inspection and maintenance program will be set up for each development so that the City can stay on top of the various BMPs.

The City will continue to fund stormwater projects and maintenance with our infrastructure fund which is funded by our franchise fees and the tax levy.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will set up a policy for maintenance and operation of BMPs including who will perform the work and when. The City will develop an inspection form for inspection of BMPs following their installation in a development. The City and the Watershed District will review all development plans to be sure future access to BMPs will be available.
The City will document all maintenance activities

***Timeline/Implementation Schedule:**

The operation and maintenance policy and inspection form will be set up by May of 2007.
Plan review already takes place and will continue to take place with each project with an emphasis on access and maintenance of BMPs.
Documentation of maintenance activities will begin in 2006.
The program will be evaluated for effectiveness in 2008.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

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

***BMP Description:**

The City will establish a municipal stormwater operations and maintenance program. The program will include training staff on stormwater pollution prevention from city operations. Employees will be trained to reduce stormwater runoff from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance. The City will coordinate these training programs with the Ramsey Washington Metro Watershed District and use the District's available resources whenever possible. All staff that could contribute runoff to the MS4 will be trained. A set of policies and procedures will be written for storm water-related activities to ensure that all steps are taken to reduce runoff.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will conduct employee training each year starting in 2007.
The City will track which employees have been trained in each program.
The City will track develop a set of policies and procedures for stormwater operations and maintenance.

***Timeline/Implementation Schedule:**

Staff will be trained each year in stormwater runoff reduction and other stormwater programs.
Employees' training will be tracked each year.
A set of policies and procedures will be developed by May 2008.
The BMP will be evaluated in May 2008 for effectiveness.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

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

***BMP Description:**

The City has a program in place to sweep its streets at least three times per year, generally in the Spring, Summer, and late-Fall. The goal of the program is to sweep the sand and other debris off of the roads before the heavy spring rains start. In most cases sweeping is done in late March or early April and it is finished within two weeks. As part of the program the most sensitive areas of the City are swept first. The City will then sweep at least once more in the summer to clean up streets from tree seeds, grass clippings, weeds, and other sediment and debris. Then the City will sweep in the late-fall to pick up as many leaves as possible before the snow and cold season begins. The City will continue to evaluate its program on an annual basis to determine its effectiveness. The City of Little Canada and the City of Falcon Heights jointly purchased a regenerative air sweeper in 2009. It was chosen due to its effectiveness in picking up fine material that mechanical sweepers often leave behind. The fine materials tend to carry the most harmful pollutants to lakes, ponds, and streams.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

Continue Street Sweeping Program.
Evaluate Street Sweeping Program.

***Timeline/Implementation Schedule:**

The program will be used annually for the duration of the permit.
The program will be evaluated in 2009 for its effectiveness.
Any changes in the program will be implemented in 2010.

Specific Components and Notes:

As of 2009 the City is looking for a permanent site to haul sweepings to. The Ramsey County Kent Street site is closed so other options are being evaluated.
The City has eliminated nearly all of its sand use in winter de-icing operations.

***Responsible Party for this BMP:**

Name: Bill Dircks
Department: Public Works
Phone: 651-766-4049
E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-2

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

***BMP Description:**

The City will develop a program to inspect all structural pollution control devices annually. Currently, the city has 6 sump manholes and is adding a stormceptor-type structure in 2006. As the City continues to add structural pollution control devices staff will inspect them on an annual basis. A formal inspection program will be established using an inspection form that will be developed.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will track all structural pollution control devices.
The City will develop a formal inspection program.
The City will evaluate the inspection program for effectiveness.

***Timeline/Implementation Schedule:**

The City will track all structural pollution control devices beginning in 2006 and continuing annually after that.
The City will develop a formal inspection program by 2007.
The City will evaluate the program in 2008.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-3

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

***BMP Description:**

The City will inspect a minimum of 20% of MS4 outfalls, sediment basins, and ponds each year on a rotating basis. The City will work with the Ramsey Washington Metro Watershed District to develop an inspection program including proper inspection forms for documentation. If trouble spots are encountered repairs will be performed as quickly as possible given the City's situation. City Public Works staff will be trained to perform the inspections and all inspections will be documented and filed.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

The City will develop a formal inspection program including inspection forms.
The City will track the number of outfalls, sediment basins, and ponds inspected each year.
The City will track the number of repairs performed each year as well as other significant events.
The City will evaluate the program for effectiveness.

***Timeline/Implementation Schedule:**

The inspection program began in 2005.
Inspections will be performed annually and repairs will be documented annually.
The program will be evaluated in 2008.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-4

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

***BMP Description:**

The City will inspect all exposed stockpile, storage and material handling areas annually. The City currently has a small storage yard and does not store many materials or stockpiles longer than a few months. Those temporary piles will be inspected and maintained in order to reduce and prevent stormwater pollution. Public Works normally has a salt pile between November and April. At other times during the year Public Works has a concrete and blacktop refuse pile, a black dirt pile, a gravel pile, and a rock pile. All will be inspected and properly maintained. The Public Works Department will be moving to a new site with more area for storage. When that occurs, staff will continue inspections on all stockpiles and other storage.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

Staff will track the types and sizes of storage and stockpiles.
Staff will track the number of inspections performed.
Staff will document any corrections made to any stockpiles or storage materials.
Staff will research the best storage methods available and implement them into the City's use if possible.

***Timeline/Implementation Schedule:**

The inspection program will begin in Fall 2006 and continue for the duration of the permit.
Inspections will be performed annually unless conditions dictate more frequent inspections.
Corrections will be made as soon as possible.
The program will be evaluated in 2009 for effectiveness.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-5

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

***BMP Description:**

As has been stated in the previous Pollution Prevention/Good Housekeeping BMPs the City will follow up on any failed inspections. Staff will determine what the best method of resolution is. Staff will coordinate with the Ramsey Washington Metro Watershed District if necessary to ensure that proper corrective measurements are taken. All actions taken will be documented for future reference and the repairs or replacements will be inspected within six months of the work being completed.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

Staff will track types of corrective measures taken.

Staff will monitor types of corrective measures and make sure that the most effective ones feasible are being used.

Staff will document the performance of the corrective measures.

***Timeline/Implementation Schedule:**

Corrective measures will be taken as soon as possible after discovery of a problem.

Corrective measures will be monitored and inspected within six months of implementation.

The program will be evaluated for effectiveness in 2009.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

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

***BMP Description:**

All inspections will be documented on a formal inspection form. Pictures will be taken if necessary and all information will be retained according to the record retention system recommendations. All inspections will be included with the annual report and any corrective measures taken will be recorded and retained as well. Responses to inspections will be taken as soon as possible and if it cannot be completed within one year, information will be provided in the annual report as to why. Staff will work with the Ramsey Washington Metro Watershed District to develop a detailed inspection form that covers all possibilities.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

Inspection forms will be tracked to ensure at least 20% of the MS4 is being inspected annually.
Corrective actions will be tracked for comparison of different methods.
The program and inspection forms will be evaluated for effectiveness.
The City will strive to increase inspections per year and reduce corrective measures done each year.

***Timeline/Implementation Schedule:**

The inspections will begin in fall 2006 and continue annually.
Corrective actions will be taken as soon as possible and documented.
The program and forms will be evaluated in 2008.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-76-4049

E-mail: bill.dircks@ci.little-canada.mn.us

BMP Summary Sheet

MS4 Name: City of Little Canada

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

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

***BMP Description:**

Each year the City will evaluate its inspection frequency to ensure that outfalls, structures, ponds, and basins are being inspected as often as necessary. If an outfall, structure, pond, or basin fails two consecutive inspections then it will be inspected at least twice a year until it is determined to be working properly. If a BMP passes two annual inspections in a row then it will be switched to once every two years.

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

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

Inspection frequency will be monitored for each outfall, structure, pond, and basin. The inspection program will be evaluated each year to determine which BMPs need more maintenance and which need less. The schedule will be changed accordingly.

***Timeline/Implementation Schedule:**

Inspection frequency will be evaluated annually to ensure that each BMP is getting the right amount of inspections.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Bill Dircks

Department: Public Works

Phone: 651-766-4049

E-mail: bill.dircks@ci.little-canada.mn.us