



AGENDA OF THE  
REGULAR MEETING OF THE CITY COUNCIL  
CITY OF BIRCHWOOD VILLAGE  
207 BIRCHWOOD AVENUE  
WASHINGTON COUNTY, MINNESOTA  
AUGUST 7, 2012  
7:00 P.M.

CALL TO ORDER – PLEDGE OF ALLEGIANCE

APPROVE AGENDA

COMMUNITY EVENTS AND ANNOUNCEMENTS

OPEN PUBLIC FORUM

CITY BUSINESS – CONSENT CALENDAR

1. Approval of the Minutes of the July 10, 2012 Regular Meeting (see exhibit)
2. Acceptance of the Financial Report and Approval of Disbursements (see exhibit)
3. Approval of RESOLUTION 2012-24 Establishing Limited Clean Up And Property Damage Protection For Sewer Back Ups And Water Main Breaks For Water And Sewer Customers (see exhibit)

CITY BUSINESS – REGULAR ORDER

4. 7:20 Stormwater Pollution Prevention Program (SWPPP) Annual Review: Opportunity for Public Comment (Elfering – see exhibits)  
Time Budget: 10 minutes
5. 7:30 REVIEW OF QUOTES: Manhole Ring Replacement and Televising (Elfering – see exhibit)  
Time Budget: 10 minutes
6. 7:40 REVIEW OF QUOTES: Land Surveying in the Tighe-Schmitz/Dellwood Beach area (Elfering – see exhibit)  
Time Budget: 10 minutes
7. 7:50 Council Reports  
Time Budget: 5 minutes
8. 7:55 Next Meeting – August 23, 2012: Topics  
Time Budget: 5 minutes
9. 8:00 ADJOURN



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## **EXECUTIVE SUMMARY – AUGUST 7, 2012 CITY COUNCIL MEETING**

*NOTE: This executive summary is provided to give a broader detail on the various agenda items. This summary is to be used as an adjunct to the agenda packet, and should not be considered a substitute for reading the packet.*

**CITY BUSINESS - CONSENT CALENDAR:** There are three items on the consent calendar, as follows:

1. Approval of the Minutes of the July 10, 2012 Regular Meeting
2. Acceptance of the Financial Report & Approval of Disbursements
3. Approval of RESOLUTION 2012-24 Establishing Limited Clean Up And Property Damage Protection For Sewer Back Ups and Water Main Breaks for Water and Sewer Customers: Included in the City's liability insurance with the League of Minnesota Cities Insurance Trust (LMCIT) is "no fault" coverage for damage to customer structures in response to a sewer backup or a water main break, subject to a maximum reimbursement of \$10,000.00. In order to maintain this coverage, the City Council – on an annual basis – needs to approve a resolution establishing this coverage. The City Council adopted Resolution 2011-08 last year, and staff prepared Resolution 2012-24 for review and approval at tonight's meeting. A copy of Resolution 2012-24 is included in the agenda packet as an exhibit.

### **CITY BUSINESS – REGULAR ORDER:**

4. **STORMWATER POLLUTION PREVENTION PROGRAM (SWPPP) ANNUAL REVIEW> OPPORTUNITY FOR PUBLIC COMMENT:** In 2010, the City Council adopted a stormwater pollution prevention program (SWPPP) as required by the Minnesota Pollution Control Agency (MPCA) as part of its Municipal Separate Storm Sewer System (MS4) permit. A copy of the SWPPP, along with a copy of the City's draft 2011 report to MPCA is included in the agenda packet as an exhibit. City Engineer Kristie Elfering has prepared a memo on this agenda item, which is also included in the agenda packet as an exhibit. No City Council action is required if there are no changes desired in the SWPPP. **Staff is aware that the contact information listed in the document is incorrect; those changes can be made without formal Council action. Given that there are only 3 members present for tonight's meeting, staff does not recommend any substantive changes to be made to this document at this meeting. If it is the desire of the Council to review the substance of the document, staff recommends undertaking that task through a sub-committee structure (either Planning Commission or an "ad-hoc" committee).**
5. **REVIEW OF QUOTES> MANHOLE RING REPLACEMENT AND TELEVISIONING:** At the July 10, 2012 meeting, the Council heard from City Engineer Kristie Elfering about an issue with completing the manhole ring replacement ring project. A copy of Elfering's July 9, 2012 memo on this subject is included in the agenda packet as an exhibit. Elfering secured a quote of \$7,280.00 from Infratech for cleaning the remaining manholes, applying acid resistant mortar and televising the sanitary sewer line in question. The Council directed Elfering to secure additional quotes for this service for review and consideration by the Council at its August 7<sup>th</sup> meeting. Elfering's research ended up with 2 bidders for the manhole lining (Thul Specialty Contracting, Inc. and Infratech) and televising the remaining sanitary sewer main (Pipe Services and Infratech). A memo detailing Elfering's research is included in the agenda

packet as an exhibit. Elfering is comfortable with the work of the low bidders (Thul and Pipe Services) and recommends proceeding with those two contractors.

**QUESTION: Should the City Council approve the bid of \$5,962.95 from Thul Specialty Contracting, Inc. for manhole lining, and the bid of \$840.00 from Pipe Services for televising the remaining sanitary sewer main?**

**[NOTE: Staff recommends 1 motion approving both bids.]**

6. REVIEW OF QUOTES>LAND SURVEYING IN THE TIGHE-SCHMITZ/DELLWOOD BEACH AREA: At the July 10, 2012 meeting, Mayor Mitchell identified a budgeted amount of \$2,500.00 for land surveying, and asked Elfering if the Tighe-Schmitz/Dellwood Beach areas could be surveyed for that dollar amount. Elfering responded that she believed those areas could be surveyed for that amount, but wanted time to fully investigate the matter and report back to the Council. Elfering determined that the cost of surveying Dellwood will be \$3,570.00; the cost of surveying Tighe-Schmitz will be \$2,645.00; and the cost of surveying Kay will be \$1,845.00. The total cost of each survey separately - \$8,060.00 – would be reduced \$1,270.00 to \$6,790.00 if all of the surveys are completed at the same time. Elfering's memo on this matter is included in the agenda packet as an exhibit.

The City budgeted \$2,500.00 for surveys. Staff recommends transferring the remaining dollar amount needed - \$4,290.00 – from Unallocated Expenditures, which has \$8,351.00 budgeted and \$0.00 spent. This action would leave \$4,061.00 in the Unallocated Expenditures line item.

**QUESTION: Should the Council approve the expenditure of \$6,790.00 for land surveying of Dellwood Beach, Kay Beach, and Tighe-Schmitz Park? Should the Council transfer \$4,290.00 from Unallocated Expenditures to cover the additional cost of the land surveying?**

CITY OF BIRCHWOOD VILLAGE  
REGULAR CITY COUNCIL MEETING  
July 10, 2012

MINUTES

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**MEMBERS PRESENT:** Mayor Alan Mitchell; Council Members Barb Carson, Jane Harper, Mark Peterson, and Tony Sampair

**STAFF PRESENT:** City Engineer Kristie Elfering, City Clerk Dale Powers, City Treasurer Cindie Reiter, and City Attorney Kevin Sandstrom

**OTHERS PRESENT:** Suzanne Donnell, Greg Donovan, Mike Evangelist, Richard Galena, Don Hankins, Dyan Hanson, Lynn Hanson, Jim Greeley, Randy LaFoy, John Lund, and Mary Wingfield

Mitchell called the regular meeting to order @ 7:01pm, and the Pledge of Allegiance was recited.

**AGENDA APPROVAL:** *Harper/Sampair unanimous to approve the agenda for the July 10, 2012 Regular Meeting, as amended to table Item #10 (RESOLUTION 2012-25 Adopting Ordinance 2012-11 Establishing City Code 619 [Penalties and Enforcement] in its entirety until the September 11, 2012 meeting; to discuss Item # 9 (RESOLUTION 2012-24 Adopting Ordinance 2012-10 Establishing City Code 618 [Complaints] but table action until the September 11, 2012 meeting.*

**COMMUNITY EVENTS AND ANNOUNCEMENTS:** Mitchell noted that the "Swim Across The Lake" will be on Saturday, July 21<sup>st</sup> at 7:00am at Birch Beach; Music In the Park continues with Men In Black on July 15<sup>th</sup>, Blue Wolf Bluegrass Band on July 22<sup>nd</sup>, and the Dixie Hicks on July 29<sup>th</sup>; Tuesday, August 7<sup>th</sup> is "National Night Out"; and Tuesday, August 14<sup>th</sup> is Primary Election Day.

**OPEN PUBLIC FORUM:** The following residents addressed the Council at this time:

**Donovan and LaFoy,** Birchwood's representatives on the Ramsey Washington Suburban Cable Commission, reported that the Commission made some updates to its telecasting equipment, spending about \$600,000. **Donovan** noted also that a needs assessment for each community will be undertaken in the near future, which will identify each community's telecasting and communications needs.

**Donnell,** one of Birchwood's representatives on the White Bear Lake Conservation District (WBLCD), reported that the District had contracted with the United States Geological Survey (USGS) for a lake level study, and that Perry Jones is ready to prepare a final report and has requested an additional \$11,500.00 from WBLCD to cover the costs of report preparation.

**Donnell** also noted that there appears to be a discrepancy on the length of her term on the WBLCD Board, stating that she was notified by WBLCD that her term was for 3 years ending in June 2015 and that the City Council said her term ended in 2014.

**Harper/Peterson unanimous to appoint Suzanne Donnell to a 3-year term on the White Bear Lake Conservation District Board, expiring July 2015.**

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**Harper** noted that WBLCD will be doing an expanded milfoil treatment this year, and also approved the 2013 budget with a 23% increase in member dues which will be going to milfoil treatment. **Harper** commented on the lake level study, stating that the Met Council and the Minnesota Department of Health have yet to contribute to the study – Perry Jones will be contacting each agency to request funding.

**Wingfield** addressed the Council on her concerns about dog licenses.

**CONSENT CALENDAR:** *Sampair/Peterson unanimous to approve the following consent calendar items:*

1. *Approval of the Minutes of the June 12, 2012 Regular Meeting*
2. *Acceptance of the Financial Report and Disbursements Register as prepared by the City Treasurer and presented to the City Council on July 10, 2012 in the amount of \$34,199.72, including Check #'s 27222-27335 and Electronic Funds Transfers PERA061512, FED062012, MN062012, and PERA63012.*
3. *Re-Appointment of Debbie Harrod to the Parks & Natural Resource Committee for a 3-year term ending July 2015, and Appointment of James Ecker to the Parks & Natural Resource Committee for a 3-year term ending July 2015.*

**COUNCIL VACANCY> APPOINTMENT VS. SPECIAL ELECTION> DISCUSSION AND SELECTION OF OPTION**

**TO FILL VACANCY:** **Mitchell** noted that last month Peterson said he accepted a position with Northland College in Ashland, Wisconsin. **Mitchell** said that Peterson will be resigning from the Council effective July 15, 2012, and stated that the Council needs to address filling the vacancy. **Harper** asked that the City Attorney advise the Council on options for filling the seat. **Sandstrom** responded that the Council will need to hold a special election to fill the remaining time of Peterson's term, the special election can be held on November 6 with the general election, and also that the Council will need to appoint an individual to fill the position until the November 6<sup>th</sup> general election. **Sandstrom** concluded his remarks by saying that the winner of the special election will be seated immediately, and serve the remaining 26 months of the term. **Harper** asked if a candidate needs to declare for the special election seat, or could the City have the top 2 candidates win the 4-year term and the 3<sup>rd</sup> place candidate gets the 2-year term; **Sandstrom** responded that candidates need to file specifically for the 2-year seat.

*Sampair/Harper unanimous to adopt Resolution 2012-23 Accepting the Resignation of Council Member Mark Peterson, Declaring a Council Vacancy, and Adoption of Procedures for Filling the Council Vacancy, amended as follows: (a) delete the second "held" in the second "be it further resolved" clause, to be replaced by the word "conducted"; (b) replace the phrase "letter of application" with "statements of interest" in the fourth "be it further resolved" clause; (c) delete the phrase "for appointment to the City Council until such time that a successor is qualified by the aforementioned special election" in the fourth "be it further resolved" clause, to be replaced with "no later than August 14"; and (d) change the month of adoption from June to July.*

**Mitchell** gave Peterson a certificate of appreciation for his service to the City, and **Peterson** gave some concluding remarks of thanks to the City and residents for the opportunity to serve as a City Council member.

**ROADS AND STREETS COMMITTEE> APPOINTMENT OF MEMBERS:** **Mitchell** noted that the Council created a Roads and Streets Committee and solicited letters of interest, and stated that the letters the

96 City has received are all from Hall/Cedar residents. **Mitchell** envisioned that the Committee would be  
97 more representative of the community as a whole. **Peterson** concurred, stating that any  
98 recommendations of a committee with all Hall/Cedar members may possibly be viewed with suspicion  
99 and believe a 3-4 balance is ideal. **Mitchell** asked Elfering when the pavement condition report would be  
100 complete; some folks might look at the report, see the condition of their street and be interested in  
101 being on the Committee. **Harper** thought that sending out a CodeRED notification to the community  
102 would be appropriate. **Sampair** noted the recommendation made last meeting to use the MN/DOT  
103 maintenance schedule as an interim measure until such time that the Committee could make  
104 recommendations to the Council; **Elfering** responded that the roads are in much better condition than  
105 they should be based on the MN/DOT maintenance schedule and require less maintenance. The  
106 consensus of the Council is to hold off appointing members to the Committee pending receipt of  
107 additional applications; and to send out a CodeRED notification to the public soliciting volunteers to  
108 serve on the Roads and Streets Committee once the pavement condition report is received and posted  
109 on the City's web site.

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111 **VARIANCE FOR THE PROPOSED WARMING HOUSE AT TIGHE-SCHMITZ PARK> REVIEW OF PLANNING**  
112 **COMMISSION REPORT:** **Hankins**, representing the Planning Commission, reported its findings on the  
113 variance request to the Council, and recommends no more than a 20-foot encroachment into the front  
114 yard area adjacent to the right-of-way of Lake Avenue. **Mitchell** noted that an issue with this is that the  
115 grant application has been rejected and there is no assurance that the proposed structure that was the  
116 subject of the grant application will be built, and also that the Council needs to give the Parks  
117 Committee direction on how to proceed going forward. **Mitchell** asked the City Attorney if the City could  
118 even grant the variance if the building isn't going to be built; **Sandstrom** responded in the affirmative.

119  
120 ***Harper/Sampair unanimous to grant the City an indefinite extension for review of the variance***  
121 ***request until such time that the Parks Committee reports back to the Council its response to the***  
122 ***rejection of the grant application and what their proposed actions are going forward.***

123  
124 **DISCUSSION OF DOCK ISSUES WITH THE BIRCHWOOD DOCK ASSOCIATION:** **L. Hanson** and **Evangelist**,  
125 representing the Birchwood Dock Association, responded to concerns regarding unused lifts and the  
126 length of the docks. **L. Hanson** noted that the dock application called for a total dock length at Dellwood  
127 Beach of 136 feet and 130 feet from the water's edge. **L. Hanson** further stated that he is perplexed that  
128 the process in the ordinance for resolving complaints hasn't been followed, and said he has  
129 communicated with the Council liaison on complaints. **L. Hanson** also stated that if the process would  
130 have been followed, perhaps these grievances wouldn't need to be aired at a public forum.

131  
132 **Sampair** noted that he is responding to reports by residents that the dock at Dellwood Beach is longer  
133 than allowed by the permit, and noted that John Lund measured the dock at 136 feet. **Peterson** said  
134 that L. Hanson has a legitimate point in making sure the complaint process detailed in the ordinance is  
135 used.

136  
137 **Galena** addressed the Council to discuss the length of the dock at Birch Beach, and noted that he  
138 assumed that the Dock Association would adhere to the allowed dock length and never gave it much  
139 thought until this matter was mentioned at a previous meeting. **Galena** further stated that he measured  
140 the Birch Beach dock this morning and it measured 128 feet instead of the 116 feet approved by the  
141 City. **Galena** said that since 2005, the Birch Beach dock consisted of seven 16 ½-foot sections, but now it  
142 consists of eight 16 ½-foot sections, which accounts for the extra length; consequently, with the lake  
143 rising only 1 inch, it is not the rising water levels that are creating the problem. **Galena** noted that the

144 application submitted to the Council for review called for a 116-foot dock at Birch Beach, and when it  
145 was submitted to the [White Bear Lake] Conservation District for review the dock length was 160 feet,  
146 not 116 feet; **Galena** said he was at the Conservation District meeting and spoke to correct the dock  
147 length. **Harper** asked if the length of the Birch Beach dock was measured from the water's edge; **Galena**  
148 confirmed that the measurement is from the water's edge.  
149

150 **L. Hanson** responded to Galena's concerns by stating that the additional section is used as a ramp to get  
151 to the dock from the shore, and noted that he was under the impression that the lake level has risen 5  
152 inches, not 1 inch as mentioned by Galena. **Mitchell** asked when the Dock Association made the  
153 measurement; **L. Hanson** said in April when the dock was installed.  
154

155 **Sampair** thanked the Dock Association for addressing some of these problems, and noted that situations  
156 like this - slowly increasing the length of the docks - create a level of suspicion with the neighbors.  
157 **Sampair** said that there is a boat lift in a state of disrepair that is taking space that could be used by  
158 someone else. **Evangelist** said that was his lift and it is not in disrepair but is for sale and will remove it.  
159

160 **Sampair** also noted that there was an issue with early use of the docks that has been addressed by the  
161 Dock Association.  
162

163 **REVISION OF CITY CODE SECTION 617.360 (PUBLIC LAKE TRACTS - NEIGHBORHOOD MEETING)>**

164 **CLARIFYING THE REQUIREMENT OF A SEPARATE NEIGHBORHOOD MEETING>REVIEW OF DRAFT AND**

165 **CONSIDERATION OF SCHEDULING A PUBLIC HEARING:** **Sampair** noted that in previous meetings, it  
166 became clear that there is a need to clarify that the neighborhood meeting is to be distinct and separate  
167 from the Dock Association meeting to go over the proposed dock length and number of boat slips for  
168 the upcoming year. **Sampair** further noted that he talked with former Council Member Nino Nardecchia  
169 about this matter, who said that the intent of the ordinance was to have a separate and distinct meeting  
170 of the neighbors. **Sampair** continued by saying that the first year under the revised ordinance there was  
171 a separate meeting that went well, but this past time without the separate meeting it was reported to  
172 him (**Sampair**) that there was a level of confusion since there was not a separate meeting. **Sampair** said  
173 the proposed amendment clarifies that there is a separate meeting prior to the dock application review  
174 meeting is required; however, **Sampair** noted that this separate meeting can be held the same day and  
175 at the same location as the dock permit review meeting.  
176

177 **Mitchell** noted that the exhibit in the packet is confusing in that what is labeled as "existing language" is  
178 not the existing language, then it says "redline changes" and on the back it says "new language" and all  
179 of those are different. **Mitchell** asked **Sampair** for clarification on which is the existing language and  
180 which is the proposed language. **Sampair** said that his changes are on the "existing language" part of the  
181 exhibit and are what is proposed to be changed.  
182

183 **Mitchell** asked **L. Hanson** what he thinks of the changes; **L. Hanson** noted that Section 617.320 requires  
184 that the Dock Association shall provide written notice of its meetings to neighboring lakeshore property  
185 owners within 200 feet of a lake tract's side boundaries, and also notify these property owners of the  
186 spring and fall meetings. **Sampair** responded by saying that the Dock Association conducted the  
187 neighbor meetings differently this past year than the year before; that is motivating the clarifying  
188 language in 617.360. **Evangelist** said the Dock Association is in agreement with the proposed  
189 amendment and acknowledged that there may have been a level of confusion over whether they were  
190 supposed to attend that meeting. **Mitchell** asked **Sampair** for clarification on the fact that the neighbors  
191 want to have an opportunity to review the dock placement and boat slip proposal before submitting an

192 application to the Council, realizing that by that time the proposal has already been determined;  
193 **Sampair** agreed.

194  
195 **Greeley** stated that he believes the neighbors will feel more comfortable discussing the proposal only  
196 with the officers of the Dock Association, and would feel less comfortable discussing their concerns with  
197 the entire Dock Association membership in attendance. **Greeley** said a 15 minutes meeting between the  
198 neighbors and the Dock Association officers to go over the plan would suffice. **Mitchell** said the Dock  
199 Association by-laws call for notice to the membership. **Sampair** said the neighbors don't have to agree  
200 with the proposal, but the officers can report back to the general membership the concerns of the  
201 neighbors. **Galena** noted that Sampair had it exactly right in that the intent is to have a meeting  
202 between the neighbors and a representative of the Dock Association, to see if the neighbors and the  
203 Dock Association can agree to a plan in advance of presentation of the plan to the Council. **Galena** said it  
204 was never intended for the neighbor meeting to be a part of the Dock Association meeting.

205  
206 **Harper** stated that she would like the "side neighbor" part removed to allow for all neighbors within 200  
207 feet to be notified of the neighbor meeting. **Powers** mentioned that the word "lakeshore" should be  
208 removed if the intent is to include non-lakeshore property owners to be included in the notification  
209 requirement.

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211 **Sampair/Mitchell 4-1 (Carson opposed) to schedule a public hearing for August 7, 2012 on the**  
212 **proposed amendment to 617.360, using the language titled "Redline Changes" amended to delete the**  
213 **words "lakeshore" and "side" from the second sentence of Section 1.**

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215 **DISCUSSION ON THE PROPOSED COMPLAINTS ORDINANCE SECTION 618:** **Mitchell** commented that the  
216 original 618 was for a process to handle complaints; now, it has been expanded to allow for the  
217 imposition of administrative fines. **Mitchell** would like the concepts separate. **Mitchell** noted that the  
218 imposition of administrative fines carries with it additional due process protections, among other things,  
219 and the City Attorney should be consulted on the legality of administrative fines. **Mitchell** also stated  
220 that the Council should think about whether it wants the City Clerk to impose administrative fines.  
221 **Sampair** said the intent is not for staff to impose fines. **Mitchell** responded that the courts look at the  
222 plain language of the ordinance, not legislative history or intent; **Sampair** disagreed and said that courts  
223 look for the intent as well, and that was a factor in how the ordinance was written. **Harper** wanted  
224 clarification on which version is being reviewed. **Sampair** said he will clarify with the City Clerk on that  
225 matter. **Mitchell** asks that administrative fines be separate from the rest of the ordinance.

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227 **PERSONNEL POLICIES> REVIEW OF DRAFT POLICIES AND CONSIDERATION OF ADOPTION:** **Mitchell** said  
228 the Personnel Committee (himself and Sampair) have been working with Jennifer Nodes, an attorney  
229 with Eckberg Lammers, and the City Clerk to develop a draft set of personnel-related policies for the  
230 Council's review and consideration. **Mitchell** noted that Nodes gave the Committee some drafts to work  
231 off of, and the Committee looked at the policies of other cities so it could adapt these drafts to the  
232 situation at Birchwood with 2 part-time employees. **Mitchell** stated that there are 5 policies – grievance,  
233 disciplinary policy, internet access and e-mail policy, compensation of City employees, and personal  
234 motor vehicle use policy.

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236 **Harper** commented that on the grievance procedure, there is a reference in Step 2 to the employee  
237 filing a grievance with the City Clerk, and asked what would happen if the City Clerk is the one filing a  
238 grievance – do they write themselves a notice? **Harper** added that if it involves the Clerk, the grievance  
239 should go to the Chair of the Personnel Committee. **Powers** added that if the grievance is against the

240 City Clerk, it could chill the employee from filing a grievance. The consensus of the Council is to change  
241 the language in Step 2 so that the grievance is filed with the Personnel Committee and not the Clerk.  
242 **Harper** next thought that, under the actions that are not grievable, it should also list the numbers of  
243 hours worked and other conditions of employment. **Sampair** suggests adding "conditions of  
244 employment" to the non-grievable actions. **Harper** next asked about the retaliation language, stating  
245 that this is a grievance procedure involving employees, not anyone outside the organization. **Sandstrom**  
246 noted that the language is intended for employees only. **Mitchell** recommends changing the word  
247 "individual" to "employee" in this section. **Harper** next asked about the phrase "report of alleged  
248 violations" in the context of retaliation; **Mitchell** suggested deleting that clause and substituting the  
249 word "grievance".

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251 **Harper** next discussed her concerns with the draft disciplinary policy, and noted that under the second  
252 paragraph in "Policy Provisions" it mentions "counseling", which to her sounds like the City will be  
253 sending the employee to a counselor. **Harper** thinks that a better phrase would be "verbal warning";  
254 **Sandstrom** agrees with Harper and recommends "verbal coaching" might be a better phrase. **Sampair**  
255 said that the 1<sup>st</sup> bullet point under Level 1 actions should be amended to change "counseling" to "verbal  
256 coaching". **Harper** also recommends language be added to the policy that any disciplinary action will be  
257 placed in the employee's file; **Mitchell** recommends adding that language to the first paragraph of  
258 "Policy Provisions".

259  
260 **Harper** then turned to the Policy on Compensation of City Employees, stating that the Council has  
261 discussed offering health insurance to employees at some time in the future, so that the 2<sup>nd</sup> sentence of  
262 the 1<sup>st</sup> paragraph – "The wage or salary so established shall be the total remuneration for the work  
263 performed" – should be amended to reflect that. **Sandstrom** recommends deleting that sentence.

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265 As it relates to the Motor Vehicle Use Policy, **Harper** mentioned that the City has seasonal workers that  
266 may need to use their personal vehicles for City business. **Sandstrom** noted that this clause is a limiting  
267 clause in that seasonal workers will need prior approval from the City Clerk in order to use their personal  
268 vehicles for City business. **Harper** also suggested that the phrase "for certain one-time tasks" be  
269 eliminated as unnecessary, and also to add "or City Treasurer" at the end of that sentence to allow the  
270 City Treasurer to authorize the motor vehicle use in the absence of the City Clerk.

271  
272 **Mitchell/Sampair unanimous to approve the following personnel policies: Grievance Procedure ,**  
273 **Disciplinary Policy, Internet Access and E-Mail Policy, Policy on Compensation of City Employees, and**  
274 **Personal Motor Vehicle Use Policy, amended as follows:**

- 275  
276 a. **GRIEVANCE PROCEDURE: Step 2, replace "City Clerk" with "Personnel Committee"; add**  
277 **"Conditions of Employment" to the list of non-grievable actions; replace "individual" with**  
278 **"employee" in the paragraph starting "The City may discipline...."; delete the phrase "report**  
279 **of alleged violations", to be replaced with "grievance".**  
280 b. **DISCIPLINARY POLICY: The following sentence to be added to the 1<sup>st</sup> paragraph of "Policy**  
281 **Provisions">"Any disciplinary action taken shall be documented and placed in the employee's**  
282 **personnel file."; "Policy Provisions">2<sup>nd</sup> paragraph, 1<sup>st</sup> sentence AND 1<sup>st</sup> bullet point under**  
283 **Level 1 Actions: replace "counseling" with "verbal coaching".**  
284 c. **POLICY ON COMPENSATION OF CITY EMPLOYEES: Remove 2<sup>nd</sup> sentence of the 1<sup>st</sup> paragraph.**  
285 d. **PERSONAL MOTOR VEHICLE USE POLICY: Replace the phrase "for certain one time tasks" with**  
286 **"or City Treasurer".**

287

288 **MANHOLE RING REPLACEMENT PROJECT:** Elfering updated the Council on the replacement of the  
289 remaining 69 manhole rings in the City, and noted that there are issues with 3 of the manholes and a  
290 segment of the sanitary sewer main. The bottom 10 feet of Manhole # 41 has roots penetrating through  
291 the concrete; roots are also present in Manhole #'s 92 and 93. Elfering also mentioned that about 8 to  
292 10 gallons per minute of clear water was running through Manhole # 92; she noted that this is not  
293 typical and could be an indication of an issue with the main or a sanitary sewer service. Elfering stated  
294 that the contractor hired by the City for the replacement of the manhole rings is not capable of  
295 performing this work, and obtained a quote from Infratech of \$7,280.00 for completion of the work, to  
296 include cleaning the manholes, applying acid resistant mortar, and televising the sanitary sewer segment  
297 in question. The Council directed Elfering to obtain additional quotes for service and report back at the  
298 August 7<sup>th</sup> meeting.  
299

300 **DOG LICENSE ISSUE:** Powers went over with the Council his memo which details an issue with the  
301 requirement of presenting a certificate of vaccination that extends beyond the term of the dog license.  
302 Powers noted that with this past round of dog license renewals, the vast majority of certificates expired  
303 before the end of the 2-year license term; rather than turn those residents away, Powers said he  
304 developed a spreadsheet that indicated when the vaccination expires and sends out reminder letters to  
305 those dog owners whose dog's vaccination is about to expire. Powers noted that an issue still remains  
306 about how to address those dog owners who refuse to renew their vaccinations. Mitchell responded  
307 that the ordinance language does present an issue, and said that he will work with Powers to come up  
308 with an ordinance amendment. Harper noted that when the ordinance is reviewed, the fees should also  
309 be reviewed.  
310

311 **SNOW PLOWING CONTRACT:** Powers noted that the contract for snow and ice removal with KEJ  
312 Enterprises has expired and some thought should be given to putting out a Request For Proposals (RFP)  
313 for providing this service. The Council authorized the City Clerk to draft and publish an RFP for this  
314 service for Council review of the bids at the August 7<sup>th</sup> meeting.  
315

316 **SET DATE FOR THE AUGUST BUDGET WORKSHOP:** Mitchell said he is looking at August 23<sup>rd</sup> for the  
317 budget workshop meeting. Harper advised the Council not to put it off too far, as the City needs to  
318 certify a preliminary levy by September 15. Mitchell also noted that the new Council member would be  
319 appointed that day; Powers noted that the appointment of Mark's replacement should take place at a  
320 special meeting before the budget workshop.  
321

322 *Mitchell/Harper unanimous to schedule a special meeting for August 23<sup>rd</sup>, 2012 at 7:00pm, to be*  
323 *followed by the budget workshop.*  
324

325 **COUNCIL REPORTS:** Mitchell noted that with the earlier discussion about the warming house variance,  
326 the City has \$2,500.00 money budgeted for surveying and asked whether we should be doing something  
327 in that area. Harper said that was the intention when that amount was budgeted. Elfering stated that  
328 the corners are located so it should be easier to survey. The Council directed Elfering to submit a cost  
329 estimate at the August 7<sup>th</sup> meeting.  
330

331 Harper mentioned that updated budget trend data will be submitted to the Council for review before  
332 the August 23<sup>rd</sup> budget meeting.  
333

334 **NEXT MEETING – AUGUST 7, 2012> TOPICS:** Mitchell noted the following topics are scheduled for the  
335 August 7<sup>th</sup> meeting: survey quotes; draft dog ordinance; employee review for the City Clerk; consider

336 appointing members to the Roads and Streets Committee; review of snow plowing bids; and review of  
337 quotes for manhole work.

338

339 **ADJOURN:** *Harper/Peterson unanimous to adjourn the meeting @ 10:25pm.*

340

341

342

343

344

---

345 Dale Powers

346 City Clerk

347

DRAFT

Birchwood Village  
Treasurer's Report  
8-1-12  
Council Meeting 8/7/2012

2

To: City Council  
From: Cindie J Reiter, Treasurer

**Financial Report**

*Attached are the CTAS reports:*

The **DISBURSEMENTS REGISTER** is for those claims presented for approval and/or payment this eve. Disbursement Register includes check numbers or EFT identifier. For the August 2012 Council meeting checks presented are #27336 – 27376 and EFTs for Xcel Sewer LIFT, US Bank Service Charge (SC), PERA, FED and MN payroll taxes. (Check 27349 – VOID as mis-printed)

The **Interim Financial Report** shows the year to date totals for each revenue and expense of each Fund. The report is presented by ACCOUNT code. Fund 100 is the operating fund (General Fund) for which property taxes are levied, and also includes other revenues the city receives. In the disbursement section of this report you will find a running total (YTD) and variance (remaining balance) of the full year budgeted amount for each category of expense.

The **Cash Balance Statement** is the beginning balances (same as: prior year-end). The beginning balances are all cash balances – which reside at US Bank (checking for operating funds & savings) and at Piper Jaffray (money market accounts for various fund reserves & savings)

**Current Items of Interest-**

- **2013 Budget** spreadsheet prep has begun. Current city vendors/service providers have been sent letter week of 7/9/12 seeking 2013 service rates for aide in budget projections. Letters due back 7/31/2012. Budget worksession on 8/23/2012 spreadsheet with historical, YTD's and projected final balances will be presented. Expecting Park budget to be submitted shortly.
- **WA County Tax Settlement** received and is included in RECEIPTS Register.
- **City Insurance exceeds budget.** Working with LMCIT Work Comp UW for refund (requested) on premium for General Maintenance as city vendor has supplied proof of WC coverage.

Please call/email with any questions.

*Cindie J Reiter,*  
Birchwood City Treasurer

As of 08/01/2012  
Fiscal Year:2012

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$513,015.66	\$179,236.58	\$193,356.01	\$498,896.23
Special Rev Projects	\$11,481.67	\$4,135.00	\$4,170.09	\$11,446.58
Sewer 2004 Bonds	\$0.00	\$4,990.87	\$30,952.96	(\$25,962.09)
Birchwood In Re-hab Bond	\$0.00	\$327.80	\$165.21	\$162.59
Sewer Re-hab 2008 Debt	\$0.00	\$8,671.65	\$7,344.26	\$1,327.39
Cap Project - PW	\$41,571.00	\$0.00	\$0.00	\$41,571.00
Capital Projects	\$59,527.99	\$0.00	\$27,658.75	\$31,869.24
Cap Proj - Catchbasin	\$0.00	\$0.00	\$0.00	\$0.00
Water Enterprise Fund	\$35,730.61	\$25,764.58	\$45,860.06	\$15,635.13
Sewer Enterprise Fund	\$174,704.05	\$45,304.97	\$42,346.67	\$177,662.35
<b>Total</b>	<b>\$836,030.98</b>	<b>\$268,431.45</b>	<b>\$351,854.01</b>	<b>\$752,608.42</b>

Fund Name: All Funds  
 Date Range: 07/11/2012 to 08/07/2012

<u>Date</u>	<u>Remitter</u>	<u>Description</u>	<u>Receipt #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
07/11/2012	Wa County - Tax Settlement	Property Taxes & Spec Asmt 7/2012	767	\$182,876.57	100-31000	\$165,460.39
					100-36125	\$248.05
					301-36110	\$4,990.87
					303-36110	\$327.80
					305-36110	\$8,429.83
					601-36130	\$2,080.30
					605-36130	\$1,339.33
07/11/2012	Oneka Rooking	Bldg Permit #WB055166	768	\$99.10	100-32210	\$99.10
07/11/2012	Linn Starr Logistics	Bldg Permit #WB055172	769	\$30.00	100-32210	\$30.00
07/19/2012	Residents - via LC	Utility Billing LCJE#18	774	\$930.08	601-34110	\$315.60
					601-34160	\$8.67
					601-34170	\$14.31
					605-34190	\$591.50
07/20/2012	Residents - via LC	Utility Billing - LC JE#24	775	\$260.70	601-34110	\$81.13
					601-34160	\$8.71
					601-34170	\$6.36
					605-34190	\$164.50
07/31/2012	Morehead, Troy/Naomi	Dog License	776	\$15.00	100-32240	\$15.00
07/31/2012	LeFoy/Westin	Dog License	777	\$12.00	100-32240	\$12.00
07/31/2012	Roy Anderson & Sons	Bldg Permit (DEMO) WB#055214	778	\$30.00	100-32210	\$30.00
07/31/2012	ABC Payment Service Inc	Bldg Permit #WB055238	779	\$562.75	100-32210	\$562.75
<b>Total For Period</b>				<b>\$184,816.20</b>		
<b>Total Year To Date</b>				<b>\$268,431.45</b>		

Fund Name: All Funds  
Date Range: 07/09/2012 to 08/03/2012

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
07/09/2012	Amy & Adams	Music inthe Park July 8, 2012	27336	\$150.00	100-45100-300	\$150.00
07/09/2012	Andersen, James	Interest Refund - Spec Asmt Pay 2011	27337	\$21.16	301-49200-810	\$21.16
07/12/2012	Bailey, Fred	Music In the Park- Men In Black 7/15/2012	27340	\$150.00	100-45100-300	\$150.00
07/12/2012	League of Mn Cities Insurance Trust	Municipal P/C 2012/2013	27341	\$6,124.00	100-41945-361	\$3,754.00
					100-41945-362	\$2,183.00
					100-41945-363	\$69.00
					100-41945-365	\$118.00
07/12/2012	League of Mn Cities Insurance Trust	Municipal EL 2012/2013	27342	\$900.00	100-41945-364	\$900.00
07/12/2012	Qwest/CenturyLink	Phone/Fax lines July 2012	27343	\$116.69	100-41940-321	\$116.69
07/12/2012	Metropolitan Council Env. Service	Wastewater Service Aug 2012	27344	\$3,313.35	605-43190-217	\$3,313.35
07/12/2012	Waste Management of WI-MN	Recycle - June 2012	27345	\$957.72	100-44100-305	\$957.72
07/12/2012	City of White Bear Lake Public Work	Water Purchase Qtr 2 includes test fee	27346	\$9,777.96	601-43180-215	\$9,771.60
					601-43180-430	\$6.36
07/12/2012	Xcel Energy	Street Lights July 2012	27347	\$1,193.63	100-43160-380	\$1,193.63
07/12/2012	Minneapolis Shredcom	Purge Shred Service - Spring 2012	27348	\$114.00	100-41420-305	\$114.00
07/13/2012	Payroll Period Ending 06/30/2012		27338	\$1,047.94	100-41400-100	\$1,047.94
07/13/2012	Payroll Period Ending 06/30/2012		27339	\$258.27	100-41400-100	\$258.27
07/17/2012	Xcel Energy	Lift Stn Electric July 2012	LIFT072012	\$503.89	605-43190-381	\$503.89
07/17/2012	PERA	Staff Retirement PE06/31/12	PERA063012	\$238.66	100-41400-120	\$128.17
					100-41400-121	\$110.49
07/18/2012	Gaylord, Joseph C	Interest REfund - Pay 2011 (27 Birchwood)	27351	\$28.81	303-49200-810	\$28.81
07/19/2012	Xcel Energy	City Hall Electric/Gas July 2012	27352	\$134.44	100-41940-380	\$134.44
07/19/2012	Xcel Energy	Park Electric July 2012	27353	\$9.89	100-45200-381	\$9.89
07/22/2012	Spanhanks, Jerry	Music in Park - Blue wolf Bluegrass 7/22/2012	27350	\$150.00	100-45100-300	\$150.00

City of Birchwood Village

Disbursements Register

08/01/2012

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
07/26/2012	U S Bank	Debt Service Payment 2004 Project	EFT072612	\$27,884.00	301-47100-600	\$26,000.00
					301-47100-610	\$1,884.00
07/26/2012	U S Bank	Srvc Chg July 2012	SC072012	\$28.73	100-41500-430	\$28.73
07/30/2012	Payroll Period Ending 07/15/2012		27354	\$1,047.94	100-41400-100	\$1,047.94
07/30/2012	Payroll Period Ending 07/15/2012		27355	\$435.86	100-41400-100	\$435.86
07/31/2012	Payroll Period Ending 07/15/2012		27356	\$330.23	100-41310-100	\$330.23
08/01/2012	Eckberg, Lammers, Briggs, Wolff	Legal Service -June 2012	27357	\$836.50	100-41600-300	\$836.50
08/01/2012	TSE, INC	City Hall Janitorial 6/19/2012	27358	\$19.00	100-41940-305	\$19.00
08/01/2012	Gopher State One Call	June 2012 Locates (27)	27359	\$36.25	601-42805-305	\$18.13
					605-42805-305	\$18.12
08/01/2012	ESS Briothers & Sons, Inc	Manhole Ring Repairs	27360	\$26,718.75	402-43180-305	\$26,718.75
08/01/2012	White Bear Lk Community Counsel Cnt	Annual Contribution - 2012	27361	\$1,941.00	100-41905-435	\$1,941.00
08/01/2012	Anderson, Nick	Cable Caster July 2012 (5 hrs)	27362	\$70.00	100-41950-300	\$70.00
08/01/2012	League of Mn Cities Insurance Trust	Work Comp 2012/2013	27363	\$1,934.00	100-41945-150	\$1,934.00
08/01/2012	S&T Office Supplies	Papers/Highlighters/Pen s	27364	\$248.80	100-41420-200	\$248.80
08/01/2012	On-Site Sanitation Inc	Rental Unit -Tennis Crt/TS Pk & relocate Aug 2012	27365	\$200.62	100-45200-305	\$86.95
					100-45200-305	\$113.67
08/01/2012	Ronnan, Kenny	Videographer - Service June 2012 (6.0)	27366	\$84.00	100-41950-305	\$84.00
08/01/2012	TSE, INC	City Hall Janitorial 7/3/2012	27367	\$19.00	100-41940-305	\$19.00
08/01/2012	City of White Bear Lake Police	Law Enforcement - Aug 2012	27368	\$7,481.33	100-42100-305	\$7,481.33
08/01/2012	City of White Bear Lake Fire	Fire Srvc -Aug 2012	27369	\$1,776.42	100-42200-305	\$1,776.42
08/01/2012	ES&S Systems & Software, INC	Election Supplies (transfer Storage Cases)	27370	\$25.38	100-41410-210	\$25.38
08/01/2012	City of White Bear Lake Public Work	Lift Stn ck/REcords/Lift part replcmt/Sewer Call Outs	27371	\$1,205.76	601-43180-305	\$140.00
					605-43185-305	\$173.10
					605-43185-305	\$173.10
					605-43190-210	\$32.81
					605-43190-305	\$140.00
					605-43190-305	\$546.75

City of Birchwood Village

Disbursements Register

08/01/2012

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
08/01/2012	City of White Bear Lake Bldg Inspec	Bldg Inspections - June 2012	27372	\$84.00	100-42401-305	\$84.00
08/01/2012	Ken Johnson	Parks mow/Mowing/Gravel Grotto/Sweep-Patch WWD/Trim Trees/Debris remvl	27373	\$2,107.50	100-43100-220	\$67.50
					100-43100-305	\$210.00
					100-43100-305	\$340.00
					100-43100-305	\$420.00
					100-43100-305	\$90.00
					100-43135-305	\$90.00
					100-45010-305	\$700.00
					100-45200-305	\$90.00
					100-45200-305	\$100.00
08/01/2012	TA Schifsky & Sons, INC	Street Patch Grotto	27374	\$97.29	100-43100-305	\$97.29
08/01/2012	Menards - Maplewood	Light Bulbs/Cleaning Supplies	27375	\$81.56	100-41420-200	\$40.16
					100-41940-220	\$41.40
08/01/2012	MN Dept of Labor and Industry	Mn Bldg Permit Surcharge 2nd Qtr 2012 (june)	27376	\$11.81	100-42401-430	\$11.81
08/01/2012	IRS - US Treasury	FEDTaxes July 2012	FED072012	\$914.68	100-41400-110	\$366.94
					100-41400-160	\$59.71
					100-41400-162	\$255.35
					100-41400-164	\$59.71
					100-41400-166	\$172.97
08/01/2012	MN Department of Revenue	State W/H July 2012	MN072012	\$163.05	100-41400-115	\$163.05
08/01/2012	PERA	Staff Retirement PE07/15/12	PERA071512	\$270.08	100-41400-120	\$145.05
					100-41400-121	\$125.03
<b>Total For Period</b>				<b>\$101,243.95</b>		
<b>Total Year To Date</b>				<b>\$351,854.01</b>		

As of 12/31/2012

General Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
General Property Taxes	\$325,000.00	\$165,870.19	(\$159,129.81)
Total Acct 310	\$325,000.00	\$165,870.19	(\$159,129.81)
Business Licenses and Permits	\$100.00	\$0.00	(\$100.00)
Total Acct 321	\$100.00	\$0.00	(\$100.00)
Building Permits	\$8,500.00	\$4,839.88	(\$3,660.12)
Dog Licenses	\$1,000.00	\$617.00	(\$383.00)
Total Acct 322	\$9,500.00	\$5,456.88	(\$4,043.12)
State Grants and Aids	\$238.00	\$0.00	(\$238.00)
Total Acct 334	\$238.00	\$0.00	(\$238.00)
Recycle Grant	\$1,650.00	\$0.00	(\$1,650.00)
Cable Comm. Grant	\$7,000.00	\$6,152.79	(\$847.21)
Total Acct 336	\$8,650.00	\$6,152.79	(\$2,497.21)
City Hall and Garage Rent	\$500.00	\$215.50	(\$284.50)
Total Acct 341	\$500.00	\$215.50	(\$284.50)
Fines	\$1,000.00	\$309.98	(\$690.02)
Total Acct 351	\$1,000.00	\$309.98	(\$690.02)
Delinquent Utilities - Garb/CEC	\$0.00	\$248.05	\$248.05
Miscellaneous	\$500.00	\$0.00	(\$500.00)
Total Acct 361	\$500.00	\$248.05	(\$251.95)
Interest Earnings	\$1,000.00	\$3.09	(\$996.91)
Contrib. and Donations-Private	\$400.00	\$670.00	\$270.00
Refunds and Reimbursements	\$0.00	\$310.10	\$310.10
Total Acct 362	\$1,400.00	\$983.19	(\$416.81)
<b>Total Revenues</b>	<b>\$346,888.00</b>	<b>\$179,236.58</b>	<b>(\$167,651.42)</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Publishing	\$2,175.00	\$3,212.94	(\$1,037.94)
Total Acct 411	\$2,175.00	\$3,212.94	(\$1,037.94)
City Council	\$2,700.00	\$649.43	\$2,050.57
Total Acct 413	\$2,700.00	\$649.43	\$2,050.57
Clerk - Treasurer	\$56,000.00	\$33,864.23	\$22,135.77
Elections	\$4,400.00	\$495.38	\$3,904.62
Office Operations/Supplies	\$4,275.00	\$1,510.24	\$2,764.76
Postage/Postal Permits	\$800.00	\$450.48	\$349.52
Total Acct 414	\$65,475.00	\$36,320.33	\$29,154.67
Financial Administration	\$400.00	\$196.43	\$203.57

City of Birchwood Villagegerim Financial Report by Account Number (YTD)

08/01/2012

Assessing	\$5,325.00	\$5,436.23	(\$111.23)
Total Acct 415	\$5,725.00	\$5,632.66	\$92.34
Legal Services	\$8,000.00	\$4,304.53	\$3,695.47
Engineer Service	\$6,000.00	\$2,080.43	\$3,919.57
Total Acct 416	\$14,000.00	\$6,384.96	\$7,615.04
Per Diem	\$1,560.00	\$0.00	\$1,560.00
Total Acct 418	\$1,560.00	\$0.00	\$1,560.00
Grants	\$0.00	\$1,941.00	(\$1,941.00)
City Training and Development	\$5,000.00	\$305.00	\$4,695.00
City Hall-Gov't Buildings	\$9,300.00	\$4,543.05	\$4,756.95
City Insurance	\$10,524.00	\$11,037.00	(\$513.00)
Cable Eqpmt and Service	\$1,200.00	\$413.00	\$787.00
Newsletter	\$400.00	\$203.45	\$196.55
Total Acct 419	\$26,424.00	\$18,442.50	\$7,981.50
Police	\$90,935.00	\$59,850.64	\$31,084.36
Total Acct 421	\$90,935.00	\$59,850.64	\$31,084.36
Fire	\$20,500.00	\$14,211.36	\$6,288.64
Total Acct 422	\$20,500.00	\$14,211.36	\$6,288.64
Building Inspection	\$9,400.00	\$5,825.61	\$3,574.39
Total Acct 424	\$9,400.00	\$5,825.61	\$3,574.39
Other Protection	\$68.00	\$93.88	(\$25.88)
Animal Control	\$925.00	\$882.00	\$43.00
Total Acct 428	\$993.00	\$975.88	\$17.12
Streets and Road Mntnc	\$7,000.00	\$1,584.79	\$5,415.21
Street Sweeping	\$4,000.00	\$1,935.00	\$2,065.00
Ice and Snow Removal	\$15,300.00	\$5,092.29	\$10,207.71
Tree Care/Inspection	\$800.00	\$0.00	\$800.00
Tree Removal	\$2,550.00	\$732.75	\$1,817.25
Weed Control	\$1,700.00	\$0.00	\$1,700.00
Drainage - Structure Care	\$1,400.00	\$0.00	\$1,400.00
Street Signs	\$3,000.00	\$0.00	\$3,000.00
Street Lights	\$15,000.00	\$8,602.84	\$6,397.16
Wtr/Swr Emergency	\$1,000.00	\$0.00	\$1,000.00
Survey - Public Property	\$2,500.00	\$0.00	\$2,500.00
Total Acct 431	\$54,250.00	\$17,947.67	\$36,302.33
Sanitation - Recycling	\$12,700.00	\$6,599.94	\$6,100.06
Total Acct 441	\$12,700.00	\$6,599.94	\$6,100.06
Lawn Care/Mntnc	\$6,000.00	\$2,100.00	\$3,900.00
Total Acct 450	\$6,000.00	\$2,100.00	\$3,900.00
Recreation	\$2,000.00	\$1,400.00	\$600.00
Total Acct 451	\$2,000.00	\$1,400.00	\$600.00
Parks	\$13,000.00	\$8,104.75	\$4,895.25
Total Acct 452	\$13,000.00	\$8,104.75	\$4,895.25
CONSERVATION - NATURAL RESOURC	\$5,700.00	\$5,697.34	\$2.66
Total Acct 461	\$5,700.00	\$5,697.34	\$2.66
Unallocated Expenditures	\$8,351.00	\$0.00	\$8,351.00

**City of Birchwood Village** **gerim Financial Report by Account Number (YTD)** **08/01/2012**

Total Acct 492	\$8,351.00	\$0.00	\$8,351.00
<b>Total Disbursements</b>	<b>\$341,888.00</b>	<b>\$193,356.01</b>	<b>\$148,531.99</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$513,015.66</b>	
<b>Cash Balance as of 12/31/2012</b>		<b>\$498,896.23</b>	

City of Birchwood Villagegerim Financial Report by Account Number (YTD)

08/01/2012

As of 12/31/2012

Special Rev Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Dock/Lift Permit Fee	\$0.00	\$4,135.00	\$4,135.00
Total Acct 322	\$0.00	\$4,135.00	\$4,135.00
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$4,135.00</b>	<b>\$4,135.00</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Parks	\$5,000.00	\$4,170.09	\$829.91
Total Acct 452	\$5,000.00	\$4,170.09	\$829.91
<b>Total Disbursements</b>	<b>\$5,000.00</b>	<b>\$4,170.09</b>	<b>\$829.91</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$11,481.67</b>	
<b>Cash Balance as of 12/31/2012</b>		<b>\$11,446.58</b>	

As of 12/31/2012

**Sewer 2004 Bonds**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$4,990.87	\$4,990.87
Total Acct 361	\$0.00	\$4,990.87	\$4,990.87
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$4,990.87</b>	<b>\$4,990.87</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Bond Payment	\$0.00	\$29,768.00	(\$29,768.00)
Total Acct 471	\$0.00	\$29,768.00	(\$29,768.00)
Unallocated Expenditures	\$0.00	\$1,184.96	(\$1,184.96)
Total Acct 492	\$0.00	\$1,184.96	(\$1,184.96)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$30,952.96</b>	<b>(\$30,952.96)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$0.00</b>	
<b>Cash Balance as of 12/31/2012</b>		<b>(\$25,962.09)</b>	

As of 12/31/2012

**Birchwood In Re-hab Bond**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$327.80	\$327.80
Total Acct 361	\$0.00	\$327.80	\$327.80
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$327.80</b>	<b>\$327.80</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Unallocated Expenditures	\$0.00	\$165.21	(\$165.21)
Total Acct 492	\$0.00	\$165.21	(\$165.21)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$165.21</b>	<b>(\$165.21)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$0.00</b>	
<b>Cash Balance as of 12/31/2012</b>		<b>\$162.59</b>	

As of 12/31/2012

**Sewer Re-hab 2008 Debt**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Re-hab A&B	\$0.00	\$8,671.65	\$8,671.65
Total Acct 361	\$0.00	\$8,671.65	\$8,671.65
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$8,671.65</b>	<b>\$8,671.65</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Bond Payment	\$0.00	\$3,571.91	(\$3,571.91)
Total Acct 471	\$0.00	\$3,571.91	(\$3,571.91)
Unallocated Expenditures	\$0.00	\$3,772.35	(\$3,772.35)
Total Acct 492	\$0.00	\$3,772.35	(\$3,772.35)
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$7,344.26</b>	<b>(\$7,344.26)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$0.00</b>	
<b>Cash Balance as of 12/31/2012</b>		<b>\$1,327.39</b>	

As of 12/31/2012

Cap Project - PW

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$41,571.00</b>	
<b>Cash Balance as of 12/31/2012</b>		<b>\$41,571.00</b>	

City of Birchwood Villagegerim Financial Report by Account Number (YTD)

08/01/2012

As of 12/31/2012

Capital Projects

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
City Hall-Gov't Buildings	\$15,000.00	\$940.00	\$14,060.00
Total Acct 419	\$15,000.00	\$940.00	\$14,060.00
Water Utility	\$0.00	\$26,718.75	(\$26,718.75)
Total Acct 431	\$0.00	\$26,718.75	(\$26,718.75)
<b>Total Disbursements</b>	<b>\$15,000.00</b>	<b>\$27,658.75</b>	<b>(\$12,658.75)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$59,527.99</b>	
<b>Cash Balance as of 12/31/2012</b>		<b>\$31,869.24</b>	

As of 12/31/2012

Cap Proj - Catchbasin

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$0.00</b>	
<b>Cash Balance as of 12/31/2012</b>		<b>\$0.00</b>	

As of 12/31/2012

## Water Enterprise Fund

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Water Fee	\$0.00	\$21,599.80	\$21,599.80
Penalty - Late Water/Sewer	\$0.00	\$705.70	\$705.70
State and Misc fees	\$0.00	\$1,179.01	\$1,179.01
Total Acct 341	\$0.00	\$23,484.51	\$23,484.51
DELQ - Water-Sewer fees	\$0.00	\$2,279.80	\$2,279.80
Total Acct 361	\$0.00	\$2,279.80	\$2,279.80
Interest Earnings	\$0.00	\$0.27	\$0.27
Total Acct 362	\$0.00	\$0.27	\$0.27
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$25,764.58</b>	<b>\$25,764.58</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Legal Services	\$0.00	\$981.45	(\$981.45)
Engineer Service	\$0.00	\$1,375.50	(\$1,375.50)
Total Acct 416	\$0.00	\$2,356.95	(\$2,356.95)
Utility Locates	\$0.00	\$186.49	(\$186.49)
Total Acct 428	\$0.00	\$186.49	(\$186.49)
Water Utility	\$27,000.00	\$35,638.52	(\$8,638.52)
Wtr/Swr Emergency	\$0.00	\$7,678.10	(\$7,678.10)
Total Acct 431	\$27,000.00	\$43,316.62	(\$16,316.62)
<b>Total Disbursements</b>	<b>\$27,000.00</b>	<b>\$45,860.06</b>	<b>(\$18,860.06)</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$35,730.61</b>	
<b>Cash Balance as of 12/31/2012</b>		<b>\$15,635.13</b>	

City of Birchwood Villagegerim Financial Report by Account Number (YTD)

08/01/2012

As of 12/31/2012

**Sewer Enterprise Fund**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Receipts:			
Sewer Fee	\$0.00	\$43,765.28	\$43,765.28
Total Acct 341	\$0.00	\$43,765.28	\$43,765.28
DELQ - Water-Sewer fees	\$0.00	\$1,538.83	\$1,538.83
Total Acct 361	\$0.00	\$1,538.83	\$1,538.83
Interest Earnings	\$0.00	\$0.86	\$0.86
Total Acct 362	\$0.00	\$0.86	\$0.86
<b>Total Revenues</b>	<b>\$0.00</b>	<b>\$45,304.97</b>	<b>\$45,304.97</b>
Other Financing Sources:			
Sale of Investments		\$0.00	
Transfers from other Funds		\$0.00	
Disbursements:			
Financial Administration	\$0.00	\$489.00	(\$489.00)
Total Acct 415	\$0.00	\$489.00	(\$489.00)
Engineer Service	\$0.00	\$1,048.00	(\$1,048.00)
Total Acct 416	\$0.00	\$1,048.00	(\$1,048.00)
Utility Locates	\$0.00	\$86.46	(\$86.46)
Total Acct 428	\$0.00	\$86.46	(\$86.46)
Drainage - Structure Care	\$58,200.00	\$0.00	\$58,200.00
Wtr/Swr Emergency	\$0.00	\$1,335.10	(\$1,335.10)
Sewer Utility	\$0.00	\$39,388.11	(\$39,388.11)
Total Acct 431	\$58,200.00	\$40,723.21	\$17,476.79
<b>Total Disbursements</b>	<b>\$58,200.00</b>	<b>\$42,346.67</b>	<b>\$15,853.33</b>
Other Financing Uses:			
Purchase of Investments		\$0.00	
Transfers to other Funds		\$0.00	
<b>Beginning Cash Balance</b>		<b>\$174,704.05</b>	
<b>Cash Balance as of 12/31/2012</b>		<b>\$177,662.35</b>	

STATE OF MINNESOTA  
COUNTY OF WASHINGTON  
CITY OF BIRCHWOOD VILLAGE

RESOLUTION 2012-24

**A Resolution Establishing Limited Clean Up And Property Damage Protection For Sewer Back-Ups And Water Main Breaks For Water And Sewer Customers**

**WHEREAS**, the City of Birchwood Village provides water and sanitary sewer services to property within its jurisdiction; and

**WHEREAS**, water main breaks may cause water to enter into property causing damage; and

**WHEREAS**, blockages or other conditions in the City's sanitary sewer lines may cause the back-up of sewage into properties that are connected to the City's sanitary sewer lines; and

**WHEREAS**, water main breaks and sewer back-ups pose a public health and safety concern; and

**WHEREAS**, the City Council desires to encourage the expeditious clean-up of properties that have encountered damage from water main breaks and sewer back-ups; and

**WHEREAS**, the City Council desires to minimize the potential of expensive lawsuits arising out of water main breaks and sanitary sewer back-up claims; and

**WHEREAS**, the City of Birchwood Village is a member of the League of Minnesota Cities Insurance Trust (LMCIT); and

**WHEREAS**, LMCIT has offered the City limited "no fault" sewer coverage and water main break coverage that will reimburse users of the water and sewer system for certain clean-up costs and property damage regardless of whether the City is at fault.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Birchwood Village that the City, as part of the contract for providing water and sewer services to the customers of the City, and in consideration of the payment of water and sewer bills, agrees to reimburse water and sanitary sewer customers for up to \$10,000 of clean-up costs and property damages caused by a water main break or sanitary sewer back-up, regardless of whether the City is negligent or otherwise legally liable for damages, subject to the conditions attached to this Resolution as an exhibit.

Adopted by the City Council on this 7<sup>th</sup> day of August, 2012.

Approved:

\_\_\_\_\_  
Alan Mitchell, Mayor

Attest:

\_\_\_\_\_  
Dale Powers, City Clerk/Coordinator

## EXHIBIT OF CONDITIONS

- I. Sanitary Sewer Back-Ups:
  - A. The back-up must have resulted from a condition in the City's sanitary sewer system or lines, and not from a condition in a private line.
  - B. The back-up must not have been caused by catastrophic weather or other events for which Federal Emergency Management Assistance is available.
  - C. The back-up must not have been caused by an interruption in electric power to the City's sewer system or to any of the City's lift stations, which continues from more than 72 hours.
  - D. The back-up must not have been caused by rainfall or precipitation that would constitute a 100-year storm as determined by the National Weather Service.
  - E. Neither the City nor LCMIT will reimburse any costs which have been or are eligible to be covered under a property owner's own homeowners or other property insurance, or which would be eligible to be reimbursed under a National Flood Insurance Protection (NFIP) policy, whether or not the property owner actually has NFIP coverage.
  - F. The maximum amount that the City or LCMIT will reimburse is \$10,000.00 per building per year. In this regard, a structure or group of structures served by a single connection to the City's sewer system is considered a single building.
  
- II. Water Main Breaks:
  - A. LCMIT will pay for claims presented by the City for water main break damage to property of others which was not caused by the City's negligence.
  - B. Neither the City nor LCMIT will pay for damages or expenses for which the property owner has been or is eligible to be reimbursed by any homeowners or other property insurance.
  - C. The maximum amount that the City or LCMIT will reimburse is \$10,000.00 to any claimant, regardless of the number of occurrences or the number of properties affected.
  - D. Neither the City nor LCMIT will pay more than \$250,000.00 for water main break damages resulting from any single occurrence. All water main break damage which occurs during any period of 72 consecutive hours is deemed to result from a single occurrence. If the total water main break damage for all claimants in a single occurrence exceeds \$250,000.00, the reimbursement to each claimant will be calculated as follows:
    1. A preliminary reimbursement figure is established for each claimant, equal to the lesser of the claimant's actual damages or \$10,000.00
    2. The sum of the preliminary reimbursement figures for all claimants will be calculated.
    3. Each claimant will be paid a percentage of his or her preliminary reimbursement figure, equal to the percentage calculated by dividing \$250,000.00 by the sum of all claimants' preliminary reimbursement figures.

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# MS4 Annual Report for 2011

## Municipal Separate Storm Sewer Systems (MS4s)

Reporting period January 1, 2011 to December 31, 2011  
Due June 30, 2012

Doc Type: Permitting Annual Report

**Instructions:** By completing this mandatory MS4 Annual Report form, you are providing the Minnesota Pollution Control Agency (MPCA) with a summary of your status of compliance with permit conditions, including an assessment of the appropriateness of your identified best management practices (BMPs) and progress towards achieving your identified measurable goals for each of the minimum control measures as required by the MS4 Permit. If a permittee determines that program status or compliance with the permit can not be adequately reflected within the structure of this form additional explanation and/or information may be referenced in an attachment. This form has significant limitations and provides only a snap shot of MS4 compliance with the conditions in the permit. After reviewing the information, MPCA staff may need to contact the permittee to clarify or seek additional information.

**Submittal:** This MS4 Annual Report must be submitted electronically to the MPCA using the submit button at the end of the form, from the person that is duly authorized to certify this form. All questions with an asterisk (\*) are required fields (these fields also have a red border), and must be completed before the form will send. A confirmation e-mail will be sent in response to electronic submissions.

If you have further questions, please contact one of these MPCA staff members (toll-free 800-657-3864):

- Joyce Cieluch 218-846-8126
- Scott Fox 651-757-2368
- Amy Garcia 651-757-2377

### General Contact Information (\*Required fields)

\*Name of MS4: City of Birchwood Village \*Contact name: Dale Powers, City Coordinator-Clerk  
 \*Mailing address: 207 Birchwood Avenue  
 \*City: Birchwood \*State: MN \*Zip code: 55110  
 \*Phone (including area code): 651-426-3403 \*E-mail: bwclerk@comcast.net

### Minimum Control Measure 1: Public Education and Outreach [V.G. 1] (\*Required fields)

A. The permit requires each permittee to implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and steps that the public can take to reduce pollutants in stormwater runoff. [Part V.G.1.a]

**Note:** Please indicate which of the following distribution methods you used. Indicate the number distributed in the spaces provided (enter "0" if the method was not used or "NA" if the data does not exist):

Media type	Number of media	Number of times published	Circulation/ Audience
<i>Example: Brochures:</i>	<i>3 different brochures</i>	<i>published 5 times</i>	<i>about 10,000</i>
Brochures:			
Newsletter:	Newsletter	Quarterly	870
Posters:			
Newspaper articles:			
Utility bill inserts:			
Radio ads:			
Television ads:			
Cable Access Channel:			
Other:			
Other:			
Other:			

- B. \*Do you use a website as a tool to distribute stormwater educational materials?  Yes  No  
 What is the URL: birchwood.govoffice.com
- C. If you answered yes in question B. above, do you track hits to the website?  Yes  No  
 How many hits were to the stormwater webpage: \_\_\_\_\_
- D. \*Did you hold stormwater related events, presentations to schools or other such activities?  Yes  No  
 If yes, please describe:

- E. \*Have specific messages been developed and distributed during this reporting year for Minimum Control Measure (MCM):
- MCM 1:  Yes  No      MCM 4:  Yes  No  
 MCM 2:  Yes  No      MCM 5:  Yes  No  
 MCM 3:  Yes  No      MCM 6:  Yes  No

- F. \*Have you developed partnerships with other MS4s, watershed districts, local or state governments, educational institutions, etc., to assist you in fulfilling the requirements for MCM 1?  Yes  No

- G. List those entities with which you have partnered to meet the requirements of this MCM and describe the nature of the agreement(s): *(Attach a separate sheet if necessary.)*  
 Rice Creek Watershed District - development of informational materials & publication of documents produced by RCWD

- H. \*Have you developed methods to assess the effectiveness of your public education/outreach program?  Yes  No  
 If yes, please describe:

**Minimum Control Measure 2: Public Participation/Involvement [V.G.2] (\*Required fields)**

- A. \*Did you hold a public meeting to present accomplishments and to discuss your Stormwater Pollution Prevention Program (SWPPP)? [Part V.G.1.e]  Yes  No  
 If no, explain:
- B. What was the date of the public meeting (mm/dd/yyyy): 08/07/2012
- C. How many citizens attended specifically for stormwater (excluding board/council members and staff/hired consultants)? 0
- D. Was the public meeting a stand-alone meeting for stormwater or was it combined with some other function (City Council meeting, other public event, etc.)?  Stand-alone  Combined
- E. \*Each permittee must solicit and consider input from the public prior to submittal of the annual report. Did you receive written and/or oral input on your SWPPP? [Part V.G.2.b.1-3]  Yes  No
- F. \*Have you revised your SWPPP in response to written or oral comments received from the public since the last annual reporting cycle? [Part V.G.2.c]  Yes  No  
 If yes, describe: *(Attach a separate sheet if necessary.)*

**Minimum Control Measure 3: Illicit Discharge Detection and Elimination [V.G.3] (\*Required fields)**

The permit requires permittees to develop, implement, and enforce a program to detect and eliminate illicit discharges as defined in 40 CFR 122.26(b)(2). You must also select and implement a program of appropriate BMPs and measurable goals for this minimum control measure.

- A. \*Did you update your storm sewer system map?  Yes  No  
 If yes, please explain which components (ponds, pipes, outfalls, waterbodies, etc.) were updated/added:
- Note: The storm sewer system map was to be completed by June 30, 2008. [Part V.G.3.a]*
- B. \*Have you modified the format in which the map is available?  Yes  No
- C. If yes, indicate the new format:  
 Hardcopy only  GIS system  CAD  Other system: \_\_\_\_\_
- D. \*Have you established an ordinance or other regulatory mechanism to prohibit illicit discharges and/or non-stormwater discharges from entering the MS4?  Yes  No  
*Note: The permit required the ordinance or other regulatory mechanism to be established by June 30, 2010 [Part V.G.3.b].*
- E. If yes, indicate which mechanism you have established:  Ordinance  Regulatory
- F. If you answered yes in question D above, provide the date the ordinance or other regulatory mechanism was adopted (mm/dd/yyyy): 8/12/2010
- G. \*Did you inspect for illicit discharges during the reporting year?  Yes  No
- H. If you answered yes in question G above, did you identify any illicit discharges?  Yes  No
- I. If you answered yes in question H above, how many illicit discharges were detected during the reporting period: \_\_\_\_\_
- J. If you answered yes in question I above, did the illicit discharge result in an enforcement action?  Yes  No  
 If yes, what type of enforcement action(s) was taken (check all that apply):  
 Verbal warning  Notice of violation  Fines  Criminal action  
 Civil penalties  Other (describe): \_\_\_\_\_

**Minimum Control Measure 4: Construction Site Stormwater Runoff [V.G.4] (\*Required fields)**

The permit requires that each permittee **develop, implement, and enforce a program** to reduce pollutants in any stormwater runoff to your small MS4 from construction activities within your jurisdiction that result in a 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 one or more acres. [Part V.G.4.]

- A. The permit requires an erosion and sediment control ordinance or regulatory mechanism that must include sanctions to ensure compliance and contains enforcement mechanisms [Part V.G.4.a]. Indicate which of the following enforcement mechanisms are contained in your ordinance or regulatory mechanism and the number of actions taken for each mechanism used during the reporting period (enter "0" if the method was not used or "NA" if the data does not exist). **Check all that apply.**

Enforcement mechanism	Number of actions
<input checked="" type="checkbox"/> Verbal warnings	# 0
<input checked="" type="checkbox"/> Notice of violation	# 0
<input type="checkbox"/> Administrative orders	#
<input checked="" type="checkbox"/> Stop-work orders	# 0
<input checked="" type="checkbox"/> Fines	# 0
<input type="checkbox"/> Forfeit of security of bond money	#
<input type="checkbox"/> Withholding of certificate of occupancy	#
<input type="checkbox"/> Criminal actions	#
<input type="checkbox"/> Civil penalties	#
<input type="checkbox"/> Other:	#

- B. \*Have you developed written procedures for site inspections?  Yes  No
- C. \*Have you developed written procedures for site enforcement?  Yes  No
- D. \*Identify the number of active construction sites greater than an acre in your jurisdiction during the reporting period year: 0
- E. \*On average, how frequently are construction sites inspected (e.g., weekly, monthly, etc.)? bi-weekly
- F. \*How many inspectors, at any time, did you have available to verify erosion and sediment control compliance at construction sites during the reporting period: 2

**Minimum Control Measure 5: Post-construction Stormwater Management in New Development and Redevelopment [V.G.5] (\*Required fields)**

The permit requires each permittee to develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects within your jurisdiction that disturb an area 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 that discharge into your small MS4. Your program must ensure that controls are in place that would prevent or reduce water quality impacts. You must also select and implement a program of appropriate BMPs and measurable goals for this minimum control measure.

**Note:** The MS4 permit requirements associated with this minimum control measure were required to be fully developed and implemented by June 30, 2008.

- A. \*Have you established design standards for stormwater treatment BMPs installed as a result of post-construction requirements?  Yes  No
- B. \*Have you developed procedures for site plan review which incorporate consideration of water quality impacts?  Yes  No
- C. \*How many projects have you reviewed during the reporting period to ensure adequate long-term operation and maintenance of permanent stormwater treatment BMPs installed as a result of post-construction requirements? [Part V.G.5.b.and Part V.G.5.c]. 0
- D. \*Do plan reviewers use a checklist when reviewing plans?  Yes  No
- E. \*How are you funding the long-term operation and maintenance of your stormwater management system? (Check all that apply)  
 Grants  Stormwater utility fee  Taxes  Other: \_\_\_\_\_

**Minimum Control Measure 6: Pollution Prevention/Good Housekeeping for Municipal Operations [V.G.6] (\*Required fields)**

The permit requires each MS4 to develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Your program must include employee training to prevent and reduce stormwater pollution from activities, such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance.

- A. \*Indicate the total number of structural pollution control devices (for example-grit chambers, sumps, floatable skimmers, etc.) within your MS4, the total number that were inspected during the reporting period, and calculate the percent inspected. Enter "0" if your MS4 does not contain structural pollution control devices or none were inspected. Enter "NA" if the data does not exist:

	*Total number	*Number inspected	*Percentage
*Structural pollution control devices:	8	8	100

- B. \*Did you repair, replace, or maintain any structural pollution control devices?  Yes  No
- C. \*For each BMP below, indicate the total number within your MS4, how many of each BMP type were inspected and the percent inspected during the reporting period. Enter "0" if your MS4 does not contain BMPs or none were inspected. Enter "NA" if the data does not exist:

Structure/Facility type	*Total number	*Number inspected	*Percentage
*Outfalls to receiving waters:			
*Sediment basins/ponds:	8	8	100
<b>*Total</b>	<b>8</b>	<b>8</b>	<b>100</b>

- D. Of the BMPs inspected in C. above, did you include any privately owned BMPs in that number?  Yes  No
- E. If yes in D. above, how many: \_\_\_\_\_

## Section 7: Impaired Waters Review (\*Required fields)

The permit requires any MS4 that discharges to a Water of the State, which appears on the current U. S. Environmental Protection Agency (EPA) approved list of impaired waters under Section 303(d) of the Clean Water Act, review whether changes to the SWPPP may be warranted to reduce the impact of your discharge [Part IV.D].

- A. \*Does your MS4 discharge to any waters listed as impaired on the state 303 (d) list?  Yes  No
- B. \*Have you modified your SWPPP in response to an approved Total Maximum Daily Load (TMDL)?  Yes  No

If yes, indicate for which TMDL: \_\_\_\_\_

## Section 8: Additional SWPPP Issues (\*Required fields)

- A. \*Did you make a change to any BMPs or measurable goals in your SWPPP since your last report? [Part V.H.]  Yes  No

B. If yes, briefly list the BMPs or any measurable goals using their unique SWPPP identification numbers that were modified in your SWPPP, and why they were modified: (Attach a separate sheet if necessary.)

- C. \*Did you rely on any other entities (MS4s, consultants, or contractors) to implement any portion of your SWPPP?  Yes  No

If yes, please identify them and list activities they assisted with:

City of White Bear Lake - Inspections; Elfering and Associates - Review of Sumps

## Owner or Operator Certification (\*Required fields)

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

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

\*Name of certifying official: Dale Powers

\*Title: City Coordinator-Clerk

\*Date: 08/08/2012  
(mm/dd/yyyy)

Submit

# City of Birchwood Village

NPDES Phase II MS4 Permit Application

## **Storm Water Pollution Prevention Program**

General Storm Water Permit Application  
(MN R 040000)

May 16, 2008

**NPDES Phase II MS4 Permit Application**  
**Storm Water Pollution Prevention Program**

General Storm Water Permit Application  
(MN R 040000)

**City of Birchwood Village**    May 16, 2008

City of Birchwood Village's SWPPP is designed to reduce the discharge of pollutants from the City's storm sewer system to the maximum extent practicable. To achieve this goal, standard Best Management Practices (BMPs) have been developed. The BMP measures are intended to address the 6 minimum control measures (MCMs) outlined in the MS4 Permit. The 6 MCMs are:

1. Public Education and Outreach
2. Public Participation/Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management in New Development and Redevelopment
6. Pollution Prevention/Good Housekeeping

The following table provides the title of each BMP measure and its location in the SWPPP.

<b>BMP ID Numbers</b>	<b>Best Management Practice</b>	<b>Permit Reference</b>	<b>Page Number</b>
1a-1	Distribute Educational Materials	V.G.1.a	1
1b-1	Implement an Education Program	V.G.1.b	2
1c-1	Education Program: Public Education and Outreach	V.G.1.c	3
1c-2	Education Program: Public Participation	V.G.1.c	5
1c-3	Education Program: Illicit Discharge Detection and Elimination	V.G.1.c	6
1c-4	Education Program: Construction Site Run-off Control	V.G.1.c	7
1c-5	Education Program: Post-Construction Stormwater Management in New Development and Redevelopment	V.G.1.c	9
1c-6	Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations	V.G.1.c	10
1d-1	Coordination of Education Program	V.G.1.d	11
1e-1	Annual Public Meeting	V.G.1.e	12
2a-1	Comply with Public Notice Requirements	V.G.2.a	13
2b-1	Solicit Public Input and opinion on the Adequacy of the SWPPP	V.G.2.b	14
2c-1	Consider Public Input	V.G.2.c	15
3a-1	Storm Sewer System Map	V.G.3.a	16

<b>BMP ID Numbers</b>	<b>Best Management Practice</b>	<b>Permit Reference</b>	<b>Page Number</b>
3b-1	Regulatory Control Program	V.G.3.b	17
3c-1	Illicit Discharge Detection and Elimination Plan	V.G.3.c	18
3d-1	Public and Employee Illicit Discharge Information Program	V.G.3.d	19
3e-1	Identification of Non Stormwater Discharges and Flows	V.G.3.e	20
4a-1	Ordinance or other Regulatory Mechanism	V.G.4.a	21
4b-1	Construction Site Implementation of Erosion and Sediment Control BMPs	V.G.4.b	22
4c-1	Waste Controls for Construction Site Operators	V.G.4.c	23
4d-1	Procedure for Site Plan Review	V.G.4.d	24
4e-1	Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance	V.G.4.e	25
4f-1	Establishment of Procedures for Site Inspections and Enforcement	V.G.4.f	26
5a-1	Development and Implementation of Structural and/or Non-structural BMPs	V.G.5.a	27
5b-1	Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment	V.G.5.b	28
5c-1	Long-term Operation and Maintenance of BMPs	V.G.5.c	29
5d-1	Impaired Waters		31
6a-1	Municipal Operations and Maintenance Program	V.G.6.a	32
6a-2	Street Sweeping		33
6b-2	Annual Inspection of All Structural Pollution Control Devices	V.G.6.b.2	34
6b-3	Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis	V.G.6.b.3	35
6b-4	Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas	V.G.6.b.4	36
6b-5	Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures	V.G.6.b.5	37
6b-6	Record Reporting and Retention of all Inspections and Responses to the Inspections	V.G.6.b.6	38
6b-7	Evaluation of Inspection Frequency	V.G.6.b.7	39
Education Appendix	Education Program Summary		40
	Maps		43 - 44

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1a-1

<b>*BMP Title:</b> Distribute Educational Materials
<b>*BMP Description:</b> In cooperation with Washington County, Rice Creek Watershed District, and/or neighboring communities, stormwater pamphlets and fliers promoting stormwater education related to individual homeowners will be developed, or existing relevant material will be assembled, and made publicly available. The City will seek assistance from various Public service organizations to aid in the distribution of pamphlets and posting displays throughout the City.  Targeted audience: City Council, City Staff, City Residents.
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Number of pamphlets and fliers created and dispersed.</li><li>2. Number of residents interested in participating.</li><li>3. Meet once per year with the Rice Creek or Washington Conservation District environmental educator to select educational materials to emphasize for the next year.</li></ol>
<b>*Timeline/Implementation Schedule:</b> 2008 <ol style="list-style-type: none"><li>1. Have discussions with other agencies/groups on willingness to work together.</li><li>2. Work with cooperative agencies or groups on developing and/or assembling relevant existing stormwater handout information.</li><li>3. Have pamphlets and other stormwater information available at area workshops, public meetings or City events.</li></ol> 2008 - 2010 <ol style="list-style-type: none"><li>1. Continue with the distribution of SWPPP information, revising as necessary after comments and suggestions from residents and City Staff.</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Katherine Weber, City Clerk Department: City of Birchwood Village Clerk Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1b-1

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

**\*BMP Description:**

In cooperation with Rice Creek Watershed District, the City will review the educational program that has been implemented on educating the residents on storm water pollution. Key issues that will be reviewed are:

1. The education of residents on the effects of storm water runoff to White Bear Lake and Hall's Marsh, and the steps that each individual can take to reduce storm water pollution
2. Work with Rice Creek Watershed District on identifying outreach activities/programs and creating an implementation schedule.
3. File relevant information in resource library. Include updated information in the City's quarterly newsletter.
4. Educate the residents about the impacts of storm water discharges on the community's water bodies.
5. Council will hold an annual meeting on storm water management

Targeted Audience: City Council, Staff, Residents

**\*Measurable Goals:**

1. Annually designate a city representative to meet with the RCWD or Washington Conservation district environmental educator to determine education activities
2. Number of activities/programs created and implemented.
3. The increase of interest and attendance by residents.
4. Meet once per year with the Rice Creek or Washington Conservation District environmental educators to select educational materials and educational activities that can be emphasized for the next year.

**\*Timeline/Implementation Schedule:**

2008

1. Develop a procedure for creating and implementing an educational program utilizing the capabilities of the Rice Creek Watershed's environmental education staff.

2008 - 2010

1. Council to hold annual public meeting on storm water management.
2. Work with RCWD or other agencies/groups to use already developed educational activities / programs that are appropriate to the city.
3. Annually evaluate and modify the educational program as necessary to meet stormwater management in building permits.

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

Name: Katherine Weber, City Clerk

Department: City of Birchwood Village Clerk

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-1

**\*BMP Title:** Education Program: Public Education and Outreach

**\*Audience(s) Involved:**

Elected officials and residents of Birchwood Village.

**\*Educational Goals for Each Audience:**

Increase public awareness and understanding of storm water issues within the community especially White Bear Lake and Hall's Marsh. Inform and educate the public about the impacts of storm water runoff on water quality, and steps that can be taken to reduce storm water pollution. See BMP 1b-1 Implement an Education Program activities.

**\*Activities Used to Reach Educational Goals:**

In cooperation with Rice Creek Watershed District's environmental educator, highlight stormwater issues through City sponsored community events and programs that focus on public participation. Such as:

1. Annual public meeting addressing storm water issues including the Storm Water Pollution Prevention Program annual report.
2. Promote volunteer community cleanup day for Lake area.
3. Information in the City's quarterly newsletter on upcoming meetings and events on storm water issues.
4. Provide educational materials or conduct outreach activities about the effects of storm water runoff and BMP's to reduce storm water pollution.
5. Compile and maintain educational materials regarding the effects of storm water runoff and BMP's to reduce storm water pollution in a resource library located at the City of Birchwood Village City Hall.
6. Provide a procedure for reporting illicit discharges and dumping.

**\*Activity Implementation Plan:**

1. The Birchwood Village's City Council provides public education and outreach on storm water impacts. The Council also implements and monitors the Storm Water Pollution Prevention Program, such as the volunteer community cleanup days.
2. The City Council will hold an annual public meeting addressing storm water issues, including soliciting public input and opinion on the adequacy of the Storm Water Pollution Prevention Program. The attendance of these meetings will be monitored on a yearly basis with a goal of a continued increase in attendance.
3. The City will work annually with the Rice Creek Watershed District's environmental educator to develop a program to distribute educational materials and conduct outreach activities about the effects of storm water runoff and BMP's to reduce storm water pollution. The City, with assistance from the watershed districts, will continually perform research for new storm water materials that would be relevant to the City of Birchwood Village.
4. The City will compile and maintain educational materials regarding the effects of storm water runoff and BMP's to reduce storm water pollution in a resource library to be located at the City of Birchwood Village City Hall.

**\*Performance Measures:**

1. The City will acquire the annual report on Lake Water Quality commissioned by the White Bear Lake Conservation District (if available), maintain a copy of the report in the resource library and present the findings of the report in the annual public meeting addressing storm water issues including, the Storm Water Pollution Prevention Program annual report.
2. City Council will hold an annual meeting to get public input and opinion on the adequacy of the Storm Water Pollution Prevention Program.
3. The legal notice for the public informational meeting will be made available to the Rice Creek Watershed District and additional partnering organizations as required.
4. Meet annually with the RCWD environmental educator to select educational activities for the year.

**\*Responsible Party for this BMP:**

Name: Katherine Weber, City Clerk  
Department: City of Birchwood Village Clerk  
Phone: 651-426-3403  
E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-2

<b>*BMP Title:</b> Education Program: Public Participation
<b>*Audience(s) Involved:</b> Elected officials and residents of Birchwood Village.
<b>*Educational Goals for Each Audience:</b> <ol style="list-style-type: none"><li>1. Increase awareness and understanding of stormwater issues within the community.</li><li>2. Inform and educate on the impacts of stormwater runoff on water quality and what they can do to actively protect local lakes and streams from polluted stormwater runoff.</li></ol>
<b>*Activities Used to Reach Educational Goals:</b> <ol style="list-style-type: none"><li>1. Public input and opinion about storm water runoff and BMP's will be accepted at each regularly scheduled City Council meeting.</li><li>2. Public input given to the City Council throughout the year will be reviewed annually with appropriate adjustments made to the Storm Water Pollution Prevention Program at the annual meeting.</li><li>3. The City will report in the quarterly newsletter on activities related to managing stormwater and implementing the SWPPP. Topics for the newsletter may include information about the water quality of our City lakes and ponds, events and programs the public can participate in to raise their awareness about stormwater impacts, and specific stormwater management activities the City is implementing</li><li>4. Use the City internet web page to provide links to the RCWD and WCD stormwater education materials</li></ol>
<b>*Activity Implementation Plan:</b> <ol style="list-style-type: none"><li>1. Council will solicit input on the storm water pollution prevention program at the annual meeting.</li><li>2. The City will compile and maintain educational materials in a resource library.</li><li>3. Periodically publish articles on storm water management and the SWPPP in the City's newsletter.</li></ol>
<b>*Performance Measures:</b> <ol style="list-style-type: none"><li>1. Annual Stormwater Management meeting. Track attendance at meetings, and make adjustments to increase</li><li>2. the participation of the residents.</li><li>3. Provide pamphlets/information in City Hall</li><li>4. Provide links to Rice Creek Watershed District and White Bear Lake Conservation District websites on City's website.</li><li>5. In 2008 add stormwater runoff pollution prevention information links to the City's web page.</li></ol>
<b>*Responsible Party for this BMP:</b> Name: Katherine Weber, City Clerk Department: City of Birchwood Village Clerk Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-3

<b>*BMP Title:</b> Education Program: Illicit Discharge Detection and Elimination
<b>*Audience(s) Involved:</b> Elected officials and residents of Birchwood Village.
<b>*Educational Goals for Each Audience:</b> The SWPPP stormwater education activities will focus on letting the public know about implementation, inspection and enforcement of city building codes and RCWD stormwater ordinance provisions relating to new construction and existing structures leading to the reduction, elimination and the impact of illicit pollutant discharges into the stormwater system throughout the City.
<b>*Activities Used to Reach Educational Goals:</b> <ol style="list-style-type: none"><li>1. Hold an annual public informational meeting to get public input and opinion on the adequacy of the Storm Water Pollution Prevention Program.</li><li>2. Use existing educational materials from RCWD and others to explain what illicit discharges are, how to identify them and report any occurrences.</li><li>3. Identify in cooperation with RCWD web site locations that contain BMP's to reduce illicit discharge storm water pollution throughout the year</li><li>4. Maintain a copy of the Storm Water Pollution Prevention Program annual report in the resource library located at the City of Birchwood Village City Hall.</li><li>5. Follow up on complaints from residents that report illicit discharge or dumping, and document the correctional measures that were taken.</li><li>6. In the City's newsletter have information to educate the residents on the hazards of improper waste disposal and ways to detect and eliminate illicit discharges.</li></ol>
<b>*Activity Implementation Plan:</b> <ol style="list-style-type: none"><li>1. The City Council will hold an annual public informational meeting to get public input and opinion on the adequacy of the Storm Water Pollution Prevention Program.</li><li>2. Public input and opinion about the effects of storm water runoff and BMP's to reduce storm water pollution can be received at each monthly City Council meeting.</li><li>3. The City will maintain a copy of the SWPPP annual report in the resource library located at the City of Birchwood Village City Hall.</li><li>4. The City will review and make appropriate adjustments to the SWPPP based on the annual public informational meeting and ongoing public input and opinion.</li></ol>
<b>*Performance Measures:</b> The adequacy and availability of opportunities for the public to provide input and opinion about the effects of storm water runoff, BMP's to reduce storm water pollution, and the adequacy of the Storm Water Pollution Prevention Program will be included for review in the annual public informational meeting.  Have the designated stormwater education city staff meet annually with RCWD stormwater educator staff to identify the city stormwater activities in cooperation with RCWD and others and periodically provide education materials and information on the illicit discharge issue.
<b>*Responsible Party for this BMP:</b> Name: Birchwood City Council and City Clerk Department: Administration Phone: 651-426-3404 E-mail:

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**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:**

Elected officials, City Staff , builders, land developers and residents of Birchwood Village.

**\*Educational Goals for Each Audience:**

Inform city residents of the responsibilities for construction stormwater control requirements that are enforced through the city building permit process that includes the RCWD stormwater construction requirements. A goal is to inform the public on the pollution consequences of poor construction stormwater management. The SWPPP activities implemented under this will focus on program development, implementation, and enforcement of management strategies that will reduce or eliminate the impacts of stormwater runoff into the storm sewer system from any construction activity that results in a land disturbance of greater than or equal to one acre

**\*Activities Used to Reach Educational Goals:**

1. Conduct inspections to enforce city zoning ordinances requiring erosion and sediment controls during construction activities and provide sanctions against the violations of the ordinance provisions.
2. The City will compile and maintain educational materials regarding the effects of storm water runoff during construction activities and BMP's to reduce the effects in a resource library to be located at the City of Birchwood Village City Hall.
3. Information on the requirements and procedures for obtaining a building permit in the City of Birchwood Village, including the requirements for a site plan review and construction site sediment and erosion control, will be posted in the City's quarterly newsletter.
4. Develop procedures to educate contractors on construction site Best Management Practices (BMPs), inspections and enforcement of installed erosion and sedimentation control measures.

**Activity Implementation Plan:**

1. The City Council, through the Building Inspection Department, will distribute information regarding city zoning ordinances requiring erosion and sediment controls during construction activities and the sanctions against violations of the ordinance provisions.
2. The Building Inspection Department will coordinate with the Planning Commission and staff for the City of Birchwood Village to monitor the city's and RCWD's ordinances requiring erosion and sediment controls during construction activities.
3. The City will compile and maintain educational materials regarding the effects of storm water runoff during construction activities and BMP's to reduce the effects in a resource library to be located at the City of Birchwood Village City Hall.
4. The staff will post procedures for obtaining a building permit in the City of Birchwood Village, including the requirements for a site plan review and construction site sediment and erosion control, in the City's quarterly newsletter.

**\*Performance Measures:**

1. The adequacy and availability of opportunities for the public to provide input and opinion about the programs regarding storm water runoff from construction activities, and the adequacy of the Storm Water Pollution Prevention Program will be included for review in the annual public informational meeting.
2. The City of Birchwood Village will monitor the number of private citizen complaints received and corrected each year.
3. The number of enforcement actions taken.
4. The number of site inspections.
5. In 2008 adding information to the city internet web site that contains links to the sections of the RCWD web site that relate to construction stormwater pollution prevention and construction site inspection requirements.

**\*Responsible Party for this BMP:**

Name: City of Birchwood Council, Staff  
Department: Administration  
Phone: 651-426-3403  
E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-5

<b>*BMP Title:</b> Education Program: Post-Construction Stormwater Management in New Development and Redevelopment
<b>*Audience(s) Involved:</b> Elected officials, City Staff and residents of Birchwood Village.
<b>*Educational Goals for Each Audience:</b> The SWPPP activities under this Control Measure will focus on implementation, and enforcement of the city's and RCWD's stormwater education program activities to reduce or eliminate the impacts of stormwater runoff from new development and re-development projects that disturb greater than or equal to one acre, including projects that are less than one acre and are part of a larger development plan, that discharge into the storm sewer system.
<b>*Activities Used to Reach Educational Goals:</b> The City will provide information and information links on its web site about educational outreach on implementing, and enforcing a program that will reduce or eliminate the impacts of stormwater runoff pollution from new development and re-development projects that discharge into the stormwater conveyance system throughout the City.
<b>*Activity Implementation Plan:</b> <ol style="list-style-type: none"><li>1. The Building Inspection Department will coordinate with the Planning Commission for the City of Birchwood Village and the RCWD to monitor ordinances addressing post-construction runoff from new development and redevelopment projects.</li><li>2. Have available and pass on information about post construction stormwater pollution via existing educational activities and the building permit process.</li></ol>
<b>*Performance Measures:</b> <ol style="list-style-type: none"><li>1. Have post construction stormwater pollution prevention available when building permits are applied for.</li><li>2. In 2008 review the building permit form to determine if there are acknowledgement statements concerning post construction management and consider revisions if they are not included.</li><li>3. Monitor publicinput and opinion about the activities and complaints that address post-construction runoff from new development and redevelopment projects, for review in the annual informational meeting.</li></ol>
<b>*Responsible Party for this BMP:</b> Name: City of Birchwood Council, Staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-6

<b>*BMP Title:</b> Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
<b>*Audience(s) Involved:</b> Elected officials, City Staff and residents of Birchwood Village
<b>*Educational Goals for Each Audience:</b> 1. Educate contractors, city elected officials and city staff on PP/GH best management practices applicable to the city operations that will further stormwater pollution prevention. 2. The SWPPP activities implemented will focus on implementing general best management for an operations and maintenance program that will reduce or eliminate the impacts of stormwater pollution from open space maintenance, snow disposal, building maintenance, land disturbances, and stormwater conveyance system maintenance. 3. Compile from existing lists of operations and maintenance BMP's for similar sized cities a series of applicable BMP practices that are or should be applied to the city's maintenance activities and make the compilation available to elected officials and maintenance staff and contractors.
<b>*Activities Used to Reach Educational Goals:</b>  1. In the quarterly newsletter, distribute information describing the procedure for citizens to report repair, replacement or maintenance related issues for the City's structural pollution control devices. 2. Compile from existing sources a listing of maintenance and operations stormwater pollution prevention BMP's for reference by city maintenance contractors. 3. In the annual meeting, distribute information summarizing outfall inspections and the condition of structural pollution control devices for citizen review and comment.
<b>*Activity Implementation Plan:</b> 1. The City Council and City staff will work with the Rice Creek Watershed District and the City's maintenance contractors to compile a maintenance and operations BMP listing describing measures recommended to prevent stormwater runoff pollution and maintain good housekeeping practices through the City's municipal operations. 2. The City Council and staff will work with the Rice Creek Watershed District and the City's maintenance contractors to distribute educational materials describing the procedure for citizens to report repair, replacement maintenance related issues for the City's structural pollution control devices. 3. The City staff will include reports summarizing outfall inspections and the condition of structural pollution control devices in the annual public informational meeting for review and comment.
<b>*Performance Measures:</b> 1. In 2008 in cooperation with the RCWD prepare a listing and notebook of stormwater runoff pollution prevention practice BMP's relating to good housekeeping practices for municipal operations. 2. At the annual stormwater meeting discuss with the council successes with BMP and areas where improvement might be achieved in the future that would reduce runoff pollution from entering White Bear Lake.
<b>*Responsible Party for this BMP:</b> Name: City of Birchwood Council, Staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1d-1

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

**\*BMP Description:**

1. The City will work with White Bear Lake, Rice Creek Watershed District and the Washington Conservation District to continue to develop and distribute educational materials and conduct outreach activities about the effects of storm water runoff and BMP's to reduce storm water pollution

Targeted audience: City Council, Staff, Residents.

**\*Measurable Goals:**

1. Number of instances when an educational program is coordinated with Rice Creek Watershed District.
2. Meeting annually with RCWD stormwater education staff to plan education / training activities with RCWD or WCD stormwater education activities.

**\*Timeline/Implementation Schedule:**

1. The City Council will designate an individual to work annually with the Rice Creek Watershed District on developing procedures for coordination of educational programs.

**Specific Components and Notes:**

1. Pamphlets and information from Rice Creek Watershed District available in City Hall. Links to the organization's website on Birchwood Village's website.
2. Rice Creek Watershed articles in quarterly newsletter.
3. Annual Stormwater Management Meeting held.

**\*Responsible Party for this BMP:**

Name: Birchwood City Council, Staff

Department: Administration

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1e-1

**\*BMP Title:** Annual Public Meeting

**\*BMP Description:**

1. City Council will hold a annual meeting to get public input and public opinion on the adequacy of the Storm Water Pollution Prevention Program as follows:

Location - The annual public informational meeting will be held in the City of Birchwood Village, City Hall.

Notice - A legal notice for the public informational meeting will be posted in the White Bear Press at least 14 days prior to the meeting. The notice will contain a reference to the Storm Water Pollution Prevention Program, the date, time and location of the public informational meeting, a concise description of the manner in which the meeting will be held affording the opportunity for oral statements, and requesting relevant written materials from interested persons be submitted at least 7 days prior to the meeting, and shall indicate that a copy of the Storm Water Pollution Prevention Program will be available for public review at the City of Birchwood Village City Hall at least 14 days prior to the meeting.

Targeted audience: City Council, Staff, Residents

**\*Measurable Goals:**

1. Notice of public meeting provided.
2. Attendance from residents and other appropriate agencies.

**\*Timeline/Implementation Schedule:**

1. On an annual basis, starting in 2008.

**Specific Components and Notes:**

The public meeting will address:

1. Identify the audience or audiences involved.
2. Educational goals for each audience in terms of increased awareness, increased understanding, acquired skills, and/or desired changes in behavior.
3. Coordinated city / RCWD stormwater pollution prevention activities that were available in the past year to reach educational goals for each audience.
4. Activity implementation plans, including assigning responsibilities for each activity and schedule.
5. Developing performance measures that can be used to determine success in reaching educational goals.
6. Discussion of any construction stormwater problem areas, successful activities and emphasis for the next year.

**\*Responsible Party for this BMP:**

Name: Birchwood City Council, Staff

Department: Administration

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2a-1

<b>*BMP Title:</b> Comply with Public Notice Requirements
<b>*BMP Description:</b> Notice of the public meeting will be provided 14 days prior to the meeting. The notice must contain a reference to the Storm Water Pollution Prevention Program, the date, time, and meeting location, a concise description of the manner in which the meeting will be conducted and include location of a public copy of the City's SWPPP. Notice of the public meeting will be provided 14 days prior and will include the date, time, and meeting location, and include location of a public copy of the City's SWPPP. Distribution of this notice to the community will be published through the White Bear Press. The community will be encouraged to attend, allowing its members to discuss various viewpoints and provide input concerning appropriate stormwater management policies and Best Management Practices.
<b>*Measurable Goals:</b> 1. Attendance from residents.
<b>*Timeline/Implementation Schedule:</b> 1. Hold and annual public meeting that addresses stormwater issues. 2. Implement the distribution program. 3. Monitor the program.
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: City Council, Staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2b-1

<p><b>*BMP Title:</b> Solicit Public Input and opinion on the Adequacy of the SWPPP</p>
<p><b>*BMP Description:</b></p> <ol style="list-style-type: none"><li>1. In cooperation with Washington County and Rice Creek Watershed District, the City will use the education and outreach efforts outlined on BMP Summary Sheet 1c-2 (Education Program: Public Participation) for providing information to the general public about how the City manages stormwater runoff through its Stormwater Pollution Prevention Program (SWPPP), to encourage the public to learn about the SWPPP, and to facilitate public input and comment on the SWPPP.</li><li>2. The annual public meeting on the SWPPP will be scheduled to occur during a regular meeting of the City Council, the City will request that the SWPPP be placed on the meeting agenda at a time that will be conducive to the public attending and providing input on the SWPPP (i.e. not at the end of the agenda).</li><li>3. At the annual meeting, the City will provide a presentation on the purpose, goals, and requirements of the SWPPP to educate, inform, and encourage citizens to provide input and comment on the SWPPP.</li><li>4. The City will provide opportunity for interested persons to make oral statements or provide written comments on the SWPPP at the meeting. A reasonable amount of time will be made available at the meeting for a questions and comments relating to the SWPPP. Persons not able to attend the meeting may submit written comments on the SWPPP within the time identified in the public notice for the meeting.</li><li>5. The City will also solicit public input and provide opportunity for comment on the SWPPP at any other subsequent public meetings, as needed, regarding modifications of or amendments to the SWPPP.</li></ol>
<p><b>*Measurable Goals:</b></p> <ol style="list-style-type: none"><li>1. Increase citizen's understanding of the impacts of stormwater runoff and increase public input on the SWPPP. Evaluate the level of public participation and input on the SWPPP; review the Education Program for Public Participation and make adjustments as needed to increase public participation/involvement on the SWPPP.</li><li>2. Track the number of attendees at the annual public meeting on the SWPPP.</li><li>3. Prepare and provide a presentation on the SWPPP.</li><li>4. Track the number of oral and written comments received on the SWPPP, and the number of questions addressed at the annual public meeting.</li><li>5. Hold additional public meeting(s) regarding modifications and/or amendments to the SWPPP; track the level of public input..</li></ol>
<p><b>*Timeline/Implementation Schedule:</b></p> <ol style="list-style-type: none"><li>1. Hold an annual public meeting starting in 2008.</li></ol>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: City Council, Staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net</p>

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**Unique BMP Identification Number:** 2c-1

<b>*BMP Title:</b> Consider Public Input
<b>*BMP Description:</b> The City will dedicate one meeting per year to allow public involvement in the SWPPP process. The community will be encouraged to attend, allowing members to discuss various view points and provide input concerning appropriate stormwater management policies and Best Management Practices.
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Attendance numbers at the annual meeting.</li><li>2. Recommendations and action taken as a result of the meeting..</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Hold annual meeting so recommendations can be reviewed and applied to the annual SWPPP summary report.</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: City Council, staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 3-ILLICIT DISCHARGE DETECTION AND  
ELIMINATION

**Unique BMP Identification Number:** 3a-1

<b>*BMP Title:</b> Storm Sewer System Map
<b>*BMP Description:</b> Identify possible key discharge sources. Such as: <ol style="list-style-type: none"><li>1. Ponds, lakes, and wetlands that are part of the conveyance system.</li><li>2. Structural pollution control reduction devices.</li><li>3. Outfalls, including discharges from the City drainage system to other MS4s or waters and wetlands that are not part of the City drainage system.</li><li>4. Structures that discharge stormwater overland.</li><li>5. All other points of discharge from the City outlets.</li></ol>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Maintain and update the existing map.</li><li>2. Clean out existing pollution reduction structures.</li><li>3. Prepare a report identifying problem areas located in the City and a schedule to address these areas.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Update the stormwater map in 2008.</li><li>2. Clean out structures on an annual basis starting in 2008.</li><li>2. Correct the scheduled problem areas in 2008 and continue to follow schedule for upcoming years.</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: City Engineer, Staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

**Unique BMP Identification Number:** 3b-1

<b>*BMP Title:</b> Regulatory Control Program
<b>*BMP Description:</b> The Regulatory Control Program establishes ways the illicit discharge is detected and eliminated. The City has a program to detect and address non-stormwater discharges, including illegal dumping. The Rice Creek Watershed District also has stormwater runoff enforcement authority.  The Program is used to detect and address illicit discharges along with addressing 100% of the complaints in a timely manner. The plan is dependent upon several factors including the MS4's available resources, size of staff, and degree and character of its illicit discharges. There are four steps of a recommended plan: <ol style="list-style-type: none"><li>1. Procedures for locating priority areas likely to have illicit discharges.</li><li>2. Procedures for tracing the sources of an illicit discharge.</li><li>3. Procedures for removing the source of the discharge.</li><li>4. Procedures for program evaluation and assessment.</li></ol>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Quarterly newsletter articles - reminders/articles regarding lawn care, hazardous waste, dumping.</li><li>2. Implementing other BMPs.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Review ordinances and/or policies and enforcement procedures and actions that may help prevent illicit discharges to stormwater systems. (2008)</li><li>2. Revise ordinances and/or policies and enforcement procedures and actions that may help prevent illicit discharges to stormwater systems. (2008 - 2010)</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: City Council, Staff Department: Administration Phone: 651-42603403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3c-1

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

**\*BMP Description:**

The City will develop a program to detect and identify illicit discharges, including a plan to control and eliminate the contributors, which will adhere to the following steps:

1. Locate the problem area by using public complaints
2. Visual screening of outfalls during the dry weather, and/or during regular system maintenance and inspection activities.
3. Find the source of illicit discharge.
4. Remove or correct the problem.
5. Document the actions taken.

If the City identifies any of the following categories of non-stormwater flows as significant contributors of pollutants, the City will develop a plan to control and eliminate the contributors to the storm sewer system:

1. Water line flushing
2. Landscape irrigation
3. Diverted stream flows
4. Rising ground waters
5. Uncontaminated ground water infiltration
6. Discharges from potable water sources
7. Foundation drains
8. Air conditioning condensation
9. Water from crawl space pumps
10. Individual residential car washing
11. Chlorinated water discharges
12. Street wash water
13. Brush and yard clean up

**\*Measurable Goals:**

1. No dump sites in City of Birchwood Village
2. Support the annual clean up day for the lake shore.
3. Reminders about recycling in all newsletters (quarterly. Maintain bimonthly recycling for residents.
4. The number of illicit discharges reported and identified.
5. The number of illicit discharges prevented, stopped or removed.

**\*Timeline/Implementation Schedule:**

1. Continue to respond to resident complaints of illicit discharge.

**\*Responsible Party for this BMP:**

Name: City staff, City Council  
Department: Administration  
Phone: 651-426-3403  
E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND  
ELIMINATION

Unique BMP Identification Number: 3d-1

<b>*BMP Title:</b> Public and Employee Illicit Discharge Information Program
<b>*BMP Description:</b> - No Public Works employee BMP - Birchwood does not employ Public Works employees. - This education activity will be carried out as described in and as part of education BMP's 1a-1 "Distribute Educational Materials" and 1b-1 "Implement a Public Education Program" and BMP 1c-3 "Educational Program: Illicit Discharge Detection and Elimination" -
<b>*Measurable Goals:</b> - have materials and web site locations where information on Illicit Discharges can be obtained by city residents.
<b>*Timeline/Implementation Schedule:</b> - see BMP's 1a-1, 1b-1 and 1c-3 schedules
<b>Specific Components and Notes:</b> - see BMP's 1a-1, 1b-1 and 1c-3 schedules
<b>*Responsible Party for this BMP:</b> Name: Staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND  
ELIMINATION

Unique BMP Identification Number: 3e-1

<b>*BMP Title:</b> Identification of Non Stormwater Discharges and Flows
<b>*BMP Description:</b> The City has been televising and rehabilitating the City's sanitary sewer system to prevent any potential non stormwater discharges from the system. Currently, the City has over half of the sanitary sewer rehabilitated with plans to complete more sanitary mains this summer.  For any other 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.
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Televis 100% and complete report of findings (2007 - 2008).</li><li>2. Identify all sanitary sewer problem areas and develop a plan to address problem areas. (2008)</li><li>3. For the other remaining 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.</li><li>4. Implement the action plan for remaining significant non-stormwater discharges and flows.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Rehabilitate previously determined problem areas, which will result in approximately 90% of the City's sanitary sewer system to be rehabilitated. (2008)</li><li>2. Televis remaining sanitary sewer. (2012)</li><li>3. Rehabilitate any discovered problem areas. (2012)</li><li>4. Conduct an investigation and evaluation of remaining non-stormwater discharges and flows, and develop action plans for those which are identified as being significant contributors of pollutants. (2008-2012)</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Engineer Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**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 has existing construction site erosion and sedimentation control policies that are referenced in the City code sections relating to Building Regulation, section 200 and Land Use Regulations, section 300. The Rice Creek Watershed District has an extensive up-to-date stormwater rules that additionally incorporates stormwater Low Impact Development concepts that promote on-site infiltration and a construction stormwater inspection program. The RCWD Rules are those policies that the District has adopted to protect the public health and welfare and the natural resources of the District. These rules (*available for review at [http://www.ricecreek.org/content/documents/permit/forms/RCWD\\_Rules.pdf](http://www.ricecreek.org/content/documents/permit/forms/RCWD_Rules.pdf)*) are enforceable under Minnesota Statute. A combination of the RCWD stormwater rules and City ordinances address each of the eleven listed regulatory mechanism components.

The Ordinance or Regulatory Mechanism must, at a minimum, include the following components:

- (1) Requirements for Construction Site Plan submittal by site operators to the MS4 which includes erosion and sediment control and stormwater treatment BMPs
- (2) Site plan review and approval by MS4 prior to activity on site
- (3) Requirements and design standards for temporary erosion and sediment controls during construction activities
- (4) Requirements for record keeping of rainfall amounts and inspections by site operators
- (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 stormwater 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
- (11) The regulatory mechanism contains sanctions to ensure compliance which include a viable enforcement component. Regulatory compliance tools available include the following: (a) Verbal warnings, (b) Written warnings, (c) Stop-work orders, (d) Fines, (e) Forfeit of security bond money, and/or (f) Withholding of certificate of occupancy

**\*Measurable Goals:**

Apply the rules and ordinances as applicable to all construction permits and stormwater management situations in the City.

**\*Timeline/Implementation Schedule:**

1. Continue enforcing compliance measures adopted by the City.

**\*Responsible Party for this BMP:**

Name: Building Inspector, Clerk, Planning Commission  
Department: Administration  
Phone: 651-426-3403  
E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4b-1

<b>*BMP Title:</b> Construction Site Implementation of Erosion and Sediment Control BMPs
<b>*BMP Description:</b> In cooperation with Washington County and Rice Creek Watershed District, the City will require BMPs that are found to be the most effective in keeping erosion under control and containing sediment on the construction site and off the streets. The City will advise all contractors to follow MPCA and Rice Creek Watershed District erosion control BMP's.
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. In cooperation with Washington County and RCWD, BMPs will be selected.</li><li>2. Inspections show compliance with appropriate BMP's.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Implement required BMPs (2008-2010)</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Building Inspector Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4c-1

<b>*BMP Title:</b> Waste Controls for Construction Site Operators
<b>*BMP Description:</b> The City of Birchwood has code provisions relating to proper solid waste management and proper disposal of solid waste. This issue is also addressed through the building permit inspection process.
<b>*Measurable Goals:</b> Inform building permit applicants of solid waste disposal responsibilities and follow up during the site inspection process.
<b>*Timeline/Implementation Schedule:</b> Continue the city's and RCWD's existing construction site inspection process.
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4d-1

<b>*BMP Title:</b> Procedure for Site Plan Review
<b>*BMP Description:</b> The City will include in any preconstruction activity, a review of regulated construction site plans submitted by the contractor for the implementation and routine maintenance of sedimentation and erosion controls that incorporate consideration of potential water quality impacts before any construction begins. The site plans will be reviewed by the Planning Commission and Rice Creek Watershed District as required for larger projects.
<b>*Measurable Goals:</b> 1. The number of site plan reviews.
<b>*Timeline/Implementation Schedule:</b> 1. Continue reviewing preconstruction site plans.
<b>Specific Components and Notes:</b> Require attention to storm water management on all development and redevelopment projects. Prepare a checklist at the time a development project is approved for use during post construction audit.
<b>*Responsible Party for this BMP:</b> Name: Planning Commission, Clerk, Building Inspector Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4e-1

<b>*BMP Title:</b> Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance
<b>*BMP Description:</b> The City will develop and implement a program to control and eliminate construction site waste that may impact stormwater runoff. This program will address construction entrances, vehicle maintenance, equipment washing areas, and proper waste disposal.
<b>*Measurable Goals:</b> <ul style="list-style-type: none"><li>• The reduction of site wastes with respect to construction.</li><li>• Identify requirements for construction site operators to implant appropriate control of construction site waste.</li><li>• Frequency of inspection and maintenance activities.</li></ul>
<b>*Timeline/Implementation Schedule:</b> 2008: Develop plans to control and eliminate site waste and Implement.
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4f-1

<b>*BMP Title:</b> Establishment of Procedures for Site Inspections and Enforcement
<b>*BMP Description:</b> The City will ensure construction sites operate in accordance with this SWPPP and the project specific construction SWPPP. The City Engineer will review SWPPP site plans for sites over 1 acre for construction activities, including the following: <ol style="list-style-type: none"><li>1. Description of the activity, proposed timetable, amount of area disturbed, and any outfalls to the storm conveyance system or water body.</li><li>2. Map or drawing of the site showing the boundaries, soil disturbance limits, stormwater drainage pattern, location of receiving waters and/or storm inlets, storage areas for materials, and stormwater management controls.</li><li>3. Description of the method of storage, disposal, and handling of materials which have the potential to be released with stormwater.</li><li>4. Description of the BMPs to control erosion and sedimentation during all phases of construction</li><li>5. Description of methods to address sediment tracking on roads, recovering sediments, and spill prevention and response procedures.</li><li>6. Site inspection procedure providing at least one inspection every 7 days and within 24 hours after any storm event of greater than 0.50 inches of rain per 24 hours period.</li><li>7. Site Inspection Records will be kept, for the date and time of inspections, the name of the inspector, and the date and amount of last precipitation event. All incidents of erosion, sediment accumulation, or spills will be documented. The record will include the location and description of the incident, estimated quality of material or size of area affected, and a brief explanation of potential cause and remedial action taken.</li></ol>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Number of site inspections scheduled and reasons.</li><li>2. Number of enforcements implemented, following inspections.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Continue existing site inspection procedures. (2008)</li></ol>
<b>Specific Components and Notes:</b> Include inspection of required storm water controls in permit inspections.
<b>*Responsible Party for this BMP:</b> Name: Building Inspector Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

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

**Unique BMP Identification Number:** 5a-1

<b>*BMP Title:</b> Development and Implementation of Structural and/or Non-structural BMPs
<b>*BMP Description:</b> The Rice Creek Watershed District has ordinance provisions and an inspection program that addresses post construction stormwater requirements for all construction / building sites. The city cooperates and coordinates the building permit process with RCWD to assure this issue is addressed. 1. Refuse placement ordinance. 100% complaints addressed. 2. Subdivision ordinance. 100% compliance with ordinance provisions. 3. Compliance inspections. 4. Ordinance review. Review select provisions each year.
<b>*Measurable Goals:</b>  1. Review of complaints received/addressed with White Bear Lake City Building and Zoning staff and staff from RCWD. 2. Maintain complete, clear file of permit requirements, required storm water management practices and design features of detention and catch basin facilities 3. Review and monitor changes to ordinances
<b>*Timeline/Implementation Schedule:</b> 1. Continue current existing City / RCWD post construction stormwater management. (2008 to 2010)
<b>Specific Components and Notes:</b> 1. Current ordinance prohibits placing, sweeping or depositing refuse in any way that allows rain, wind, etc. to carry it off the property. 2. Current ordinances require planning, set standards for storm water management and authorize review and final approval by the City. They require plans to describe surface water, topography and soil composition; construction of storm water management facilities to assure that peak discharge rates for 2-, 10-, and 100-year storms are not increased; incorporation of natural topography and land cover to accommodate additional water flow; priority ordered list of storm water management practices; and design standards for detention facilities and catch basins. 3. Review all post-construction storm water management controls and procedures and consider updating them when necessary.
<b>*Responsible Party for this BMP:</b> Name: Planning Commission, Building Inspector, City Council, Staff Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

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

**Unique BMP Identification Number:** 5b-1

<b>*BMP Title:</b> Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment
<b>*BMP Description:</b> With respect to development and re-development projects, the City will regulate post-construction runoff in accordance with their ordinance. In addition, the City will review its procedures to limit surface runoff volumes and reduce water runoff pollutant loadings. The City will also continue to work with the Rice Creek Watershed District on applicable sized and located projects needing a city building permit and any required Rice Creek Watershed District stormwater permit to improve stormwater facilities in the City.
<b>*Measurable Goals:</b> 1. Review of building permits and application forms to assure that a completed Rice Creek Watershed District stormwater permit is part of the building application and the responsibility for long term maintenance is made and that the property title has easements defining long term care and access to stormwater structures.
<b>*Timeline/Implementation Schedule:</b> 1. Continue to review of building permits and application forms to assure that where applicable a completed Rice Creek Watershed District stormwater permit is part of the building application and the responsibility for long term maintenance is made. (2008 to 2010)
<b>Specific Components and Notes:</b> Conduct a final review of each development project and subdivision to ensure compliance with code.
<b>*Responsible Party for this BMP:</b> Name: Planning Commission, Building Inspector, Clerk, City Council Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

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

**Unique BMP Identification Number:** 5c-1

<b>*BMP Title:</b> Long-term Operation and Maintenance of BMPs
<b>*BMP Description:</b> The City has developed an inspection and maintenance program to ensure the effectiveness of post-construction stormwater control BMPs. The RCWD also has stormwater ordinance provisions that address this long term access and maintenance responsibility for all stormwater structures. Key requirements of the program are:  <ol style="list-style-type: none"><li>1. Contractor to have 100% compliance with ordinance provisions. Maintain complete, clear file of permit requirements, required storm water management practices and design features of detention and catch basin facilities.</li><li>2. Attach storm water management site inspections to audit report.</li><li>3. Perform compliance inspections.</li></ol>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. Number and frequency of completed inspection forms submitted by Contractor.</li><li>2. Number and frequency of completed inspection forms submitted by Inspector.</li><li>3. Completed storm water management site planning checklist.</li><li>4. The number of problems identified and resolved.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Continued implementation of inspection and maintenance program. (2008 to 2010)</li></ol>
<b>Specific Components and Notes:</b> <ol style="list-style-type: none"><li>1. Current ordinances require planning, set standards for storm water management and authorize review and final approval by city. They require plans to describe surface water, topography and soil compositions; construction of storm water management facilities to assure that peak discharge rates for 2-, 10-, and 100 - year storms are not increased; incorporation of natural topography and land cover to accommodate additional water flow; priority ordered list of storm water management practices; and design standards for detention facilities and catch basins.</li><li>2. Complaints are tracked by the City, and disposition noted. All complaints investigated.</li></ol>
<b>*Responsible Party for this BMP:</b> Name: City Council, Planning Commission, Clerk, Building Inspector Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

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

**Unique BMP Identification Number:** 5d-1

**\*BMP Title:** Impaired Waters

**\*BMP Description:**

The City of Birchwood Village discharges storm water runoff to one of the impaired waters that is included on the MPCA's 303(d) Impaired Waters list; White Bear Lake. Part IV.D of the MS4 Permit requires the City to conduct a review of the storm water discharge(s) from the City that may impact impaired waters. For impaired waters that do not currently have an USEPA-approved TMDL, the permit requires the City to determine whether changes are warranted in the City SWPPP to reduce the impact of discharges.

Water quality and ecological goals and objectives regarding the downstream lake will be addressed in this document. The Plan once developed will include specific objectives that address collaboration with RCWD in the development of management plans for impaired waters within the immediate reach of the City. The Plan will indicate a review of the following five impaired waters tasks that will be conducted during the current permit cycle including :

1. Review the USEPA approved 303(d) impaired waters list (updated biannually by EPA) to determine whether any listed impaired waters receive a stormwater discharge from Birchwood Village and are likely to be impacted by stormwater discharge from the City,
2. Use a combination of storm sewer maps and field surveys to identify all potential stormwater discharges impacting impaired waters,
3. Map the watershed area(s) which contribute to the above discharge point(s),
4. Utilize City Council and staff to evaluate / consider the need for changes to the City SWPPP to reduce the impact of discharges from the City to the impaired waters by generally considering the following issues: hydrology and land characteristics such as total area, slope, type of vegetation, soil types, percentage of impervious surfaces, runoff volumes and rates, land use and other characteristics of the watershed area(s) of the receiving impaired water that may cause a stormwater impact.,
5. Document for City records a written overview discussion of the staff assumptions and decisions relating to the need for changes to the twp SWPPP to reduce identified pollutant levels.

**\*Measurable Goals:**

1. Establish a collaborative group with Rice Creek Watershed District to carry out review of the impaired waters issue including a schedule of steps to be taken by using existing City and county staff or experts to make recommendations on incorporating improvements to the SWPPP.
2. Completed reviews involving City collaboration with Rice Creek Watershed District to accomplish the five listed review tasks. This includes developing an outline of the schedule and steps to be taken to make changes to the SWPPP.
3. Complete a written overview discussion of the staff assumptions and decisions that change to the City SWPPP is needed to address TMDL improvements is needed.
4. Revise the SWPPP by including:
  - a. A map showing the location(s) of the impaired water(s), discharge points and identified watershed areas and the TMDL pollutants the SWPPP BMP's can address.
  - b. Incorporating updated or new BMP summary sheets that implement the conclusions of the impaired waters review and initiate the measures or actions that are warranted resulting in reduced impact from City discharge to the impaired water(s).

**\*Timeline/Implementation Schedule:**

1. Establish a relationship with the Rice Creek Watershed District to collaborate on TMDL reviews for impaired waters downstream of the City. (2008)
2. Prepare a written inventory of all impaired waters affected by the City. (2009)
3. Establish a review group to address impaired waters review and BMP drafting. (2009)
5. Complete a written overview discussion of staff recommendations on possible TMDL improvements. (2009)
6. Draft BMP changes to the SWPPP and complete drafts for revisions to City ordinances. (2010)
7. Implement in cooperation with the Rice Creek Watershed District BMP's to reduce impacts to impaired waters. (2008-2010)

**Specific Components and Notes:**

Downstream impaired water – White Bear Lake (Mercury)

**\*Responsible Party for this BMP:**

Name: City Council, Planning Commission, Clerk  
Department: Administration  
Phone: 651-426-3403  
E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6a-1

<b>*BMP Title:</b> Municipal Operations and Maintenance Program
<b>*BMP Description:</b> <p>The City will coordinate by meeting annually with RCWD stormwater educators for periodic training activities for City Staff to prevent or reduce pollutant runoff from MS4 operations. This activity is outlined in BMP 1c-6, Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations. The training activity shall also include instruction that can be passed on to volunteers working in the City.</p> <p>The City has in place an on-going storm drain inspection and cleaning program to reduce pollutants, trash, and debris. At a minimum, yearly cleaning and inspection includes storm drain grates, catch basins, and other appurtenances. Based on inspection results, or repairs, measures will be determined for proper operation.</p>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. The number of submitted checklists used when completely inspections.</li><li>2. The amount of trash, sediment, or other pollutants removed during cleaning</li></ol>
<b>*Timeline/Implementation Schedule:</b> <ol style="list-style-type: none"><li>1. Continue the storm drain inspection and cleaning program.</li><li>2. Evaluate the activity periodically and make modifications, if necessary.</li></ol>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: City Council, Clerk, Engineer Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6a-2

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

**\*BMP Description:**

The City performs street sweeping twice a year. Once in the spring to remove sand from winter plowing operations, and again in the fall to remove a majority of the leaf debris.

**\*Measurable Goals:**

1. The number of times the streets are swept.

**\*Timeline/Implementation Schedule:**

1. Continue the street sweeping operations. (2008)

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

Name: Clerk

Department: Administration

Phone: 651-426-3403

E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-2

<b>*BMP Title:</b> Annual Inspection of All Structural Pollution Control Devices
<b>*BMP Description:</b> Inspect biannually all structural pollution control devices, such as trap manholes and other small settling or filtering devices. The City uses a map to inventory structures.
<b>*Measurable Goals:</b> 1. Number of inspections and cleaning of pollution control devices inspected.
<b>*Timeline/Implementation Schedule:</b> 1. Perform annual inspections and cleaning by City maintenance personnel. (2008)
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Clerk Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-3

<b>*BMP Title:</b> Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis
<b>*BMP Description:</b> This Best Management Practice (BMP) is required for inspection of minimum 20 percent of MS4 Outfalls, Sediment Basins and Ponds each year on the rotating basis, so that all are inspected over the entire permit period (5 years).
<b>*Measurable Goals:</b> 1. Number of inspections conducted each year, percent of total.
<b>*Timeline/Implementation Schedule:</b> 1. Perform biannual inspections and cleaning by City maintenance personnel. (2008)
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Engineer, Clerk Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-4

<b>*BMP Title:</b> Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas
<b>*BMP Description:</b> Not applicable to Birchwood
<b>*Measurable Goals:</b>
<b>*Timeline/Implementation Schedule:</b>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Clerk Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

**MS4 Name:** CITY OF BIRCHWOOD VILLAGE

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**Unique BMP Identification Number:** 6b-5

<p><b>*BMP Title:</b> Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures</p>
<p><b>*BMP Description:</b> Based on the inspection, determine if repair, replacement, or maintenance measures are necessary for proper operation and to prevent environmental impacts, such as erosion. The necessary measures shall be completed as soon as possible, usually during the same year as the inspection.</p>
<p><b>*Measurable Goals:</b></p> <ol style="list-style-type: none"><li>1. Number of recommendations made following the inspections.</li><li>2. Number of follow-up actions taken after the inspections.</li></ol>
<p><b>*Timeline/Implementation Schedule:</b></p> <ol style="list-style-type: none"><li>1. Continue inspections and follow-up maintenance (by City maintenance personnel).</li></ol>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Engineer, Clerk Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net</p>

## BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

<b>*BMP Title:</b> Record Reporting and Retention of All Inspections and Responses to the Inspections
<b>*BMP Description:</b> Summarize the results of outfall inspections in the annual report and include the dates of inspection and date of completion of major additional protection measures. The City will address 100% of the citizen complaints. Copies of complaint/resolution to be on file in City Hall
<b>*Measurable Goals:</b> 1. Number of records maintained 1. Any maintenance performed or recommended.
<b>*Timeline/Implementation Schedule:</b> 1. Implement a plan for record reporting and retention of outfall inspections. (2008)
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Clerk Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## BMP Summary Sheet

MS4 Name: CITY OF BIRCHWOOD VILLAGE

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

<b>*BMP Title:</b> Evaluation of Inspection Frequency
<b>*BMP Description:</b> Keep records of inspection results, date, antecedent weather conditions, sediment storage, and capacity remaining, and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections may be adjusted. If maintenance or sediment removal is required because of each of the first two annual inspections, the frequency of inspections may be adjusted.  If maintenance or sediment removal is required because of each of the first two annual inspections, the frequency of the first two annual inspections, the frequency of inspection shall be increased to at least two (2) times annually or more frequently as needed to prevent carry-over or washout of pollutants from the structures and maximize pollutant removal. If maintenance or sediment removal is not required because of both of the first two annual inspections, the frequency may be reduced to once every two years.
<b>*Measurable Goals:</b> 1. The number of inspections and results summarized each year. 2. Any maintenance performed or recommended.
<b>*Timeline/Implementation Schedule:</b> 1. Implement annual inspections. (2008)
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Engineer, Clerk Department: Administration Phone: 651-426-3403 E-mail: birchwoodvillage@comcast.net

## EDUCATION APPENDIX

### Education Program Summary

**Program Components:** This education program includes all necessary components for a SWPPP as required for MS4 communities, including an annual public meeting and activities designed to specifically address the following six minimum control measures as outlined below. A brief description of each program component is included on the next two pages.

#### **1. Public Education and Outreach**

- General Education Campaign
- Blue Thumb Program

#### **2. Public Participation**

- General Education Campaign
- Blue Thumb Program

#### **3. Illicit Discharge Detection and Elimination**

- MS4 Toolkit

#### **4. Construction Site Storm Water Runoff Control**

- MS4 Toolkit

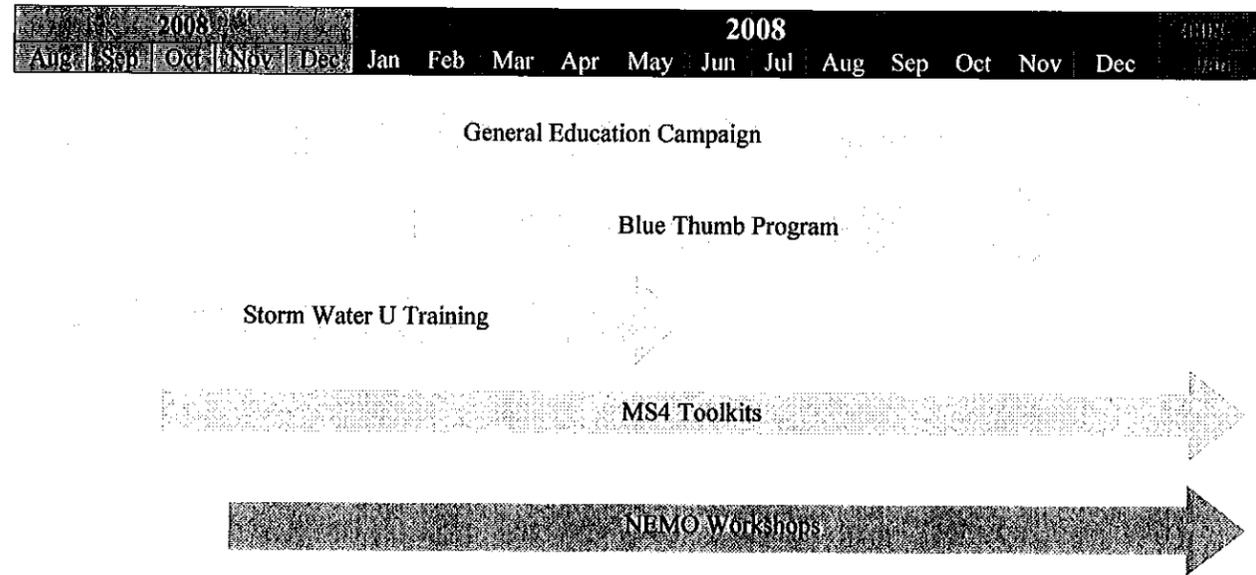
#### **5. Post Construction Storm Water Management**

- NEMO Workshop
- MS4 Toolkit

#### **6. Pollution Prevention and Good Housekeeping in Municipal Operations**

- MS4 Toolkit

**Program Timeline:** (includes planning, implementation and evaluation)



**General Education Campaign:** An ongoing challenge for the will be to develop and coordinate a community-based social marketing campaign aimed at increasing awareness of water resource issues, promoting a conservation ethic among residents of Washington County, and catalyzing behavior change. This task will be accomplished by partnering with existing government, non-profit, and community based groups, and involving Washington County residents in water resource protection at an individual level. In addition to more traditional marketing techniques, such as flyers, brochures, newsletter articles and newspaper columns, a community based social marketing campaign will include smaller, community-based outreach efforts, such as neighborhood water parties and a member or pledge drive. The county-wide education campaign will be tied in closely with the Blue Thumb program, with many of the efforts aimed at publicizing the Blue Thumb program and activities for each of the EMW partners.

A countywide education campaign could be achieved in a few different ways. It could be coordinated with an ongoing countywide conservation effort, such as the Washington County conservation referendum, led by Washington County Citizens for Land and Water. Alternately, it could be implemented as part of the ongoing educational activities conducted by existing agencies, non-profits and citizen groups working on water resource protection issues.

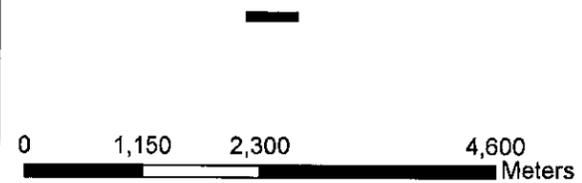
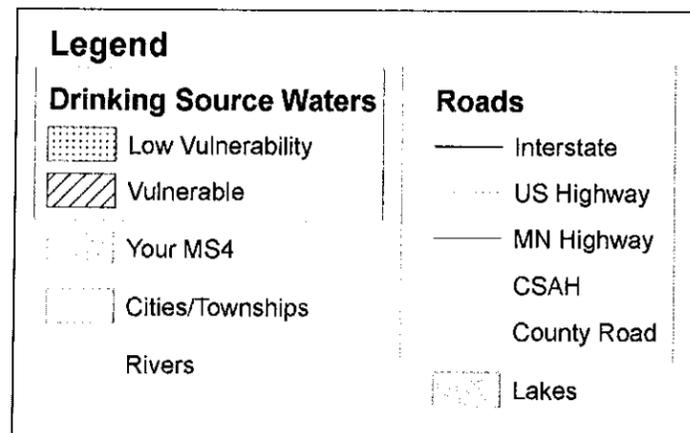
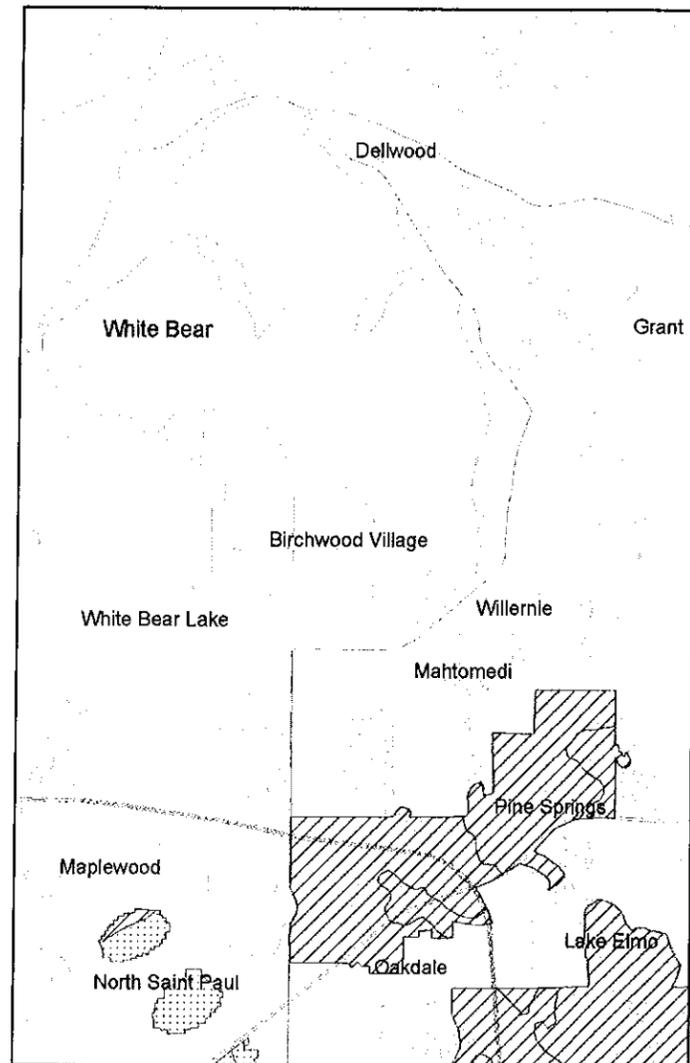
**Blue Thumb Program:** Blue Thumb in Washington County will be an outgrowth of the Blue Thumb Program designed by Rice Creek Watershed District (RCWD). RCWD's program includes a Blue Thumb website and print materials with tips for planting native gardens and raingardens and stabilizing shorelines. The website also contains links to local retailers selling native plants. In Washington County, the program will be coordinated with EMW partner BMP and cost-share programs and will include technical assistance for homeowners. Washington County efforts will be targeted at installing raingardens in neighborhoods located near impaired water bodies, installing raingardens at churches and public buildings, and stabilizing shoreline on residential lots along impaired water bodies. The Blue Thumb Program will be advertised and promoted through the General Education Campaign.

**MS4 Toolkit:** The MS4 toolkits will be toolboxes filled with educational materials such as brochures, videos, pod casts, and power points designed to help MS4 staff educate a variety of audiences about storm water and water resources.

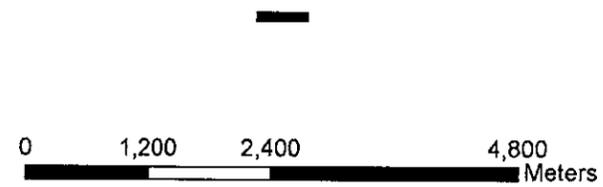
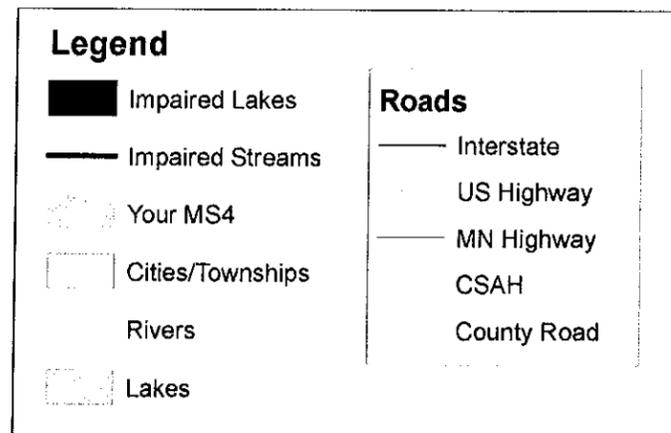
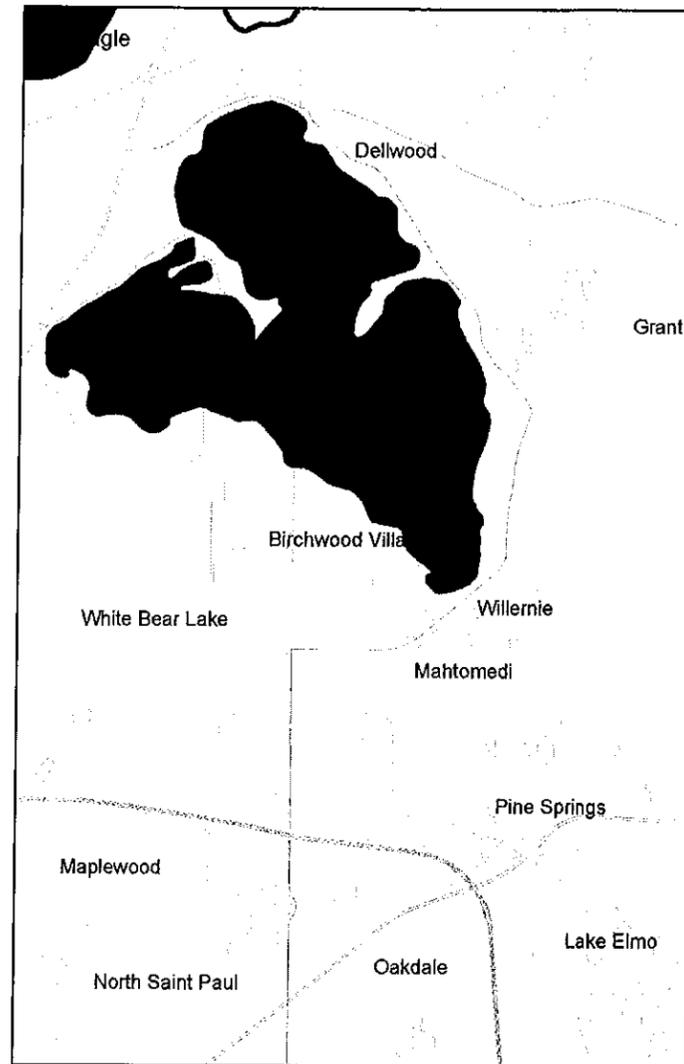
**NEMO Workshops:** NEMO (Non-point Education for Municipal Officials) workshops will be conducted with selected MS4 communities in Washington County to educate municipal staff and officials about water resources, storm water management, and cities' role in creating rules and ordinances that support best management practices for clean water.

**Annual SWPPP public meetings:** SWPPP public meetings for the EMW partners will be held as three joint public meetings for north, central and south Washington County. These meetings may be organized in conjunction with local cities as well. To encourage participation and to utilize the public meetings as an educational opportunity, these meetings will be advertised as "Blue Waters Gatherings" and will include optional hikes and workshops in addition to public comment and SWPPP review.

# Birchwood Village City MS4 DSW 8/8/2006



# Birchwood Village City MS4 Waters of Interest 8/8/2006



ELFERING & ASSOCIATES



# Memo

**TO:** Honorable Mayor and City Council Members  
**FROM:** Kristie Elfering, City Engineer  
**DATE:** July 30, 2012  
**RE:** Sanitary System Bids

As directed at the July 2012 City Council meeting, we requested quotes for lining three entire manholes and for televising a portion of the sanitary sewer main along Lake Avenue. The work is specialized and quotes were requested from Contractors that are able to competently complete the work. The quotes for the manhole lining are as follows:

<b>Contractor</b>	<b>Bid Amount</b>
Thul Specialty Contracting, Inc.	\$5,962.95
Infratech	6,420.00

The quotes for the televising are as follows:

<b>Contractor</b>	<b>Bid Amount</b>
Pipe Services	\$ 840.00
Infratech	860.00

Thul Specialty Contracting, Inc. specializes in manhole sealing and restorative services and we would recommend proceeding with their quote. In addition, Pipe Services has completed numerous televising operations within the City and we would recommend proceeding with their quote.

If you have any questions please feel free to contact me at (763) 780-0450 ext. 2. I will also be in attendance at the August 7<sup>th</sup>, 2012 Council meeting.



# Memo

**TO:** Honorable Mayor and City Council Members  
**FROM:** Kristie Elfering, City Engineer  
**DATE:** July 9, 2012  
**RE:** Sanitary Sewer Manholes

As Council is aware work is being completed on the sanitary sewer manhole rings. The Contractor anticipates completing the work by the end of the day today. Based on the work completed to date and the remaining manholes we are expecting the total construction price to be slightly under the contract amount.

However, we did experience issues with three manholes and a segment of sanitary sewer main. Sanitary Manhole Number 41, 92, and 93 have experienced significant interior wall deterioration to the point where root growth is occurring along the interior walls of the manhole. In addition, approximately 8 – 10 gallons per minute of clear water was noted running through Manhole 92. This is not typical and could be an indication of an issue with the main or a sanitary sewer service. Manhole 41 is located just to the southeast of the Wildwood Lift Station and Manhole 92 and 93 are located at the dead end portion of Lake Avenue.

The deterioration is to the point where the current Contractor is not capable of performing the work. A quote has been received from Infratech for completion of the work including cleaning the manholes, applying Dynastone acid resistant mortar, and televising the sanitary sewer segment in question. The estimated construction amount is \$7,280.00.

If you have any questions please feel free to contact me at (763) 780-0450 ext. 2. I will also be in attendance at the July 10<sup>th</sup>, 2012 Council meeting.



# Memo

**TO:** Honorable Mayor and City Council Members

**FROM:** Kristie Elfering, City Engineer

**DATE:** July 31, 2012

**RE:** Surveying Items

At the July 2012 City Council meeting Council discussed surveying to determine the right-of-way and property lines at Tighe Schmitz Park, Dellwood Easement, and Kay Easement. We have reviewed the area with our Registered Land Surveyor and have the following information for Council.

### Dellwood Easement

In May 1989 the City Engineer at that time prepared a letter for Council that discussed a field survey that had been completed at Dellwood Easement. The letter noted that a discrepancy had been identified in the width of the easement. The easement width is platted at 50', however a copy of a survey of 409 Lake Avenue indicates found irons measuring a width of only 47.2'.

Dellwood Easement was created by two separate plats. The first plat is Lakewood Park First Addition, which was platted in 1906 and the second is Lakewood Park Third Addition, which was also platted in the early 1900's. In order to investigate the discrepancy to determine the source of the error both plats would need to be reviewed and field examined. The cost is estimated as follows:

Preliminary Research	\$ 750
Field Surveying	1,560
Post Field Research and Exhibit	<u>1,260</u>
	\$3,570

### Tighe Schmitz Park

It is proposed to survey the west boundary of Park Avenue and Lake Avenue adjacent to Tighe Schmitz Park and mark the right-of-way in the field. This would provide the City with the location of the park boundary and would identify the location of the right-of-way in the field for any future park improvements and their proximity to the right-of-way. The cost is estimated as follows:

Preliminary Research	\$ 375
Field Surveying	1,300
Post Field Work	<u>970</u>
	\$2,645

The post field work assumes that not enough corners would be located in the field to clearly identify the location of the right-of-way and that office calculations would be necessary prior to properly monumenting the right-of-way.

**Kay Easement**

Council requested that we provide an estimate to survey the boundary of Kay Easement since other surveying work is proposed in the vicinity. The estimated cost to identify the easement boundary is:

Preliminary Research	\$ 375
Field Surveying	780
Post Field Work	<u>690</u>
	\$1,845

As was noted above, the post field work assumes that not enough corners would be located in the field to clearly identify the location of the right-of-way.

**Summary**

The total cost of all three surveys is estimated at \$8,060. If all three surveys are completed at the same time there will be a cost savings to the City. The estimated reduction in cost is \$1,270 for a total cost of \$6,790. The work will be completed hourly and a worst case scenario is shown which assumes that not enough corners will be located in the field.

If you have any questions please feel free to contact me at (763) 780-0450 ext. 2. I will also be in attendance at the August 7<sup>th</sup>, 2012 Council meeting.