

# LAUDERDALE CITY COUNCIL MEETING AGENDA

TUESDAY, MARCH 25, 2003

CITY HALL, 7:00 P.M.

**FILE**

The City Council is meeting as a legislative body to conduct the business of the City according to ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

1. CALL MEETING TO ORDER AT 7:00 P. M.

2. ROLL:

*Councilmembers:*

McCloskey \_\_\_\_\_ Christensen \_\_\_\_\_  
Gill-Gerbig \_\_\_\_\_ Giannetti \_\_\_\_\_  
Mayor Dains \_\_\_\_\_

*Staff:*

Getschow \_\_ Bownik \_\_

3. APPROVAL OF THE AGENDA

4. APPROVAL

- A. Approval of minutes of 3/11/03 City Council Meeting
- B. Approval of claims totaling \$47,168.89.
- C. Approval of Pay Request #10 for the 2002 Street and Utility Improvements in the amount of \$48,984.85

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA

Any member of the public may speak at this time on any item NOT on the agenda. In consideration of the public attending the meeting for specific items on the agenda, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued under Additional Items at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer. Your participation, as prescribed by the Council's ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL, is welcomed and your cooperation is greatly appreciated.

6. CONSENT
7. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS/ CITIZENS ADDRESSING STREET AND UTILITY IMPROVEMENTS
8. INFORMATIONAL PRESENTATIONS
9. PUBLIC HEARINGS

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings, all affected residents will be given an opportunity to speak pursuant to the ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL.

- A. DNR Outdoor Recreation Grant Application – Community Park Tennis Court Reconstruction

10. ACTION

- A. Resolution 032503A: Authorizing Application for a DNR Outdoor Recreation Grant for the Construction of the Tennis Courts
- B. Approval of the Lauderdale Storm Water Pollution Prevention Plan (SWPPP) and Municipal Separate Storm Sewer System (MS4) Permit Application (*Shabana Hameed- BRA*)
- C. Approval of a 2003 Refuse Hauler License for Vasko Rubbish

11. REPORTS

- A. Development of the Park and Recreational Open Space Property at Walnut and Ione Street
- B. Emergency Management and Emergency Preparedness
- C. 2003 Improvements: Bidding Update and State Legislative Issues
- D. Potential Hazardous Building at 1728 Malvern Street

12. DISCUSSION

13. ITEMS REMOVED FROM THE CONSENT AGENDA

14. ADDITIONAL ITEMS

15. SET AGENDA FOR NEXT MEETING

16. ADJOURNMENT

**Lauderdale City Council  
Meeting Minutes  
March 11, 2003**

1. Meeting called to order at 7:00 P.M.
  
2. ROLL  
  
Council present: Christensen, Giannetti, McCloskey, Gill-Gerbig and Mayor Dains  
  
Staff present: Administrator Getschow
  
3. APPROVAL OF THE AGENDA  
  
*A. Approval of Agenda.* Motion by Christensen, second by McCloskey to approve the agenda. Motion carried unanimously.
  
4. APPROVAL  
  
*A. Approval of Minutes.* Motion by Giannetti, second by McCloskey to approve the minutes of the February 25, 2003 City Council meeting. Motion carried unanimously.  
  
*B. Approval of Claims totaling \$62,561.90.* Motion by McCloskey, second by Gill-Gerbig to approve the claims totaling \$62,561.90. Motion carried unanimously.
  
5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS ITEMS NOT ON THE AGENDA
  
6. CONSENT

7. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS
9. PUBLIC HEARINGS
10. ACTION

*A. Approval of the Final Costs for the 1997 Ramsey County Larpenteur Avenue Reconstruction Project.* The City Administrator stated that Ramsey County has closed out the 1997 Larpenteur Avenue improvement project. The County has sent an invoice for \$32,704.58 that the City owes based on \$31,526.33 worth of construction engineering on the project that was not covered by the dollar amounts paid upfront by the City in 1996. In 1996, and prior to the start of the project, the City paid to the County \$26,104.51 in our share of preliminary engineering and \$214,819.61 in our city share of construction costs. Of this approximate \$240,000 city cost, \$125,000 of CDBG funds were received and applied as part of that cost. An agreement between the city and Ramsey County on this project specifies that the city shall pay any remaining amounts due following the completion and closing out of the project. The Administrator stated that the final payment for this project would come from the Street Improvement Fund (401), while other invoices related to water utility improvements would come from the Water Improvement Fund (409).

Motion by Christensen, second by Gill-Gerbig to approve the final costs, and in this instance, the final invoice in the amount of \$32,704.58 to Ramsey County for the Larpenteur Avenue Reconstruction Project. Roll: Yes: all. Motion carried.

11. REPORTS

*A. Refuse Collection Task Force Update.* The Mayor stated that the Task Force met once again earlier this evening. The Task Force voted to proceed with drafting a plan for organized collection and wished to move ahead following several discussions with the haulers. At the next Task Force meeting, the group will discuss the plans for organized collection and possibly conducting another neighborhood meeting to take input on the organized collection plan or proposal.

*B. Mississippi River Watershed Management Organization.* Council member Gill-Gerbig updated the City Council on the March board meeting of the watershed organization. She provided an update on the recent activities of the organization such as: the appointment of a new Chair (Minneapolis Council Chair Paul Ostrow), the hiring of full-time permanent staff, the financial management associated with a first time tax levy, and the creation of stewardship and CSO programs of which the City of Lauderdale has received \$50,000 toward street and utility improvements.



A break was taken at 7:30 p.m.

The meeting resumed at 7:35 p.m.

8. INFORMATIONAL PRESENTATIONS

*A. State Senator John Marty and State Representative Mindy Greiling.*  
Senator Marty and Representative Greiling discussed legislative issues that are of concern to the City with the City Council. The single biggest issue at this time is the proposed state aid cuts and their effect on the City of Lauderdale.

The legislators also briefly discussed other issues of local importance such as the reform of the local government aid (LGA) formula, a proposed property tax levy freeze, levy limits, a proposed salary freeze, and other budget cuts that affect school districts, counties, and state agencies.

12. ITEMS REMOVED FROM THE CONSENT AGENDA

13. ADDITIONAL ITEMS

14. SET AGENDA FOR NEXT MEETING

1. DNR Outdoor Recreation Grant Application
2. Development of the Mini-Park at Ione and Walnut
3. NPDES Phase II Storm Water Permit Application

A break was taken at 8:50 p.m. to transition into a work session discussion.

15. WORK SESSION DISCUSSION

The meeting resumed at 8:55 p.m. The Council discussed the scheduling for the 2003 Improvements.

The Council also discussed the potential redevelopment of Larpenteur Avenue. There will be further research and discussion on this issue before the Council considers the appointment of a possible task force.

16. ADJOURNMENT

Motion by Christensen, second by Gill-Gerbig to adjourn at 9:50 P.M. Ayes: All.

**CITY OF LAUDERDALE**

**Claims for Approval**

**March 25, 2003 City Council Meeting**

<u>Payroll</u>		
03/14/03 Payroll:	Check # 7341-7344	\$5,258.50
03/14/03 Payroll:	EFT: Federal Withholding Taxes/FICA	\$2,248.05
03/14/03 Payroll:	EFT: PERA	\$905.68
03/14/03 Payroll:	EFT: ICMA Retirement Fund	\$1,211.58
<u>Vendor Claims</u>		
03/25/03 Claims:	Check # 16239-16252, 16254-16259	\$37,545.08

**Subtotal of Claims From Above** **\$47,168.89**

|03/25/03 Northdale Construction Check #16253 **\$48,984.85**

Total Claims for Approval	\$96,153.74
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CITY OF LAUDERDALE

Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
007341	000000011	BOWNIK, JAMES	6	BI-WEEKLY	\$1,001.77	3/14/03	Outstanding
007342	000000003	GETSCHOW, RICK	6	BI-WEEKLY	\$1,802.99	3/14/03	Outstanding
007343	000000002	HINRICHS, DAVID C	6	BI-WEEKLY	\$1,201.61	3/14/03	Outstanding
007344	000000005	HUGHES, JOSEPH A	6	BI-WEEKLY	\$1,252.13	3/14/03	Outstanding
007340		VOID	6		\$0.00	3/14/03	Void
					<u>\$5,258.50</u>		

CITY OF LAUDERDALE

Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
<b>Search Name AT &amp; T</b>				
016239	3/25/03	032503claims 1224219959	\$1.20	03/03 long distance
<i>Search Name AT &amp; T</i>			\$1.20	
<b>Search Name BROWNING-FERRIS IND OF MN</b>				
016240	3/25/03	032503claims 3/25/03	\$2,415.00	02/03 recycling
<i>Search Name BROWNING-FERRIS IND OF MN</i>			\$2,415.00	
<b>Search Name CINTAS</b>				
016241	3/25/03	032503claims 3/25/03	\$74.46	3/10, 3/17 pw uniforms
<i>Search Name CINTAS</i>			\$74.46	
<b>Search Name CITY OF FALCON HEIGHTS</b>				
016242	3/25/03	032503claims 3/25/03	\$1,436.00	02/03 fire calls
<i>Search Name CITY OF FALCON HEIGHTS</i>			\$1,436.00	
<b>Search Name CITY OF ST ANTHONY</b>				
016243	3/25/03	032503claims 765	\$19,266.66	04/03 police services
<i>Search Name CITY OF ST ANTHONY</i>			\$19,266.66	
<b>Search Name CITY OF WHITE BEAR LAKE</b>				
016244	3/25/03	032503claims 3971	\$220.00	'03 ramsey county gis user group fees
<i>Search Name CITY OF WHITE BEAR LAKE</i>			\$220.00	
<b>Search Name CONSTRUCTION BULLETIN</b>				
016245	3/25/03	032503claims 3/25/03	\$294.84	ad for '03 st/util improvement bids
<i>Search Name CONSTRUCTION BULLETIN</i>			\$294.84	
<b>Search Name CRAGUN'S</b>				
016246	3/25/03	032503claims 3/25/03	\$100.00	lodging mcma conference
<i>Search Name CRAGUN'S</i>			\$100.00	
<b>Search Name GOVERNMENT TRAINING SERVICE</b>				
016247	3/25/03	032503claims 3/25/03	\$199.00	mcma/maca conference rick
<i>Search Name GOVERNMENT TRAINING SERVICE</i>			\$199.00	
<b>Search Name LILLIE SUBURBAN NEWS</b>				
016248	3/25/03	032503claims 3/25/03	\$578.00	02/03 roseville review delivery
<i>Search Name LILLIE SUBURBAN NEWS</i>			\$578.00	
<b>Search Name MET-COUNCIL ENVIRONMENTAL SER.</b>				
016249	3/25/03	032503claims 752668	\$3,913.00	04/03 wastewater services
<i>Search Name MET-COUNCIL ENVIRONMENTAL SER.</i>			\$3,913.00	
<b>Search Name METRO AREA MANAGERS ASSOC</b>				
016250	3/25/03	032503claims 521	\$50.00	'03 membership dues rick
016250	3/25/03	032503claims 569	\$16.00	02/03 meeting
<i>Search Name METRO AREA MANAGERS ASSOC</i>			\$66.00	
<b>Search Name MINNESOTA STATE TREASURER</b>				
016251	3/25/03	032503claims 3/25/03	\$35.00	'03 building code seminar dave
<i>Search Name MINNESOTA STATE TREASURER</i>			\$35.00	
<b>Search Name NORTH SUBURBAN COMMUNICATIONS</b>				
016252	3/25/03	032503claims cc03-008	\$785.00	'02 internet connection

CITY OF LAUDERDALE

Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
016252	3/25/03	032503claims cc03-008	\$328.00	jan, feb program, webstreaming
016252	3/25/03	032503claims cc03-008	\$3,796.71	'03 membership contribution
<i>Search Name NORTH SUBURBAN COMMUNICATIONS</i>			\$4,909.71	
<b>Search Name NORTHDAL CONSTRUCTION, INC.</b>				
016253	3/25/03	032503claims '02 pay req #10	\$48,984.85	pay req #10 '02 st/util improvements
<i>Search Name NORTHDAL CONSTRUCTION, INC.</i>			\$48,984.85	
<b>Search Name QWEST</b>				
016254	3/25/03	032503claims 3/25/03	\$224.98	03/03 city hall phone
016254	3/25/03	032503claims 3/25/03	\$55.14	03/03 autodial malvern lift station
<i>Search Name QWEST</i>			\$280.12	
<b>Search Name RAMSEY COUNTY, PROP REC &amp; REV</b>				
016255	3/25/03	032503claims risk000539	\$513.16	03/03 employee health benefits
016255	3/25/03	032503claims pubw003412	\$2,016.88	03/03 plow/sand
<i>Search Name RAMSEY COUNTY, PROP REC &amp; REV</i>			\$2,530.04	
<b>Search Name SAFE ASSURE CONSULTANTS, INC.</b>				
016256	3/25/03	032503claims 3/25/03	\$780.00	'03 safety training
<i>Search Name SAFE ASSURE CONSULTANTS, INC.</i>			\$780.00	
<b>Search Name SPRINT PCS</b>				
016257	3/25/03	032503claims 3/25/03	\$9.82	02/03 pw cell phone
016257	3/25/03	032503claims 3/25/03	\$9.83	02/03 pw cell phone
<i>Search Name SPRINT PCS</i>			\$19.65	
<b>Search Name US BANK, DEBT SERVICES</b>				
016258	3/25/03	032503claims cts00498629	\$373.75	'03 admin fees for '02 st/util bonds
<i>Search Name US BANK, DEBT SERVICES</i>			\$373.75	
<b>Search Name WALTER'S RUBBISH</b>				
016259	3/25/03	032503claims 181478	\$26.32	03/03 rubbish service
016259	3/25/03	032503claims 181478	\$26.33	03/03 rubbish service
<i>Search Name WALTER'S RUBBISH</i>			\$52.65	
<b>Grand Total</b>			\$86,529.93	



Owner: City of Lauderdale, 1891 Walnut St., Lauderdale, MN 55113	Date: March 19, 2003
For Period: 1/17/2003 to 3/19/2003	Request No: 10
Contractor: Northdale Construction Company Inc., 14450 Northdale Blvd., Rogers, MN 55374	

**CONTRACTOR'S REQUEST FOR PAYMENT**  
 2002 UTILITY AND STREET IMPROVEMENTS, PHASE 3  
 BRA FILE NO. 532-01-102

SUMMARY

1	Original Contract Amount		\$	<u>1,734,132.04</u>
2	Change Order - Addition	\$	<u>18,737.89</u>	
3	Change Order - Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	<u>1,752,869.93</u>
5	Value Completed to Date		\$	<u>1,523,109.57</u>
6	Material on Hand		\$	<u>0.00</u>
7	Amount Earned		\$	<u>1,523,109.57</u>
8	Less Retainage 0%		\$	<u>0.00</u>
9	Subtotal		\$	<u>1,523,109.57</u>
10	Less Amount Paid Previously		\$	<u>1,474,124.72</u>
11	Liquidated damages -		\$	<u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>10</u>		\$	<u><u>48,984.85</u></u>

Recommended for Approval by:  
**BONESTROO, ROSENE, ANDERLIK & ASSOCIATES, INC.**

  
 \_\_\_\_\_

Approved by Contractor:  
**NORTHDAL CONSTRUCTION COMPANY INC**

\_\_\_\_\_

Approved by Owner:  
**CITY OF LAUDERDALE**

\_\_\_\_\_

\_\_\_\_\_

Specified Contract Completion Date:  
June 15, 2003

Date:  
 \_\_\_\_\_

No.	Item	Unit	Contract Quantity	Unit Price	Quantity to Date	Amount to Date
<b>Part 1 - Streets:</b>						
1	MOBILIZATION	LS	1	50000.00	0.9	\$45,000.00
2	TRAFFIC CONTROL	LS	1	9137.50	0.9	\$8,223.75
3	SILT FENCE, REGULAR	LF	700	2.25	180	\$405.00
4	REMOVE BITUMINOUS DRIVEWAY	SY	950	2.75	476	\$1,309.00
5	RECLAIM BITUMINOUS PAVEMENT	SY	13000	1.80	12103	\$21,785.40
6	REMOVE CONCRETE CURB AND GUTTER	LF	150	3.00	310	\$930.00
7	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	350	7.00	249	\$1,743.00
8	REMOVE CONCRETE SIDEWALK	SY	80	6.50	88	\$572.00
9	REMOVE CONCRETE STEPS	EA	28	100.00	18	\$1,800.00
10	REMOVE CMP CULVERT	LF	20	5.00	20	\$100.00
11	CLEAR AND GRUB	TREE	15	525.00	22	\$11,550.00
12	FURNISH AND INSTALL NEW 27" SANITARY MH CASTING	EA	4	410.82	1	\$410.82
13	ADJUST VALVE BOX	EA	12	125.00	9	\$1,125.00
14	ADJUST MANHOLE CASTING	EA	15	175.00	2	\$350.00
15	TOPSOIL BORROW (LV)	CY	1600	0.01	1600	\$16.00
16	COMMON EXCAVATION (P)	CY	10400	7.95	10400	\$82,680.00
17	SUBGRADE EXCAVATION (EV)	CY	1100	7.95	80	\$636.00
18	GEOTEXTILE FABRIC, TYPE IV	SY	15000	1.35	13976	\$18,867.60
19	4" PERFORATED POLYETHYLENE PIPE	LF	700	6.95	665	\$4,621.75
20	CONNECT DRAIN TILE TO STRUCTURE	EA	10	100.00	12	\$1,200.00
21	AGGREGATE BASE, CLASS 5 (CV)	CY	3500	17.55	2856	\$50,122.80
22	SELECT GRANULAR BORROW (CV)	CY	5000	15.50	4374	\$67,797.00
23	BITUMINOUS PATCHING	SY	350	23.88	289	\$6,901.32
24	BITUMINOUS DRIVEWAY PATCH	SY	950	19.50	390	\$7,605.00
25	BITUMINOUS BASE COURSE, TYPE 31B	TN	1550	28.76	1303	\$37,474.28
26	BITUMINOUS WEAR COURSE, TYPE 41B	TN	1150	31.98		\$0.00
27	BITUMINOUS MATERIAL FOR TACK COAT	GAL	625	1.94	45	\$87.30
28	B618 CONCRETE CURB AND GUTTER	LF	8600	7.53	7471	\$56,256.63
29	CONCRETE VALLEY GUTTER	SY	45	35.48	45	\$1,596.60
30	7" CONCRETE DRIVEWAY PAVEMENT	SY	850	42.08	923	\$38,839.84
31	7" CONCRETE DRIVEWAY PAVEMENT- COLORED AND PATTERNED - 1933 MALVERN	SY	50	103.35		\$0.00
32	PEDESTRIAN CURB RAMP	EA	2	215.00		\$0.00
33	4" CONCRETE SIDEWALK	SY	200	33.98	220	\$7,475.60
34	CONCRETE STEPS	EA	20	107.50	30	\$3,225.00
35	WOOD FIBER BLANKET	SY	600	1.77	305	\$539.85
36	SODDING, LAWN TYPE	SY	11000	2.62		\$0.00
37	STREET NAME SIGN (2 BLADES), INCL POST AND HARDWARE	EA	7	295.63		\$0.00
	Total Part 1 - Streets:					\$481,246.54
<b>Part 2 - Alley Improvements:</b>						
38	MOTOR GRADER WITH OPERATOR	HR	50	128.50	60	\$7,710.00
39	FRONT END LOADER WITH OPERATOR	HR	20	127.50	41	\$5,227.50
40	SKIDSTEER (BOBCAT) WITH OPERATOR	HR	10	75.00	65	\$4,875.00
41	ADJUST FRAME AND RING CASTING	EA	2	150.00	1	\$150.00
42	BITUMINOUS BASE COURSE, TYPE 31B (ALLE	TN	475	33.33	437	\$14,565.21
43	BITUMINOUS WEAR COURSE, TYPE 41B (ALLE	TN	375	35.48	395	\$14,014.60
44	AGGREGATE BASE, CLASS 5 (CV)	CY	425	27.50	102	\$2,805.00
45	BITUMINOUS MATERIAL FOR TACK COAT	GAL	225	1.94	5	\$9.70
46	CLEAR AND GRUB	LS	1	4500.00		\$0.00
	Total Part 2 - Alley Improvements:					\$49,357.01
<b>Part 3 - Storm Sewer:</b>						
47	SILT FENCE, REGULAR	LF	200	2.25	100	\$225.00
48	REMOVE CMP CULVERT	LF	200	5.50	202	\$1,111.00
49	BULKHEAD EXISTING STORM SEWER	EA	1	350.00		\$0.00
50	15" CMP CULVERT	LF	20	26.42		\$0.00
51	15" CMP FLARED END SECTION	EA	2	139.81		\$0.00
52	24" RCP ARCH FLARED END SECTION, INCL. TRASH GUARD	EA	1	1908.50	1	\$1,908.50
53	24" RCP ARCH STORM SEWER	LF	225	59.71	199	\$11,882.29
54	12" RCP STORM SEWER	LF	125	25.84	101	\$2,609.84
55	12" RCP FLARED END SECTION	EA	2	478.79	2	\$957.58
56	CLASS III RANDOM RIPRAP	CY	75	83.50	24	\$2,004.00
57	15" RCP STORM SEWER	LF	370	26.06	408	\$10,632.48

No.	Item	Unit	Contract Quantity	Unit Price	Quantity to Date	Amount to Date
58	18" RCP STORM SEWER	LF	200	28.14	100	\$2,814.00
59	18" RCP FLARED END SECTION, INCL TRASH GUARD	EA	6	580.73	6	\$3,484.38
60	21" RCP STORM SEWER	LF	475	36.55	527	\$19,261.85
61	SHALLOW CATCH BASIN	EA	1	816.50		\$0.00
62	2' X 3' CATCH BASIN WITH SUMP	EA	2	1075.20	2	\$2,150.40
63	2' X 3' CATCH BASIN	EA	5	990.00	6	\$5,940.00
64	4' DIA STORM SEWER MH, INC 2' SUMP	EA	1	1275.00	1	\$1,275.00
65	4' DIAMETER STORM CBMH	EA	8	1290.00	8	\$10,320.00
66	5' DIAMETER STORM CBMH	EA	1	1880.00	1	\$1,880.00
67	5' DIAMETER STORM SEWER MH	EA	1	1790.00	1	\$1,790.00
68	5' DIA STORM SEWER MH, INC 2' SUMP	EA	1	1790.00	1	\$1,790.00
69	4' DIAMETER STORM SEWER MH	EA	1	1195.00	1	\$1,195.00
70	CONSTRUCT MH OVER EXISTING PIPE	EA	1	4175.00	1	\$4,175.00
71	4' STORM SEWER MANHOLE OVERDEPTH	LF	20	91.78	6	\$550.68
72	AGGREGATE BASE, CLASS 5 - TRAIL	CY	350	25.50	230	\$5,865.00
73	COMMON EXCAVATION (P)	CY	65	12.50	65	\$812.50
74	BLACK HILLS SPRUCE, 6' B&B	EA	2	430.00		\$0.00
75	WOOD FIBER BLANKET	SY	150	1.77	150	\$265.50
76	POND DREDGING (P)	CY	600	18.50	600	\$11,100.00
	Total Part 3 - Storm Sewer:					\$106,000.00

**Part 4 - Sanitary Sewer:**

77	REMOVE SANITARY SEWER PIPE	LF	1750	2.00	2218	\$4,436.00
78	REMOVE SANITARY SEWER SERVICE PIPE	LF	1500	3.00	1470	\$4,410.00
79	REMOVE SANITARY SEWER MANHOLE	EA	13	475.00	13	\$6,175.00
80	ABANDON SANITARY SEWER MH	EA	4	350.00	4	\$1,400.00
81	BULKHEAD EXISTING SANITARY SEWER	EA	52	250.00	7	\$1,750.00
82	BYPASS PUMPING	LS	1	10500.00	1	\$10,500.00
83	CONNECT TO EXISTING MANHOLE	EA	2	2500.00	2	\$5,000.00
84	SANITARY SEWER REPAIR	LF	20	125.00		\$0.00
85	CONNECT TO EXISTING SANITARY SEWER PIPE	EA	5	1500.00	5	\$7,500.00
86	4' DIAMETER SANITARY MANHOLES	EA	11	1484.65	11	\$16,331.15
87	4' DIAMETER SANITARY MANHOLE OVERDEPTH	LF	55	90.30	39	\$3,521.70
88	8" PVC SANITARY SEWER, SDR 35, 0'-10' DEEP	LF	867	19.19	743	\$14,258.17
89	8" PVC SANITARY SEWER, SDR 35, 10'-20' DEEP	LF	1155	19.19	1244	\$23,872.36
90	10" PVC SANITARY SEWER, SDR 35, 0'-10' DEEP	LF	295	25.40	290	\$7,366.00
91	10" PVC SANITARY SEWER, SDR 35, 10'-20' DEEP	LF	529	25.40	529	\$13,436.60
92	10" PVC SANITARY SEWER, SDR 26, 10'-20' DEEP	LF	210	42.43	210	\$8,910.30
93	10" PVC SANITARY SEWER, SDR 26, 20'-30' DEEP	LF	112	42.43	112	\$4,752.16
94	RESTRICTED TRENCH	LF	450	10.00	325	\$3,250.00
95	IMPROVED PIPE FOUNDATION, PER 6" INCREMENT	LF	3500	0.01		\$0.00
96	8" DIP OUTSIDE DROP INLET PIPE	LF	50	155.00	45	\$6,975.00
97	8" DIP SANITARY SEWER	LF	80	29.32	80	\$2,345.60
98	CONNECT TO EXISTING SEWER SERVICE	EA	76	125.00	60	\$7,500.00
99	4" PVC, SDR 26 SERVICE PIPE	LF	1740	11.98	1518	\$18,185.64
100	4" PVC, SDR 26 RISER PIPE	LF	90	12.32	184	\$2,266.88
101	8" X 4" PVC WYE	EA	58	53.83	61	\$3,283.63
102	8" X 6" PVC WYE, SDR 26	EA	1	76.65		\$0.00
103	6" PVC, SDR 26 SERVICE PIPE	LF	30	12.64		\$0.00
104	SODDING, LAWN TYPE	SY	11000	2.62		\$0.00
105	CLOSED CIRCUIT TV INSPECTION	LF	3100	0.55	3600	\$1,980.00
	Total Part 4 - Sanitary Sewer:					\$179,406.19

**Part 5 - Water Main:**

106	REMOVE WATER MAIN	LF	4650	4.75	4610	\$21,897.50
107	REMOVE GATE VALVE AND BOX	EA	13	100.00	13	\$1,300.00
108	REMOVE HYDRANT	EA	7	300.00	7	\$2,100.00



No.	Item	Unit	Contract Quantity	Unit Price	Quantity to Date	Amount to Date
109	IMPROVED PIPE FOUNDATION, PER 6" INCREMENT	LF	4000	0.01		\$0.00
110	WATER MAIN TRENCH	LF	4700	8.25	4559	\$37,611.75
111	WATER SERVICE TRENCH	LF	2350	11.50	2107	\$24,230.50
112	PIPE BEDDING	LF	4650	2.15	4817	\$10,356.55
113	MECHANICAL TRENCH COMPACTION	LF	7050	1.50	6150	\$9,225.00
114	INSULATION, 2" THICK	SY	10	16.37	11	\$180.07
115	WATER SERVICE TRENCH IN EASEMENT: 1943, 1951 PLEASANT, 1952 CARL	EA	3	850.00	3	\$2,550.00
116	8" WATER MAIN, JACKED	LF	155	155.88	155	\$24,161.40
	Total Part 5 - Water Main:					\$133,612.77
<b>Part 6 - Trunk Sanitary Sewer:</b>						
117	MOBILIZATION	LS	1	53125.00	1	\$53,125.00
118	TRAFFIC CONTROL	LS	1	2687.50	1	\$2,687.50
119	SILT FENCE, REGULAR	LF	5000	2.25	2431	\$5,469.75
120	CONCRETE MEDIAN BARRIER DESIGN 8337	LF	825	9.14	825	\$7,540.50
121	ABANDON LIFT STATION	LS	1	4750.00	1	\$4,750.00
122	REMOVE PUMPHOUSE	LS	1	6500.00	1	\$6,500.00
123	REMOVE FORCEMAIN PIPE	LF	100	5.50	100	\$550.00
124	REMOVE SANITARY SEWER PIPE	LF	420	5.50	570	\$3,135.00
125	REMOVE SANITARY SEWER MANHOLE	EA	1	575.00	3	\$1,725.00
126	REMOVE CONCRETE CURB AND GUTTER	LF	700	3.00	480	\$1,440.00
127	REMOVE CONCRETE SIDEWALK	SY	800	6.50	108	\$702.00
128	REMOVE BITUMINOUS PAVEMENT	SY	1300	2.50	1056	\$2,640.00
129	SALVAGE AND REINSTALL GUARD RAIL	LF	40	28.50	13	\$370.50
130	CLEAR AND GRUB	LS	1	4500.00	1	\$4,500.00
131	12" RCP STORM SEWER	LF	20	28.50		\$0.00
132	SALVAGE AND REINSTALL CONCRETE PIPE	LF	40	20.50	54	\$1,107.00
133	CONNECT TO EXISTING CBMH	EA	1	450.00		\$0.00
134	12" PVC SANITARY SEWER, SDR 26, 20'-30' DEEP	LF	170	55.44	182	\$10,090.08
135	12" PVC SANITARY SEWER, SDR 26, 30'-35' DEEP	LF	70	55.44	70	\$3,880.80
136	15" PVC SANITARY SEWER, SDR 26, 0'-10' DEEP	LF	95	28.64	128	\$3,665.92
137	15" PVC SANITARY SEWER, SDR 35, 10'-20' DEEP	LF	1100	28.64	1020	\$29,212.80
138	15" PVC SANITARY SEWER, SDR 26, 10'-20' DEEP	LF	600	50.88	626	\$31,850.88
139	15" PVC SANITARY SEWER, SDR 26, 20'-30' DEEP	LF	1350	50.88	1343	\$68,331.84
140	15" PVC SANITARY SEWER, SDR 26, 30'-32' DEEP	LF	275	50.88	268	\$13,635.84
141	REALIGN 8" SANITARY SEWER	LF	40	67.50		\$0.00
142	12" SANITARY SEWER, JACKED	LF	175	194.92	175	\$34,111.00
143	15" SANITARY SEWER, JACKED	LF	410	210.06	365	\$76,671.90
144	IMPROVED PIPE FOUNDATION, PER 6" INCREMENT	LF	3500	0.01	35	\$0.35
145	CONSTRUCT MANHOLE OVER EXISTING PIPE	EA	1	3400.94	1	\$3,400.94
146	4' DIAMETER SANITARY MANHOLES	EA	15	1737.04	15	\$26,055.60
147	4' DIAMETER SANITARY MANHOLE OVERDEPTH	LF	192	96.78	161	\$15,581.58
148	8" DIP OUTSIDE DROP INLET PIPE	LF	40	175.00	38	\$6,650.00
149	8" DIP SANITARY SEWER	LF	40	32.07	40	\$1,282.80
150	CONNECT TO EXISTING SANITARY SEWER PIPE	EA	1	1500.00	1	\$1,500.00
151	BULKHEAD EXISTING SANITARY SEWER	EA	4	350.00	1	\$350.00
152	8" PVC SANITARY SEWER, SDR 35, 10'-20' DEEP	LF	30	18.82	15	\$282.30
153	RESTRICTED TRENCH	LF	1600	8.00	1600	\$12,800.00
154	B618 CONCRETE CURB AND GUTTER	LF	30	12.90	21	\$270.90
155	BITUMINOUS DRIVEWAY PATCH	SY	100	20.58	80	\$1,646.40
156	SEEDING, INCL SEED, FERTILIZER, MULCH AND DISK ANCHOR	AC	4	946.00	4	\$3,784.00
157	CLOSED CIRCUIT TV INSPECTION	LF	4175	0.55	3986	\$2,192.30
	Total Part 6 - Trunk Sanitary Sewer:					\$443,490.48

No.	Item	Unit	Contract Quantity	Unit Price	Quantity to Date	Amount to Date
<b>Part 7 - Larpenteur Lift Station Elimination:</b>						
158	ABANDON LIFT STATION	LS	1	4750.00	1	\$4,750.00
159	MOBILIZATION	LS	1	3500.00	1	\$3,500.00
160	SILT FENCE, REGULAR	LF	300	2.25	76	\$171.00
161	REMOVE CONCRETE CURB AND GUTTER	LF	325	3.50	487	\$1,704.50
162	REMOVE CONCRETE SIDEWALK	SY	10	7.00		\$0.00
163	REMOVE BITUMINOUS PAVEMENT	SY	275	5.00	646	\$3,230.00
164	CLEAR AND GRUB	TREE	4	350.00	3	\$1,050.00
165	REMOVE 8" SANITARY SEWER PIPE	LF	30	5.00		\$0.00
166	BULKHEAD EXISTING SANITARY SEWER	EA	3	350.00	1	\$350.00
167	CONNECT TO EXISTING MANHOLE	EA	3	750.00	3	\$2,250.00
168	CONNECT TO EXISTING SANITARY SEWER 8" PVC PIPE	EA	1	450.00	1	\$450.00
169	RESTRICTED TRENCH	LF	200	8.00	175	\$1,400.00
170	8" PVC SANITARY SEWER, SDR 35, 10'-20' DEEP	LF	365	21.61	381	\$8,233.41
171	4' DIAMETER SANITARY MANHOLES	EA	1	1637.00	1	\$1,637.00
172	4' DIAMETER SANITARY MANHOLE OVERDEPTH	LF	3	96.78	2	\$193.56
173	8" DIP OUTSIDE DROP INLET PIPE	LF	8	165.00	8	\$1,320.00
174	8" DIP SANITARY SEWER	LF	20	29.21	20	\$584.20
175	COMMON EXCAVATION (P)	CY	175	12.50	175	\$2,187.50
176	AGGREGATE BASE, CLASS 5, 100% CRUSHED	CY	100	23.50	121	\$2,843.50
177	BITUMINOUS MATERIAL FOR TACK COAT	GAL	25	1.94	75	\$145.50
178	BITUMINOUS BASE COURSE, TYPE 31B	TN	40	75.75	122	\$9,241.50
179	BITUMINOUS WEAR COURSE, TYPE 41B	TN	30	86.00	87	\$7,482.00
180	B612 CONCRETE CURB AND GUTTER	LF	325	12.90	433	\$5,585.70
181	5" CONCRETE SIDEWALK	SY	10	33.98		\$0.00
182	RECONSTRUCT INVERT	EA	1	250.00	2	\$500.00
183	WOOD FIBER BLANKET	SY	350	1.77		\$0.00
184	SODDING, LAWN TYPE	SY	650	1.82	855	\$1,556.10
185	CLOSED CIRCUIT TV INSPECTION	LF	390	0.55		\$0.00
Total Part 7 - Larpenteur Lift Station Elimination:						\$60,365.47

**Alternate No. 1 - Water Main Jacking at Broadway:**

186	WATER MAIN TRENCH	LF	190	10.00	190	\$1,900.00
187	PIPE BEDDING	LF	190	2.15	190	\$408.50
188	MECHANICAL TRENCH COMPACTION	LF	190	1.50	190	\$285.00
189	8" WATER MAIN, JACKED	LF	190	155.88	190	\$29,617.20
190	SODDING, LAWN TYPE	SY	450	4.23		\$0.00
Total Alternate No. 1 - Water Main Jacking at Broadway:						\$32,210.70

**Alternate No. 2 - Install New 8" Water Main on Roselawn, Walnut St. to T.H. 280:**

191	WATER MAIN TRENCH	LF	190	10.00	190	\$1,900.00
192	PIPE BEDDING	LF	190	2.15	190	\$408.50
193	MECHANICAL TRENCH COMPACTION	LF	190	1.50	190	\$285.00
194	COMMON EXCAVATION (P)	CY	165	8.50	165	\$1,402.50
195	RECLAIM BITUMINOUS PAVEMENT	SY	255	1.85	260	\$481.00
196	REMOVE CONCRETE CURB AND GUTTER	LF	190	3.00		\$0.00
197	BITUMINOUS BASE COURSE, TYPE 31B	TN	50	59.13	84	\$4,966.92
198	BITUMINOUS WEAR COURSE, TYPE 41B	TN	30	75.25	60	\$4,515.00
199	BITUMINOUS MATERIAL FOR TACK COAT	GAL	20	2.12	105	\$222.60
200	AGGREGATE BASE, CLASS 5 (CV)	CY	95	23.00	87	\$2,001.00
201	4" SOLID LINE, WHITE EPOXY	LF	190	10.75		\$0.00
202	SODDING, LAWN TYPE	SY	65	4.23		\$0.00
203	B618 CONCRETE CURB AND GUTTER	LF	190	12.90		\$0.00
Total Alternate No. 2 - Install New 8" Water Main on Roselawn, Walnut St. to T.H. 280:						\$16,182.52

**Change Order Number 1**

1	REMOVE SANITARY SEWER MANHOLE	EA	1	475.00	1	\$475.00
2	SANITARY SEWER REPAIR	LF	20	-125.00		\$0.00
3	4' DIAMETER SANITARY MANHOLES	EA	1	1484.65	1	\$1,484.65
4	4' DIAMETER SANITARY MANHOLE OVERDEPTH	LF	1	90.30	1	\$90.30
5	8" PVC SANITARY SEWER, SDR 35, 10' - 20' DEEP	LF	505	19.19	505	\$9,690.95
6	CONNECT TO EXISTING SEWER SERVICE	EA	13	125.00	13	\$1,625.00

No.	Item	Unit	Contract Quantity	Unit Price	Quantity to Date	Amount to Date
7	4" PVC, SDR 26 SERVICE PIPE	LF	390	11.98	390	\$4,672.20
8	8" X 4" PVC WYE	EA	13	53.83	13	\$699.79
9	CONNECT TO EXISTING MANHOLE	EA	1	2500.00	1	\$2,500.00
	Total Change Order No. 1					<u>\$21,237.89</u>

Total Part 1 - Streets:	\$481,246.54
Total Part 2 - Alley Improvements:	\$49,357.01
Total Part 3 - Storm Sewer:	\$106,000.00
Total Part 4 - Sanitary Sewer:	\$179,406.19
Total Part 5 - Water Main:	\$133,612.77
Total Part 6 - Trunk Sanitary Sewer:	\$443,490.48
Total Part 7 - Larpenteur Lift Station Elimination:	\$60,365.47
Total Alternate No. 1 - Water Main Jacking at Broadway:	\$32,210.70
Total Alternate No. 2 - Install New 8" Water Main on Roselawn, Walnut St. to T.H. 280:	\$16,182.52
Total Change Order No. 1	<u>\$21,237.89</u>
Total Work Completed To Date	<u>\$1,523,109.57</u>

**PROJECT PAYMENT STATUS**

OWNER CITY OF LAUDERDALE

BRA FILE NO. 532-01-102

CONTRACTOR NORTHDAL CONSTRUCTION COMPANY INC

**CHANGE ORDERS**

No.	Date	Description	Amount
1	8/3/2002	This Change Order provides for replace all sanitary sewer on Carl Street between MH-60 and Roselawn Avenue rather than repairing existing sewer. See Change Order.	\$18,737.89
<b>Total Change Orders</b>			<b>\$18,737.89</b>

**PAYMENT SUMMARY**

No.	From	To	Payment	Retainage	Completed
1	04/09/2002	05/07/02	41,502.81	2,184.36	43,687.17
2	05/08/2002	06/03/02	147,063.72	9,924.55	198,491.08
3	06/04/2002	06/27/02	133,075.07	16,928.51	338,570.11
4	06/28/2002	08/01/02	148,649.50	24,752.16	495,043.26
5	08/02/2002	08/29/02	263,629.56	38,627.40	772,548.06
6	08/30/2002	10/01/02	337,319.02	56,381.04	1,127,620.72
7	10/02/2002	11/05/02	290,594.70	71,675.49	1,433,509.87
8	11/06/2002	12/02/02	38,584.10	73,706.24	1,474,124.72
9	12/03/2002	01/16/03	73,706.24		1,474,124.72
10	01/17/2003	03/19/03	48,984.85		1,523,109.57

**Material on Hand**

Total Payment to Date		\$1,523,109.57	Original Contract	\$1,734,132.04
Retainage Pay No. 10			Change Orders	\$18,737.89
Total Amount Earned		\$1,523,109.57	Revised Contract	\$1,752,869.93

MemosbyJames

Date: March 25, 2003  
To: Honorable Mayor and Council  
From: James Bownik, A2CA   
Re: DNR Outdoor Recreation Grant Public Hearing and Resolution No. 032503B

### Background

The tennis courts have fallen into disrepair and need to be totally reconstructed. The Capital Improvements Plan estimated that the tennis courts would be attended to in 2007, but there may be a need to attend to them before that time. Also, budgeting for the replacement of the courts was expedited in 1998 in order to speed up the process.

In 1998, Lauderdale received an Outdoor Recreation Grant from the Department of Natural Resources for trash receptacles, grills, a drinking fountain, a fire pit, and construction of a sand volleyball court. With the completion of those projects comes the opportunity to apply for another DNR Outdoor Recreation Grant.

In 2001, a grant application was submitted for two projects - reconstruction of the tennis courts and paving the hockey rink for in-line skating. In 2002, an application was submitted for just the tennis court reconstruction. While both grant applications rated fairly high, the only grants awarded the past two years were for acquisition of new park land and projects that had been submitted multiple times.

Pursuant to one of the City's 2003 goals, this year we have intended to resubmit the grant application for one project - reconstruction of the tennis courts. As part of the application process, a public hearing and approval of a resolution is required.

The Outdoor Recreation Grant Program is a 50/50 matching grant. The application deadline is March 31, 2003. Lauderdale would be notified this summer whether it was awarded a grant for this funding cycle. An estimated cost breakdown, informational handout, and a letter of support from Jonathan Preus (dated March 2, 2002), 1723 Carl Street, is attached for your review. The informational handout, which provides further details of the project, will also be available to those present at the public hearing.

### Council Action Requested

Motion to adopt Resolution 032503A authorizing staff to apply to the DNR Outdoor Grant Program for the reconstruction of the tennis courts.

**RESOLUTION NO. 032503B**

**CITY OF LAUDERDALE  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**AUTHORIZING APPLICATION TO THE DNR OUTDOOR RECREATION  
GRANT PROGRAM FOR TOTAL RECONSTRUCTION OF THE TENNIS  
COURTS AT LAUDERDALE COMMUNITY PARK.**

BE IT RESOLVED that the City of Lauderdale act as legal sponsor for the project contained in the Outdoor Recreation Grant Program Application to be submitted on March 31, 2003, and that the City Administrator is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the City of Lauderdale.

BE IT FURTHER RESOLVED that the City of Lauderdale has the legal authority to apply for financial assistance, and financial capability to meet the match requirement and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Lauderdale has not incurred any costs described on Item 4 and has not entered into any written agreements to purchase property described on Item 3.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of Lauderdale may enter into an agreement with the State of Minnesota for the above-referenced project, and that the City of Lauderdale certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for outdoor recreation uses into perpetuity.

NOW, THEREFORE BE IT RESOLVED that the City Administrator is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of Lauderdale on March 25, 2003.

SIGNED:

WITNESSED:

\_\_\_\_\_  
Jeffrey E. Dains  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Richard B. Getschow  
City Administrator

\_\_\_\_\_  
Date

# Lauderdale City Council Memorandum

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Council Meeting Date: March 25, 2003  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: Approval of the SWPPP and the NPDES Permit Application

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## BACKGROUND:

We have been working since August of 2002 on NPDES Phase II stormwater permit that will be due in early May of this year. City staff has been working with our engineering consultant BRAA to develop a city-wide storm water pollution prevention plan as part of the permit application. As you know, the elements of that plan must include the following six minimum control measures:

- Implement an overall public education and outreach program;
- Use public participation in creating and implementing the city-wide storm water pollution prevention plan;
- Develop, implement, and enforce a program to detect and eliminate illicit discharges;
- Construction site storm water runoff control program;
- Post-construction storm water management in new development and redevelopment; and
- Pollution prevention/good housekeeping for municipal operations

The City has defined appropriate BMP's or *best management practices* for each of the six control measures and has identified *measurable goals* for each BMP. As can be seen from the information in the packet, we have developed almost 50 Lauderdale BMP's for this plan. It is important to remember that the work required under this plan and permit has just begun. The City will need to report annually on the requirements of this permit and document all information on an on-going basis.

Shabana Hameed from Bonestroo and Associates will be in attendance at the meeting to provide a brief presentation on the Lauderdale Storm Water Pollution Prevention Plan and permit application. She will be able to answer any questions or concerns that you may have regarding this project.

## **ENCLOSURES:**

1. March 18, 2003 Letter from Bonestroo regarding the Permit
2. Draft Copy of the MS4 Permit Application
3. Lauderdale BMP Pages
4. Gap Memo and Checklist

## **COUNCIL ACTION REQUESTED:**

Motion to approve the Lauderdale Storm Water Pollution Prevention Plan and the Municipal Separate Storm Sewer System Permit Application to the Minnesota Pollution Control Agency.





Bonestroo, Rosene, Anderlik and Associates, Inc. is an Affirmative Action/Equal Opportunity Employer and Employee Owned

**Principals:** Otto G. Bonestroo, P.E. • Marvin L. Sorvala, P.E. • Glenn R. Cook, P.E. • Robert G. Schunicht, P.E. • Jerry A. Bourdon, P.E.

**Senior Consultants:** Robert W. Rosene, P.E. • Joseph C. Anderlik, P.E. • Richard E. Turner, P.E. • Susan M. Eberlin, C.P.A.

**Associate Principals:** Keith A. Gordon, P.E. • Robert R. Pfefferle, P.E. • Richard W. Foster, P.E. • David O. Loskota, P.E. • Mark A. Hanson, P.E. • Michael T. Rautmann, P.E. • Ted K. Field, P.E. • Kenneth P. Anderson, P.E. • Mark R. Rolfs, P.E. • David A. Bonestroo, M.B.A. • Sidney P. Williamson, P.E., L.S. • Agnes M. Ring, M.B.A. • Allan Rick Schmidt, P.E. • Thomas W. Peterson, P.E. • James R. Maland, P.E. • Miles B. Jensen, P.E. • L. Phillip Gravel III, P.E. • Daniel J. Edgerton, P.E. • Ismael Martinez, P.E. • Thomas A. Syfko, P.E. • Sheldon J. Johnson • Dale A. Grove, P.E. • Thomas A. Roushar, P.E. • Robert J. Devery, P.E.

**Offices:** St. Paul, St. Cloud, Rochester and Willmar, MN • Milwaukee, WI • Chicago, IL

**Website:** [www.bonestroo.com](http://www.bonestroo.com)

March 18, 2003

City of Lauderdale  
1891 Walnut St.  
Lauderdale, MN 55113-5137

Attn: Rick Getschow  
RE: NPDES Phase II MS4 Permit

Dear City of Lauderdale MS4 team:

The following document is the finalized **Storm Water Pollution Prevention Program** for the next five years of the NPDES Phase II Permit cycle. This is a beginning to your document, as it will likely change and evolve over the next five years.

These Permit documents should be finalized and submitted to the MPCA by May 9<sup>th</sup> of 2003. Just as a reminder, you will need to submit an annual report every year of this Permit cycle on March 10<sup>th</sup> of the years 2004, 2005, 2006, 2007, and 2008. In addition for the 2004 annual report, you will need to include a comprehensive educational plan for the remainder of the Permit requirements.

It has been a pleasure working with the City of Lauderdale, and cooperatively assembling a logical, complete set of BMP's that will fit into the City's resource and personnel capacities. The City of Lauderdale has made some excellent commitments in these plans towards effective storm water management. We compliment you on the initiative that the City has taken to effectively compile a very comprehensive program.

If you have any questions or concerns regarding your SWPPP, or any of the supporting documents contained within this binder, please feel free to contact us immediately. Thank you again for the opportunity to work with the City of Lauderdale.

Respectfully Submitted,

Randy Neprash

Shabana Hameed

Wesley Saunders-Pearce

Notice of intent to obtain coverage

## General Storm Water Permit Application (MN R 040000) for Small Municipal Separate Storm Sewer Systems (MS4s)

(Noticed as MN R 580000)

Minnesota Pollution Control Agency

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

Application deadline: March 10, 2003



Minnesota  
Pollution  
Control  
Agency

Please read the instructions carefully and use the "tab" key to move through the fields of this form. Enter responses using drop down menus, check boxes and text as indicated. Use the "save as" feature in MS Word to save this template as a document.

### I. MS4 Information

#### A. Application Type

Application type: Single site or administrative area If multiple sites, number of attached application forms:

*MS4s with multiple sites such as campuses, dispersed facilities, or state agency regions/districts, must attach a completed application for each site or administrative area. An authorized person with overall responsibility or an officially delegated representative must sign each application form.*

#### B. MS4 Owner

City of Lauderdale

Community, municipality, agency or other party having ownership or operational control of the MS4.

1891 Walnut St.

Mailing Address

Lauderdale

MN 55113-5137

City

State Zip Code

Ramsey

07010206

County

Major Watershed (see enclosed map)

41-6008728

8033610

Federal Tax ID

State Tax ID

#### C. General Contact

Getschow

Rick

City Administrator

Last Name

First Name

Title

General contact (official, staff member, consultant or other) for permit compliance issues.

1891 Walnut St.

Mailing Address

Lauderdale

MN 55113-5137

City

State Zip Code

651-631-0300

rick.getschow@ci.lauderdale.mn.us

Telephone (include area code)

E-Mail Address

### II. Certification of the Storm Water Pollution Prevention Program (SWPPP)

#### A. Have you developed a Storm Water Pollution Prevention Program for your MS4?

 Yes  No

*Municipalities must demonstrate how their Storm Water Pollution Prevention Program will be implemented and enforced over the term of the five-year permit. SWPPPs must incorporate appropriate educational components, BMPs and measurable goals.*

Provide a brief description of the plan to complete the SWPPP if "No" is marked above.

**B. Summary of the six minimum control measures. Complete items B. 1. through B. 6.**

*Storm Water Pollution Prevention Programs must address the specific requirements contained in Part V. G. of the permit. SWPPPs must outline how the six minimum control measures will be addressed, the contact person, department in charge, time frame and measures that will be implemented to meet the schedules required by the permit.*

**1. Public education and outreach measures**

Getschow	Rick	Administration
Contact Last Name	First Name	Department
1891 Walnut St.		
Mailing Address		
Lauderdale	MN	55113-5137
City	State	Zip Code
651-631-0300	rick.getschow@ci.lauderdale.mn.us	
Telephone (include area code)	E-Mail Address	

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  Yes  No
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  Yes  No
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  Yes  No
- d) Have the educational components for this minimum control measure been planned or developed?  Yes  No
- e) Provide a brief description of the plan to complete any requirements marked "No" above.

**2. Public participation and involvement measures**

Getschow	Rick	Administration
Contact Last Name	First Name	Department
1891 Walnut St.		
Mailing Address		
Lauderdale	MN	55113-5137
City	State	Zip Code
651-631-0300	rick.getschow@ci.lauderdale.mn.us	
Telephone (include area code)	E-Mail Address	

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  Yes  No
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  Yes  No
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  Yes  No
- d) Have the educational components for this minimum control measure been planned or developed?  Yes  No
- e) Provide a brief description of the plan to complete any requirements marked "No" above.

**3. Illicit discharge detection and elimination**

Getschow	Rick	Administration
Contact Last Name	First Name	Department
1891 Walnut St.		
Mailing Address		
Lauderdale	MN	55113-5137
City	State	Zip Code
651-631-0300	rick.getschow@ci.lauderdale.mn.us	
Telephone (include area code)	E-Mail Address	

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  Yes  No
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  Yes  No
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  Yes  No
- d) Have the educational components for this minimum control measure been planned or developed?  Yes  No
- e) Provide a brief description of the plan to complete any requirements marked "No" above.

**4. Construction site storm water runoff control measures**

Getschow	Rick	Administration
Contact Last Name	First Name	Department
1891 Walnut St.		
Mailing Address		
Lauderdale	MN	55113-5137
City	State	Zip Code
651-631-0300	rick.getschow@ci.lauderdale.mn.us	
Telephone (include area code)	E-Mail Address	

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  Yes  No
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  Yes  No
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  Yes  No
- d) Have the educational components for this minimum control measure been planned or developed?  Yes  No
- e) Provide a brief description of the plan to complete any requirements marked "No" above.

**5. Post-construction storm water management measures**

Getschow	Rick	Administration
Contact Last Name	First Name	Department
1891 Walnut St.		

Mailing Address

Lauderdale

MN 55113-5137

City

State Zip Code

651-631-0300

rick.getschow@ci.lauderdale.mn.us

Telephone (include area code)

E-Mail Address

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  Yes  No
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  Yes  No
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  Yes  No
- d) Have the educational components for this minimum control measure been planned or developed?  Yes  No
- e) Provide a brief description of the plan to complete any requirements marked "No" above.

**6. Pollution prevention and good housekeeping measures**

Getschow

Rick

Administration

Contact Last Name

First Name

Department

1891 Walnut St.

Mailing Address

Lauderdale

MN 55113-5137

City

State Zip Code

651-631-0300

rick.getschow@ci.lauderdale.mn.us

Telephone (include area code)

E-Mail Address

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  Yes  No
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  Yes  No
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  Yes  No
- d) Have the educational components for this minimum control measure been planned or developed?  Yes  No
- e) Provide a brief description of the plan to complete any requirements marked "No" above.

**C. Reporting and record keeping requirements.**

Have reporting and record keeping requirements for implementation of the **Storm Water Pollution Prevention Program** been planned or developed?  Yes  No

Provide a brief description of the plan to complete the reporting and record keeping requirements if "No" is marked above.

### III. Summary of Storm Water Pollution Prevention Program (SWPPP)

#### Required Application Attachments

Complete a one page SWPPP Summary Sheet and a BMP Description Sheet for each type of BMP that will be implemented. (See last two pages of the application form.)

- A. Is the SWPPP Summary Sheet attached?  Yes  No
- B. Is one BMP Description Sheet attached for each BMP?  Yes  No
- C. How many BMP Description Sheets are attached? 49

### IV. Limitations of Coverage

#### A. Part II Limitations on Coverage and Appendix C

I have read Part II Limitations on Coverage and Appendix C of the MS4 general permit and certify that we intend to comply with the applicable requirements of those sections.  Yes

#### B. Special Waters

Please refer to the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* and the enclosed map to complete this section.

1. Does the MS4 discharge into **Prohibited Waters** as defined in Minn. R. 7050.0180, subp. 3, 4, and 5? See Attachment Four of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. If yes, please list below and contact Lou Flynn at (651) 296-6575 or louis.flynn@state.mn.us. Be advised that you will be required to obtain an individual permit versus a general permit.  Yes  No
2. Does the MS4 discharge into waters with a **Restricted Discharge** as defined in Minn. R. 7050.0180, subp. 6, 6a, and 6b? If yes, please list below and comply with Part IX, Appendix C, Item B. See Attachment Four of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.  Yes  No
3. Does the MS4 discharge into **Trout Waters** as defined in Minn. R. 6264.0050 subp. 2 & 4? If yes, please list below and comply with Part IX, Appendix C, Item C. See Attachments Two and Three of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.  Yes  No
4. Does the MS4 discharge into **Wetlands** as defined in Minn. R. 7050.0130, subp. F? See Attachment Four of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.  Yes  No
5. Does the MS4 have a process to evaluate discharges that require applicable **Environmental Review** as required by State or federal laws? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.  Yes  No
6. Does the MS4 have a process to evaluate discharges whose direct, indirect, interrelated, interconnected, or independent impacts may jeopardize a listed **Endangered or Threatened Species** or adversely modify a designated critical habitat? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.  Yes  No

information.

7. Does the MS4 have a process to evaluate discharges which may adversely affect properties listed or eligible for listing in the National Register of **Historic Places** or affecting known or discovered **archeological sites**? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.  Yes  No

If you answered "No" to Item 5, 6, or 7, briefly explain how the MS4 will come into compliance with the requirements of Appendix C.

**V. Owner or Operator Certification**

*The person with overall, site or administrative area SWPPP implementation responsibility must sign the application. This person must be duly authorized to sign the application (mayor, designated public works director, president of the university, etc.).*

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 also certify under penalty of law that I have read, understood, and accepted all terms and conditions of the National Pollutant Discharge Elimination System (NPDES) General Storm Water Permit for MS4s that authorizes storm water discharges identified in this application form.

I understand that as a permittee, I am legally accountable under the Clean Water Act to ensure compliance with the terms and conditions of the NPDES General Storm Water Permit for MS4s.

I also understand that MPCA enforcement actions (pursuant to Minn. Stat. §115.07, 116.072, and Section 309 of the Clean Water Act) may be taken against me or the MS4 if the terms and conditions of the NPDES General Storm Water Permit for MS4s are not met.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Getschow \_\_\_\_\_ Rick \_\_\_\_\_ City Administrator \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Title \_\_\_\_\_

Official notices will be sent to person indicated here.

1891 Walnut St. \_\_\_\_\_

Mailing Address \_\_\_\_\_

Lauderdale \_\_\_\_\_ MN 55113-5137 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

651-631-0300 \_\_\_\_\_ rick.getschow@ci.lauderdale.mn.us \_\_\_\_\_

Telephone (include area code) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Develop a unique identification number for each **BMP** Description Sheet (Attachment 2) completed. List the unique identification number for each **BMP** under the following seven areas.

**A. Public Education and Outreach Measures**

**BMP** unique identification numbers: See attachment

**B. Public Participation and Involvement Measures**

**BMP** unique identification numbers: See attachment

**C. Illicit Discharge Detection and Elimination Measures**

**BMP** unique identification numbers: See attachment

**D. Construction Site Storm Water Runoff Control Measures**

**BMP** unique identification numbers: See attachment

**E. Post-Construction Storm Water Management Measures**

**BMP** unique identification numbers: See attachment

**F. Pollution Prevention and Good Housekeeping Measures**

**BMP** unique identification numbers: See attachment

**G. Other portion of the permit (such as Record Keeping or Appendix C).**

Portion of the permit that the **BMPs** addresses. **BMP** unique identification numbers.



## Minimum Control Measure Summary

This document summarizes the BMPs chosen by the City of Lauderdale and organizes them into a Minimum Control Measure.

### MCM 1: Public Education and Outreach

UIN	BMP Name
1-1	Newsletter
1-2	Newspaper articles
1-3	City website
1-4	Local access cable channels
1-5	30-day public notice for annual storm water meeting
1-6	Public information kiosk
1-7	Brochures and inserts
1-8	Pet waste signage in parks and open spaces
1-9	Full-MCM material evaluation
1-10	Outside entity coordination
2-4	Community complaint hotline
2-5	Annual storm water public meeting
3-2	Illicit discharge (ordinance)
3-4	Illegal dumping/nuisance (ordinance)
3-5	Illicit connection to storm sewer (ordinance)
3-8	Private sewage disposal systems prohibited (ordinance)
4-1	Site plan review process (ordinance)
4-2	Development review meeting
4-3	Erosion and sediment control (ordinance)
4-4	Construction site waste (ordinance)
4-5	Information sheet for developers/contractors
5-1	Post-construction runoff control (ordinance)
5-2	Plan review process (ordinance)
5-5	Zoning (ordinance)
5-6	Wetland buffer (ordinance)
5-7	Fertilizer (ordinance)
5-10	Inspection and maintenance (ordinance)
5-11	Tree Protection program (includes ordinance)

### MCM 2: Public Involvement and Participation

UIN	BMP Name
1-9	Full-MCM material evaluation
1-10	Outside entity coordination
2-1	Volunteer partnerships
2-2	Citizen advisory commissions
2-3	Inter-City Partnerships
2-4	Community complaint hotline
2-5	Annual storm water public meeting

### MCM 3: Illicit Discharge, Detection and Elimination

UIN	BMP Name
1-1	Newsletter
1-2	Newspaper articles
1-3	City website
1-4	Local access cable channels
1-6	Public information kiosk
1-7	Brochures and inserts
1-8	Pet waste signage in parks and open spaces
1-9	Full-MCM material evaluation
1-10	Outside entity coordination
2-4	Community complaint hotline
3-1	Storm Sewer Map
3-2	Illicit discharge (ordinance)
3-3	Spring clean-up week
3-4	Illegal dumping/nuisance (ordinance)
3-5	Illicit connection to storm sewer (ordinance)
3-6	Spill reduction and response Program
3-7	Right-to entry provision in ordinance
3-8	Private sewage system disposal systems prohibited (ordinance)
3-9	Illicit discharge inspection

### MCM 4: Construction Site Runoff Control

UIN	BMP Name
1-1	Newsletter
1-2	Newspaper articles
1-3	City website
1-4	Local access cable channels
1-6	Public information kiosk
1-7	Brochures and inserts
1-9	Full-MCM material evaluation
1-10	Outside entity coordination
2-4	Community complaint hotline
4-1	Site plan review process (ordinance)
4-2	Development review meeting
4-3	Erosion and sediment control (ordinance)
4-4	Construction site waste control (ordinance)
4-5	Information sheet for developers/contractors
4-6	Procedures for site inspection and enforcement
5-8	Surface Water Management Plan

### MCM 5: Post Construction Runoff Control

UIN	BMP Name
1-3	City website

1-6	Public information kiosk
1-9	Full-MCM material evaluation
1-10	Outside entity coordination
2-2	Citizen advisory commissions
5-1	Post-construction runoff controls
5-2	Plan review process (ordinance)
5-3	Vegetative stabilization
5-4	Structural stabilization
5-5	Zoning (ordinance)
5-6	Wetland (ordinance)
5-7	Fertilizer (ordinance)
5-8	Surface Water Management Plan
5-9	Comprehensive Plan
5-10	BMP inspection and maintenance (ordinance)
5-11	Tree protection program (includes ordinance)

### MCM 6: Pollution Prevention and Good Housekeeping

UIN	BMP Name
1-3	City website
1-9	Full-MCM material evaluation
1-10	Outside entity coordination
2-2	Citizen advisory commissions
5-8	Surface Water Management Plan
6-1	Fleet/equipment maintenance and oil recycling
6-2	Street sweeping program
6-3	Pond, sediment basins and MS4 outfall inspection and cleaning
6-4	Structural pollution devices inspection and cleaning
6-5	Storm drainage system inspection, cleaning and maintenance
6-6	Sanitary sewer maintenance program
6-7	Recycling and leaf litter pick-up
6-8	Municipal staff training

Use the BMP Description template and “save as” feature in MSWord to complete this page for each BMP.

Alternate formats are acceptable as long as all the requested information is provided.

A. Unique Identification Number:

(Assign a number.)

B. Name or type of **BMP**:

C. **BMP** description:

D. Minimum control measure addressed: Public Education and Outreach

E. Describe the measurable goals that will be used to determine success or benefits of this **BMP**:

F. Describe the timeline or implementation schedule for this **BMP**:

G. Person or department in charge of implementing this **BMP**:

---

Last Name

First Name

Department

H. If this **BMP** is an educational component of your **SWPPP**, briefly describe the audience and educational goals for this minimum control measure:

**ATTACHMENT II**  
**BMP DESCRIPTION SHEETS**

# Lauderdale BMP Pages

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## Public Education and Outreach

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 1-1

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Newsletter

**BMP Description:**

This newsletter is distributed to all residents. It includes information on a variety of subjects that are of interest to the local population, including lawn care, recycling, hazardous materials disposal, leaf litter pick-up schedules, street sweeping schedules, ordinance changes, volunteer opportunities, phone number to call in for complaints and other storm water related information.

**Measurable Goals:**

- Number of storm water related articles
- Publication frequency
- Number of households to which it was sent

**Timeline / Implementation Schedule:**

- Currently in place and will continue
- Year 1- Evaluate material content in the context of Minimum Control Measure 3 and 4
- Year 2- Solicit new material (if necessary) from outside entities
- Year 3- Develop new materials (if necessary), identify target audience and define Measurable Goals

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

Name:  
Title: Deputy Clerk  
Phone: 651-631-0300  
E-mail: [info@ci.lauderdale.mn.us](mailto:info@ci.lauderdale.mn.us)

**Responsible Department or Organization**

Dept. or Org.: City of Lauderdale  
Dept. Head: Rick Getschow  
Phone: 651-631-0300  
E-mail: [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Educational components related to this BMP (description or number – optional):**

Audience: Residents and business owners in Lauderdale.

Educational goal: To keep residents and business owners informed of activities, issues, policy changes and volunteer opportunities in general. Storm water related articles are intended to raise public awareness about storm water management and water quality issues.

Activity: See BMP description above

Implementation Plan: See Timeline/Implementation schedule above

Performance Measures: See Measurable Goals above



## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 1-2

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Newspaper articles

**BMP Description:** Currently, Lauderdale contributes articles periodically to a weekly newspaper. The articles are usually seasonally appropriate and include general information, volunteer opportunities, events and storm water issues.

**Measurable Goals:**

- Number of storm water related articles written and provided to local newspapers

**Timeline / Implementation Schedule:**

- Currently in place and will continue

**Specific Components & Notes (optional):**

**Responsible Person**

**Name:**

Title: Deputy Clerk

Phone: 651-631-0300

E-mail: [info@ci.lauderdale.mn.us](mailto:info@ci.lauderdale.mn.us)

**Responsible Department**

**Title:** City Administrator

**Dept. Head:** Rick Getschow

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Educational components related to this BMP (description or number – optional):**

**Audience:** General public

**Educational goal:** Keep the general public informed of activities and issues in the City including storm water related activities and issues

**Activity:** See BMP description above

**Implementation Plan:** See Timeline/Implementation schedule above

**Performance Measures:** See Measurable Goals above

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 1-3

### Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** City website

**BMP Description:** The City has a website that has articles on a variety of subjects that are of interest to residents including storm water related articles. Under Recycling and Waste, the City has information on it's website about common hazardous wastes and how to dispose them safely. Under the same section information can also be found on lawn care and the environment. Residents are advised on the dangers of over-fertilization and are asked never to dump leftover chemicals or pesticides into storm gutters.

**Measurable Goals:**

- Number of storm water related articles and links

**Timeline / Implementation Schedule:**

- Currently in place and will continue
- Year 1- Evaluate material content in the context of Minimum Control Measures 3, 4, 5,6
- Year 2- Solicit new material (if necessary) from outside entities
- Year 3- Develop new materials (if necessary), identify target audience and define Measurable Goals

**Specific Components & Notes (optional):**

Information on the website includes information on storm water issues, access to ordinances as well as matters of general interest.

**Responsible Person**

**Name:**

Title: Deputy Clerk

Phone: 651-631-0300

E-mail: [info@ci.lauderdale.mn.us](mailto:info@ci.lauderdale.mn.us)

**Responsible Department**

**Title:** City Administrator

**Dept. Head:** Rick Getschow

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Educational components related to this BMP (description or number – optional):**

**Audience:** Residents and business owners in Lauderdale.

**Educational goal:** Bring awareness and understanding of various issues facing the City including storm water issues, volunteer opportunities, contact information, resources, regulations and ordinances

**Activity:** See BMP description above

**Implementation Plan:** See Timeline/Implementation schedule above

**Performance Measures:** See Measurable Goals above

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 1-4

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/> Public education & outreach	<input checked="" type="checkbox"/> Construction site runoff controls
<input type="checkbox"/> Public participation & involvement	<input checked="" type="checkbox"/> Post-construction storm water management
<input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input type="checkbox"/> Pollution prevention/Good housekeeping

<b><u>BMP Title:</u></b> Local access cable channels	
<b><u>BMP Description:</u></b> The City periodically airs segments related to issues of interest to residents including storm water. Programs are aired based on time of year, activity and relevance to viewers.	
<b><u>Measurable Goals:</u></b> <ul style="list-style-type: none"> <li>Number of storm water related segments aired</li> </ul>	<b><u>Timeline / Implementation Schedule:</u></b> <ul style="list-style-type: none"> <li>Currently in place and will continue</li> <li>Year 1- Evaluate material content in the context of Minimum Control Measures 3, 4 and 5</li> <li>Year 2- Solicit new material (if necessary) from outside entities</li> <li>Year 3- Develop new materials (if necessary), identify target audience and define Measurable Goals</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<b><u>Responsible Person</u></b>	<b><u>Responsible Department</u></b>
<b>Name:</b>	<b>Title:</b> City Administrator
Title: Deputy Clerk	<b>Dept. Head:</b> Rick Getschow
Phone: 651-631-0300	<b>Phone:</b> 651-631-0300
E-mail: <a href="mailto:info@ci.lauderdale.mn.us">info@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	
<b><u>Audience:</u></b> Residents and business owners in Lauderdale	
<b><u>Educational goal:</u></b> Provide general/seasonally appropriate storm water related information as well as changes and updates to City regulations	
<b><u>Activity:</u></b> See BMP description above	
<b><u>Implementation Plan:</u></b> See Timeline/Implementation schedule above	
<b><u>Performance Measures:</u></b> See Measurable Goals above	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 1-5

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** 30-day public notice for annual storm water meeting

**BMP Description:** The City will post a 30-day public notice prior to the annual storm water meeting (2-5). The notice will contain a reference to the SWPPP, the date, time, protocol and location of meeting and will indicate where a copy of the SWPPP is available for public review. The meeting will be posted on the website (1-5), City Hall information kiosk, local newspaper and any other location or by any means the City may deem necessary or appropriate. A copy of the meeting notice will be made available to the Agency, appropriate City and county officials and all other interested persons.

**Measurable Goals:**

- Completed public notice requirement
- Number of locations notice was posted

**Timeline / Implementation Schedule:**

- 30-day notice for annual storm water public meeting will be sent every year through the life of the permit

**Specific Components & Notes (optional):**

**Responsible Person**

**Name:** Rick Getschow

**Title:** City Administrator

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Responsible Department**

**Title:** City Administrator

**Dept. Head:** Rick Getschow

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Educational components related to this BMP (description or number – optional):**

**Audience:** Lauderdale residents and business owners.

**Educational goal:** To inform the general public of the storm water meeting, date, time and issues and to provide them an opportunity to participate.

**Activity:** See BMP description above

**Implementation Plan:** See Timeline/Implementation schedule above

**Performance Measures:** See Measurable Goals above

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 1-6

### Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Public information kiosk

**BMP Description:** A variety of information, including those that are storm water related, is posted on the information kiosk in City Hall.

**Measurable Goals:**

- Number of storm water related informational sheets posted

**Timeline / Implementation Schedule:**

- Currently in place and will continue
- Year 1- Evaluate material content of information in the context of Minimum Control Measures 3, 4 and 5
- Year 2- Solicit new material (if necessary) from outside entities
- Year 3- Develop new materials (if necessary), identify target audience and define Measurable Goals

**Specific Components & Notes (optional):**

<b>Responsible Person</b>	<b>Responsible Department</b>
<b>Name:</b>	<b>Title:</b> City Administrator
Title: Deputy Clerk	<b>Dept. Head:</b> Rick Getschow
Phone: 651-631-0300	<b>Phone:</b> 651-631-0300
E-mail: <a href="mailto:info@ci.lauderdale.mn.us">info@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>

**Educational components related to this BMP (description or number – optional):**

**Audience:** Lauderdale residents and business owners.  
**Educational Goal:** To provide information to the public of issues surrounding storm water, volunteer opportunities as well as subjects of a general nature.  
**Activity:** See BMP description above  
**Implementation Plan:** See Timeline/Implementation schedule above  
**Performance Measures:** See Measurable Goals above

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 1-7

### Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Brochures and inserts

**BMP Description:** A variety of storm water related brochures/inserts are created by the City for use as utility stuffers, to display and distribute through other means (if the opportunity arises).

#### Measurable Goals:

- Number of inserts available
- Number of brochures available
- Circulation through utility bills

#### Timeline / Implementation Schedule:

- Currently in place and will continue
- Year 1- Evaluate material content in the context of Minimum Control Measure 3 and 4
- Year 2- Solicit new material (if necessary) from outside entities
- Year 3- Develop new materials (if necessary), identify target audience and define Measurable Goals

#### Specific Components & Notes (optional):

#### Responsible Person

**Name:**

Title: Deputy Clerk

Phone: 651-631-0300

E-mail: [info@ci.lauderdale.mn.us](mailto:info@ci.lauderdale.mn.us)

#### Responsible Department

**Title:** City Administrator

**Dept. Head:** Rick Getschow

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

#### Educational components related to this BMP (description or number – optional):

Audience: Residents and business owners.

Educational goal: To provide public with information on illicit discharge, alternative practices to improve the quality of storm water and the environment in general.

Activity: See BMP description above

Implementation Plan: See Timeline/Implementation schedule above

Performance Measures: See Measurable Goals above

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 1-8

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Pet waste signage in parks and open spaces (ordinance)

**BMP Description:** Signs are posted in certain parks and open areas that inform the public of the City ordinance that requires them to retrieve and dispose of pet waste appropriately.

**Measurable Goals:**

- Number of signs posted

**Timeline / Implementation Schedule:**

- Currently in place and will continue

**Specific Components & Notes (optional):**

**Responsible Person**

**Name:** David Hinrichs

**Title:** Public Works Coordinator

**Phone:** 651-631-0300

**E-mail:** [info@ci.lauderdale.mn.us](mailto:info@ci.lauderdale.mn.us)

**Responsible Department**

**Title:** City Administrator

**Dept. Head:** Rick Getschow

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Educational components related to this BMP (description or number – optional):**

**Audience:** General public.

**Educational goal:** To inform public about City regulation on pet waste management and penalties for violations

**Activity:** See BMP description above

**Implementation Plan:** See Timeline/Implementation schedule above

**Performance Measures:** See Measurable Goals above

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 1-9

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/> Public education & outreach	<input checked="" type="checkbox"/> Construction site runoff controls
<input checked="" type="checkbox"/> Public participation & involvement	<input checked="" type="checkbox"/> Post-construction storm water management
<input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input checked="" type="checkbox"/> Pollution prevention/Good housekeeping

<b><u>BMP Title:</u></b> Full-MCM material evaluation	
<b><u>BMP Description:</u></b> The City will solicit storm water related material from outside entities, including, but not limited to: water conservation districts, watershed districts, watershed management organizations, school districts, University of MN extension and county, regional, state, and federal government. . The City will also solicit materials (if available) to use for in-house training from these entities.	
<b><u>Measurable Goals:</u></b> <ul style="list-style-type: none"> <li>Number of letters of solicitation sent out</li> <li>List of materials received in response to request</li> </ul>	<b><u>Timeline / Implementation Schedule:</u></b> <ul style="list-style-type: none"> <li>Year 1- Solicit storm water related materials from outside entities</li> <li>Year 2- Evaluate and edit material if necessary, identify audiences and define measurable goals</li> <li>Year 3- Develop new materials for use by City</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b> Evaluation of content of educational material, including, but not limited to: articles, newsletters, videos, brochures, special packets, inserts and displays, in-house training	
<b><u>Responsible Person for this BMP</u></b>	<b><u>Responsible Department or Organization</u></b>
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b> <b>Audience:</b> To be determined <b>Educational goal:</b> To be determined <b>Activity:</b> See BMP description above <b>Implementation Plan:</b> See Timeline/Implementation schedule above <b>Performance Measures:</b> See Measurable Goals above	



## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 1-10

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<b><u>BMP Title:</u></b> Outside entity coordination	
<b><u>BMP Description:</u></b> The City will contact outside entities, including, but not limited to: water conservation districts, watershed districts, watershed management organizations, school districts, University of MN extension and county, regional, state, and federal government an discuss existing programs and how they can be coordinated and/or used effectively with the City's existing programs.	
<b><u>Measurable Goals:</u></b> <ul style="list-style-type: none"> <li>Number of outside entities contacted</li> <li>Number of outside entity programs identified</li> <li></li> </ul>	<b><u>Timeline / Implementation Schedule:</u></b> <ul style="list-style-type: none"> <li>Year 1- Contact outside entities</li> <li>Year 2- Evaluate and compare outside entity programs with City's existing programs</li> <li>Year 3- Propose a strategy that allows coordination and helps make effective use of outside entity education programs, identify target audiences and define measurable goals (if applicable)</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b> Investigate possible joint education programs with outside entities and how to make effective use of existing programs being conducted in the area by the other entities	
<b><u>Responsible Person</u></b>	<b><u>Responsible Department</u></b>
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	
<u>Audience:</u> To be determined	
<u>Educational goal:</u> To be determined	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

## Public Participation and Involvement

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 2-1

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<b><u>BMP Title:</u></b> Volunteer partnerships	
<b><u>BMP Description:</u></b> The City establishes relationships with various community/educational/business/interest groups. The relationship requires interaction with City staff. A number of the relationships result in a program to benefit the community at large.	
<b><u>Measurable Goals:</u></b>	<b><u>Timeline / Implementation Schedule:</u></b>
<ul style="list-style-type: none"> <li>• Number of partnerships</li> <li>• Number of projects completed</li> </ul>	<ul style="list-style-type: none"> <li>• Currently in place and will continue</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<b><u>Responsible Person</u></b>	<b><u>Responsible Department</u></b>
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	
<b><u>Audience:</u></b> City residents/businesses/local schools/chapters of clubs/scouts.	
<b><u>Educational goals:</u></b> Provide opportunities for various interest groups to participate in improving the general environment and health of water bodies and storm water conveyance systems.	
<b><u>Activity:</u></b> See BMP description above	
<b><u>Implementation Plan:</u></b> See Timeline/Implementation schedule above	
<b><u>Performance Measures:</u></b> See Measurable Goals above	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 2-2

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Citizen advisory commissions

**BMP Description:** The City has a number of boards and commissions in which residents are invited to participate, such as: Planning, Parks & Rec. and Tree Commission. Through participation in such board and commissions, residents learn and stay involved in various aspects of City Administration and Policy.

**Measurable Goals:**

- Number of citizens involved

**Timeline / Implementation Schedule:**

- Currently in place and will continue

**Specific Components & Notes (optional):**

**Responsible Person**

**Name:** Rick Getschow

**Title:** City Administrator

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Responsible Department**

**Title:** City Administrator

**Dept. Head:** Rick Getschow

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Educational components related to this BMP (description or number – optional):**

**Audience:** Lauderdale residents and business owners

**Educational goal:** To provide opportunities for resident involvement in decision making on matters of importance and value to them. To provide opportunities for residents to increase their knowledge of the City and it's functions in improving the quality of the environment.

**Activity:** See BMP description above

**Implementation Plan:** See Timeline/Implementation schedule above

**Performance Measures:** See Measurable Goals above

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 2-3

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<b><u>BMP Title:</u></b> Inter-City partnerships	
<b><u>BMP Description:</u></b> The City establishes temporary alliances with other cities, watersheds or the county around issues of common interest, such as lake water quality. Citizens may participate through board and commission membership.	
<b><u>Measurable Goals:</u></b>	<b><u>Timeline / Implementation Schedule:</u></b>
<ul style="list-style-type: none"> <li>• List of cooperative efforts</li> </ul>	<ul style="list-style-type: none"> <li>• Currently in place and will continue</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<b><u>Responsible Person</u></b>	<b><u>Responsible Department</u></b>
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 2-4

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<b><u>BMP Title:</u></b> Community complaint hotline	
<b><u>BMP Description:</u></b> Staff is accessible to residents during and after office hours to help deal with emergencies and help address concerns and answer questions.	
<b><u>Measurable Goals:</u></b>	<b><u>Timeline / Implementation Schedule:</u></b>
<ul style="list-style-type: none"> <li>• Number of complaints/queries</li> </ul>	<ul style="list-style-type: none"> <li>• Currently in place and will continue</li> <li>• Year 1 – Develop receipt log</li> <li>• Year 1-5 – Maintain hotline</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<ul style="list-style-type: none"> <li>• A database of complaints/queries and responses will be maintained by the City</li> <li>• Illicit discharge complaints</li> <li>• Construction site violations complaints</li> <li>• Public input to SWPPP</li> </ul>	
<b><u>Responsible Person</u></b>	<b><u>Responsible Department</u></b>
<b>Name:</b>	<b>Title:</b> City Administrator
<b>Title:</b> Deputy Clerk	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:info@ci.lauderdale.mn.us">info@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	
<b><u>Audience:</u></b> Residents and business owners	
<b><u>Educational goals:</u></b> To provide opportunity for public input and participation	
<b><u>Activity:</u></b> See BMP description above	
<b><u>Implementation Plan:</u></b> See Timeline/Implementation schedule above	
<b><u>Performance Measures:</u></b> See Measurable Goals above	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 2-5

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Annual storm water public meeting

**BMP Description:** The City will conduct an annual storm water meeting to discuss storm water issues and allow for public input to the SWPPP. The meeting may be combined with another public meeting. At the meeting, interested persons will be provided the opportunity to make oral statements regarding the SWPPP. Procedures may be established for each speaker's presentation.

**Measurable Goals:**

- Meeting completed (y/n)

**Timeline / Implementation Schedule:**

- Meetings will be conducted annually prior to the SWPPP submittal

**Specific Components & Notes (optional):**

- Availability of SWPPP for public review
- Consideration of oral and written input to SWPPP

**Responsible Person**

**Name:** Rick Getschow

**Title:** City Administrator

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Responsible Department**

**Title:** City Administrator

**Dept. Head:** Rick Getschow

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Educational components related to this BMP (description or number – optional):**

**Audience:** Residents and business owners, meeting attendees

**Educational goal:** To provide the public opportunity for input on the NPDES Phase II SWPPP.

**Activity:** See BMP description above

**Implementation Plan:** See Timeline/Implementation schedule above

**Performance Measures:** See Measurable Goals above

## Illicit Discharge Detection and Elimination

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 3-1

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/> Public education & outreach <input type="checkbox"/> Public participation & involvement <input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input type="checkbox"/> Construction site runoff controls <input type="checkbox"/> Post-construction storm water management <input type="checkbox"/> Pollution prevention/Good housekeeping
--	--

**BMP Title:** Storm sewer map

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

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

**Measurable Goals:**

- Year 1 – Complete mapping and verification of 25%
- Year 2 - Complete mapping and verification of 50%
- Year 3 - Complete mapping and verification of 75%
- Year 4 - Complete mapping and verification of 100%

**Timeline / Implementation Schedule:**

- Year 1 – Complete mapping and verification of 25%
- Year 2 - Complete mapping and verification of 50%
- Year 3 - Complete mapping and verification of 75%
- Year 4 - Complete mapping and verification of 100%

**Specific Components & Notes (optional):**

**Responsible Person**

**Name:** Rick Getschow  
**Title:** City Administrator  
**Phone:** 651-631-0300  
**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Responsible Department**

**Title:** City Administrator  
**Dept. Head:** Rick Getschow  
**Phone:** 651-631-0300  
**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Educational components related to this BMP (description or number – optional):**

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 3-2

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Illicit discharge (ordinance)

**BMP Description:** Ordinance language that prohibits non-storm water discharge (including hazardous and non-hazardous materials) into storm sewers and has provision for enforcement procedures and violations.

**Measurable Goals:**

- Year 1- Examination of existing ordinances
- Year 2- Development of ordinance language, comparison with similar communities, consultation with attorney
- Year 3- Implementation of new ordinance if necessary

**Timeline / Implementation Schedule:**

- Year 1- Examination of existing ordinances
- Year 2- Development of ordinance language, comparison with similar communities, consultation with attorney
- Year 3- Implementation of new ordinance if necessary

**Specific Components & Notes (optional):**

**Responsible Person**

**Name:** Rick Getschow

**Title:** City Administrator

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Responsible Department**

**Title:** City Administrator

**Dept. Head:** Rick Getschow

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Educational components related to this BMP (description or number – optional):**

**Audience:** Residents and business owners.

**Educational goal:** To inform residents and business owners of the regulations prohibiting illicit discharge and associated enforcement and penalties by making the ordinance available on the City's web page

**Activity:** See BMP description above

**Implementation Plan:** See Timeline/Implementation schedule above

**Performance Measures:** See Measurable Goals above



## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 3-3

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Spring clean-up Week

**BMP Description:** The City designates a week in early spring for City staff to inspect all residential and commercial properties within the City. If any property owner is found to be in violation of any of the City's codes they are sent a two-week notice within which period they are required to correct the violation. A follow up inspection is made of these properties and could result in a fine if the violation was not corrected within the given time period.

**Measurable Goals:**

- Designated time period
- Event publicized
- Properties inspected (%)
- Number of enforcement letters sent

**Timeline / Implementation Schedule:**

- Currently in place and will continue

**Specific Components & Notes (optional):**

- Keep records of inspection and copies of letters mailed out

**Responsible Person**

**Name:** Rick Getschow

**Title:** City Administrator

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Responsible Department**

**Title:** City Administrator

**Dept. Head:** Rick Getschow

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Educational components related to this BMP (description or number – optional):**

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 3-4

### Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Illegal dumping/ nuisance (ordinance)

**BMP Description:** Presently ordinances exist that prohibits the pollution of any public well or cistern, stream, lake, canal or body of water by sewage, creamery, industrial waste or other substances.

<p><b>Measurable Goals:</b></p> <ul style="list-style-type: none"> <li>• Year 1-Examination of existing ordinances</li> <li>• Year 2- Development of ordinance language, comparison with similar communities, consultation with attorney</li> <li>• Year 3- Changes to present ordinance if necessary. Implementation of new ordinance if necessary</li> </ul>	<p><b>Timeline / Implementation Schedule:</b></p> <ul style="list-style-type: none"> <li>• Year 1-Examination of existing ordinances</li> <li>• Year 2- Development of ordinance language, comparison with similar communities, consultation with attorney</li> <li>• Year 3- Changes to present ordinance if necessary. Implementation of new ordinance if necessary</li> </ul>
--	--

### Specific Components & Notes (optional):

Responsible Person	Responsible Department
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>

### Educational components related to this BMP (description or number – optional):

**Audience:** Residents and business owners.

**Educational goal:** To inform residents and business owners of the regulations against illegal dumping and associated enforcement procedures and action by making the ordinance available on the City's web page

**Activity:** See BMP description above

**Implementation Plan:** See Timeline/Implementation schedule above

**Performance Measures:** See Measurable Goals above

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 3-5

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<b><u>BMP Title:</u></b> Illicit connection to storm sewer (ordinance)	
<b><u>BMP Description:</u></b> Ordinance that prohibits any person from connecting any drain to a storm sewer of the City without first obtaining a permit.	
<p><b><u>Measurable Goals:</u></b></p> <ul style="list-style-type: none"> <li>Year 1- Examination of existing ordinances</li> <li>Year 2- Development of ordinance language, comparison with similar communities, consultation with attorney</li> <li>Year 3- Implementation of new ordinance if necessary</li> </ul>	<p><b><u>Timeline / Implementation Schedule:</u></b></p> <ul style="list-style-type: none"> <li>Year 1- Examination of existing ordinances</li> <li>Year 2- Development of ordinance language, comparison with similar communities, consultation with attorney</li> <li>Year 3- Implementation of new ordinance if necessary</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<b><u>Responsible Person</u></b>	
<b>Name:</b> Rick Getschow	<b>Responsible Department</b>
<b>Title:</b> City Administrator	<b>Title:</b> City Administrator
<b>Phone:</b> 651-631-0300	<b>Dept. Head:</b> Rick Getschow
<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>	<b>Phone:</b> 651-631-0300
	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	
<b><u>Audience:</u></b> Residents and business owners.	
<b><u>Educational goal:</u></b> To inform residents and business owners of the regulations against illicit connections to storm sewers and associated enforcement procedures and actions by making the ordinance available on the City's web page	
<b><u>Activity:</u></b> See BMP description above	
<b><u>Implementation Plan:</u></b> See Timeline/Implementation schedule above	
<b><u>Performance Measures:</u></b> See Measurable Goals above	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 3-6

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/> Public education & outreach <input type="checkbox"/> Public participation & involvement <input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input type="checkbox"/> Construction site runoff controls <input type="checkbox"/> Post-construction storm water management <input type="checkbox"/> Pollution prevention/Good housekeeping
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<b><u>BMP Title:</u></b> Spill reduction and response program	
<b><u>BMP Description:</u></b> Spill reduction and response is contracted to the Falcon Heights Fire Department.	
<b><u>Measurable Goals:</u></b> <ul style="list-style-type: none"> <li>Year 1- Evaluate current procedures and responsibilities</li> <li>Year 2- Make recommendations, incorporate changes if necessary</li> </ul>	<b><u>Timeline / Implementation Schedule:</u></b> <ul style="list-style-type: none"> <li>Year 1- Evaluate current procedures and responsibilities</li> <li>Year 2- Make recommendations, incorporate changes if necessary</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<b>Responsible Person</b>	<b>Responsible Department</b>
<b>Name:</b> Falcon Heights Fire Department	<b>Name:</b> Falcon Heights Fire Department
<b>Title:</b> Fire Chief	<b>Title:</b> Fire Chief
<b>Phone:</b> 651-644-5050	<b>Phone:</b> 651-644-5050
<b>E-mail:</b> <a href="mailto:mail@ci.falcon-heights.mn.us">mail@ci.falcon-heights.mn.us</a>	<b>E-mail:</b> <a href="mailto:mail@ci.falcon-heights.mn.us">mail@ci.falcon-heights.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 3-7

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Right-to-entry provision (ordinance)

**BMP Description:** An ordinance to allow the Public Works Director or other designated staff bearing proper credentials to enter (at reasonable times) properties for the purpose of inspection, sampling and testing of all Municipal/public sewers and connections with them.

**Measurable Goals:**

- Right-to-entry ordinance exists (y/n)

**Timeline / Implementation Schedule:**

- Currently in place and will continue

**Specific Components & Notes (optional):**

**Responsible Person**

**Name:** Rick Getschow

**Title:** City Administrator

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Responsible Department**

**Title:** City Administrator

**Dept. Head:** Rick Getschow

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Educational components related to this BMP (description or number – optional):**

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 3-8

**Minimum Control Measures Addressed by This BMP**

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;"><input checked="" type="checkbox"/></td> <td>Public education &amp; outreach</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Public participation &amp; involvement</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Illicit discharge detection &amp; elimination</td> </tr> </table>	<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;"><input type="checkbox"/></td> <td>Construction site runoff controls</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Post-construction storm water management</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Pollution prevention/Good housekeeping</td> </tr> </table>	<input type="checkbox"/>	Construction site runoff controls	<input type="checkbox"/>	Post-construction storm water management	<input type="checkbox"/>	Pollution prevention/Good housekeeping
<input checked="" type="checkbox"/>	Public education & outreach												
<input type="checkbox"/>	Public participation & involvement												
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination												
<input type="checkbox"/>	Construction site runoff controls												
<input type="checkbox"/>	Post-construction storm water management												
<input type="checkbox"/>	Pollution prevention/Good housekeeping												

<b><u>BMP Title:</u></b> Private sewage disposal systems prohibited (ordinance)											
<b><u>BMP Description:</u></b> An ordinance exists that prohibits private sewage disposal facilities within City limits.											
<b><u>Measurable Goals:</u></b> <ul style="list-style-type: none"> <li>Ordinance prohibiting private sewage disposal systems exists (y/n)</li> </ul>	<b><u>Timeline / Implementation Schedule:</u></b> <ul style="list-style-type: none"> <li>Currently in place and will continue</li> </ul>										
<b><u>Specific Components &amp; Notes (optional):</u></b>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"><b>Responsible Person</b></th> <th style="width: 50%;"><b>Responsible Department</b></th> </tr> </thead> <tbody> <tr> <td><b>Name:</b> Rick Getschow</td> <td><b>Title:</b> City Administrator</td> </tr> <tr> <td><b>Title:</b> City Administrator</td> <td><b>Dept. Head:</b> Rick Getschow</td> </tr> <tr> <td><b>Phone:</b> 651-631-0300</td> <td><b>Phone:</b> 651-631-0300</td> </tr> <tr> <td><b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a></td> <td><b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a></td> </tr> </tbody> </table>		<b>Responsible Person</b>	<b>Responsible Department</b>	<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator	<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow	<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b>Responsible Person</b>	<b>Responsible Department</b>										
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator										
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow										
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300										
<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>										
<b><u>Educational components related to this BMP (description or number – optional):</u></b>											
<p><b><u>Audience:</u></b> Home owners.</p> <p><b><u>Educational goal:</u></b> To inform residents and business owners that private sewage disposal facilities are prohibited within City limits by making the ordinance available on the City's web page</p> <p><b><u>Activity:</u></b> See BMP description above</p> <p><b><u>Implementation Plan:</u></b> See Timeline/Implementation schedule above</p> <p><b><u>Performance Measures:</u></b> See Measurable Goals above</p>											

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 3-9

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<b><u>BMP Title:</u></b> Illicit discharge inspection	
<b><u>BMP Description:</u></b> The City will identify and document any dry weather flow by inspecting storm water outfalls.	
<b><u>Measurable Goals:</u></b> <ul style="list-style-type: none"> <li>Percentage of outfalls inspected for dry weather flow</li> <li>Number of illicit discharges located</li> </ul>	<b><u>Timeline / Implementation Schedule:</u></b> <ul style="list-style-type: none"> <li>Inspect and document dry weather flow from storm water outfalls annually</li> <li>Year 5 – 100% outfalls inspected for dry weather flows</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b> <ul style="list-style-type: none"> <li>Keep records of inspection</li> </ul>	
<b>Responsible Person</b>	<b>Responsible Department</b>
<b>Name:</b> David Hinrichs	<b>Title:</b> City Administrator
<b>Title:</b> Public Works Coordinator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:info@ci.lauderdale.mn.us">info@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	

## Construction Site Runoff Control

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 4-1

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/> Public education & outreach <input type="checkbox"/> Public participation & involvement <input type="checkbox"/> Illicit discharge detection & elimination	<input checked="" type="checkbox"/> Construction site runoff controls <input type="checkbox"/> Post-construction storm water management <input type="checkbox"/> Pollution prevention/Good housekeeping
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<b><u>BMP Title:</u></b> Site plan review process (ordinance)	
<b><u>BMP Description:</u></b> The City has a review and permit process in place for every applicant for a building permit, subdivision approval or a permit to allow land disturbing activities. Submission requirements, plan approval procedures, approval standards for erosion and sediment control BMPs, and performance bond agreement criteria are outlined in the ordinance.	
<b><u>Measurable Goals:</u></b> <ul style="list-style-type: none"> <li>Site plan review requirements exist (y/n)</li> <li>Review standards in place (y/n)</li> <li>Number of plans reviewed (#)</li> <li>Number of BMPs implemented as a result of plan review (#)</li> </ul>	<b><u>Timeline / Implementation Schedule:</u></b> <ul style="list-style-type: none"> <li>Currently in place and will continue</li> <li>Year 1- Review of current ordinances</li> <li>Year 2- Implementation of changes to ordinance if necessary</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<b><u>Responsible Person</u></b>	<b><u>Responsible Department</u></b>
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	
<b><u>Audience:</u></b> Contractor/developer.	
<b><u>Educational goal:</u></b> To provide guidance to developer/contractor on proper procedures and requirements by making the ordinance available on the City's web page	
<b><u>Activity:</u></b> See BMP description above	
<b><u>Implementation Plan:</u></b> See Timeline/Implementation schedule above	
<b><u>Performance Measures:</u></b> See Measurable Goals above	



## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 4-2

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Development review meeting

**BMP Description:** Development review meetings are held periodically through the year to review proposals by individual developers.

**Measurable Goals:**

- Number of development/pre-construction meetings held
- Number of plans reviewed

**Timeline / Implementation Schedule:**

- Currently in place and will continue

**Specific Components & Notes (optional):**

**Responsible Person**

**Name:** Rick Getschow

**Title:** City Administrator

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Responsible Department**

**Title:** City Administrator

**Dept. Head:** Rick Getschow

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Educational components related to this BMP (description or number – optional):**

**Audience:** Developer.

**Educational:** To provide developer with information regarding the City's expectations/regulations and standards for the development in question

**Activity:** See BMP description above

**Implementation Plan:** See Timeline/Implementation schedule above

**Performance Measures:** See Measurable Goals above

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 4-3

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Erosion & sediment control (ESC) (ordinance)

**BMP Description:** The City presently has a storm water management ordinance wherein applicants are required to include a description of erosion and sediment control BMPs used on site. Applicants are required to outline start and completion dates of site erosion control measures used to comply with the ordinance, as well as list provisions for their maintenance during construction. Standards for approval are listed in the ordinance, however, additional BMPs and design criteria for erosion control not included in the ordinance need to be performed in accordance with the MPCA publication "Protecting Water Quality in Urban Areas".

**Measurable Goals:**

- Ordinance exists (y/n)
- Year 1- Examination of existing ordinances, development of additional ordinance language if necessary, comparison with similar communities
- Year 2- Consultation with attorney, changes to present ordinance if necessary. Implementation of revised ordinance if necessary

**Timeline / Implementation Schedule:**

- Currently in place and will continue
- Year 1- Examination of existing ordinances, development of additional ordinance language if necessary, comparison with similar communities
- Year 2- Consultation with attorney, changes to present ordinance if necessary. Implementation of revised ordinance if necessary

**Specific Components & Notes (optional):**

<b>Responsible Person</b>	<b>Responsible Department</b>
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> rick.getschow@ci.lauderdale.mn.us	<b>E-mail:</b> rick.getschow@ci.lauderdale.mn.us

**Educational components related to this BMP (description or number – optional):**

**Audience:** Contractor.

**Educational goal:** To inform the contractor of his responsibilities regarding erosion and sediment control on site by making the ordinances available on the City's web page

**Activity:** See BMP description above

**Implementation Plan:** See Timeline/Implementation schedule above

**Performance Measures:** See Measurable Goals above

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### BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 4-4

**Minimum Control Measures Addressed by This BMP**

<table border="1" style="width: 100%;"> <tr> <td style="width: 20px; text-align: center;"><input checked="" type="checkbox"/></td> <td>Public education &amp; outreach</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Public participation &amp; involvement</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Illicit discharge detection &amp; elimination</td> </tr> </table>	<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Illicit discharge detection & elimination	<table border="1" style="width: 100%;"> <tr> <td style="width: 20px; text-align: center;"><input checked="" type="checkbox"/></td> <td>Construction site runoff controls</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Post-construction storm water management</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Pollution prevention/Good housekeeping</td> </tr> </table>	<input checked="" type="checkbox"/>	Construction site runoff controls	<input type="checkbox"/>	Post-construction storm water management	<input type="checkbox"/>	Pollution prevention/Good housekeeping
<input checked="" type="checkbox"/>	Public education & outreach												
<input type="checkbox"/>	Public participation & involvement												
<input type="checkbox"/>	Illicit discharge detection & elimination												
<input checked="" type="checkbox"/>	Construction site runoff controls												
<input type="checkbox"/>	Post-construction storm water management												
<input type="checkbox"/>	Pollution prevention/Good housekeeping												

<b><u>BMP Title:</u></b> Construction site waste control (ordinance)	
<b><u>BMP Description:</u></b> Water pumped from construction sites is required to be treated using appropriate measures and cannot be discharged in a manner that causes erosion or flooding.	
<b><u>Measurable Goals:</u></b>	<b><u>Timeline / Implementation Schedule:</u></b>
<ul style="list-style-type: none"> <li>Ordinance exists (y/n)</li> </ul>	<ul style="list-style-type: none"> <li>In place at this time and will continue</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<b><u>Responsible Person</u></b>	<b><u>Responsible Department</u></b>
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> rick.getschow@ci.lauderdale.mn.us	<b>E-mail:</b> rick.getschow@ci.lauderdale.mn.us
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	
<b><u>Audience:</u></b> Contractor.	
<b><u>Educational goal:</u></b> To inform the contractor of his responsibilities regarding waste control and disposal on construction sites"/+4]7 by making the ordinances available on the City's web page	
<b><u>Activity:</u></b> See BMP description above	
<b><u>Implementation Plan:</u></b> See Timeline/Implementation schedule above	
<b><u>Performance Measures:</u></b> See Measurable Goals above	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 4-5

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/> Public education & outreach <input type="checkbox"/> Public participation & involvement <input type="checkbox"/> Illicit discharge detection & elimination	<input checked="" type="checkbox"/> Construction site runoff controls <input type="checkbox"/> Post-construction storm water management <input type="checkbox"/> Pollution prevention/Good housekeeping
--	---

**BMP Title:** Information sheet for developers/contractors

**BMP Description:** The City will develop an information sheet with a list and description of minimum erosion and sediment control measures/best management practices required. This information sheet will be made available to developers/contractors.

<p><b><u>Measurable Goals:</u></b></p> <ul style="list-style-type: none"> <li>• Year 1- Assess materials available with other similar communities, as well as outside entities, including, but not limited to non-profit organizations, watersheds, soil and water conservation districts, water management organizations, extension, county, regional, state and federal agencies</li> <li>• Year 2- Develop content, design and print material. Identify distribution opportunities</li> </ul>	<p><b><u>Timeline / Implementation Schedule:</u></b></p> <ul style="list-style-type: none"> <li>• Year 1- Assess materials available with other similar communities, as well as outside entities, including, but not limited to non-profit organizations, watersheds, soil and water conservation districts, water management organizations, extension, county, regional, state and federal agencies</li> <li>• Year 2- Develop content, design and print material. Identify distribution opportunities</li> </ul>
--	--

**Specific Components & Notes (optional):**

<b>Responsible Person</b>	<b>Responsible Department</b>
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>

**Educational components related to this BMP (description or number – optional):**

**Audience:** Contractor.  
**Educational goal:** To provide information sheets to developer/contractor/construction site personnel with a listing and description of appropriate minimum erosion and sediment control measures/best management practices.  
**Activity:** See BMP description above  
**Implementation Plan:** See Timeline/Implementation schedule above  
**Performance Measures:** See Measurable Goals above

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 4-6

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/> Public education & outreach	<input checked="" type="checkbox"/> Construction site runoff controls
<input type="checkbox"/> Public participation & involvement	<input type="checkbox"/> Post-construction storm water management
<input type="checkbox"/> Illicit discharge detection & elimination	<input type="checkbox"/> Pollution prevention/Good housekeeping

**BMP Title:** Procedures for site inspection and enforcement

**BMP Description:** The City will develop procedures for inspection and enforcement of construction site control measures related to erosion and sediment as well as site waste.

<p><b><u>Measurable Goals:</u></b></p> <ul style="list-style-type: none"> <li>Year 1- Evaluate current complaint response and inspection procedures</li> <li>Year 2- Improve and document new procedures for complaint response and inspection, develop guidelines for inspection and enforcement. If necessary include new enforcement language and procedures in existing ordinances</li> </ul>	<p><b><u>Timeline / Implementation Schedule:</u></b></p> <ul style="list-style-type: none"> <li>Year 1- Evaluate current complaint response and inspection procedures</li> <li>Year 2- Improve and document new procedures for complaint response and inspection, develop guidelines for inspection and enforcement. If necessary include new enforcement language and procedures in existing ordinances</li> </ul>
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**Specific Components & Notes (optional):**

- Keep records of inspections

Responsible Person	Responsible Department
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
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**Educational components related to this BMP (description or number – optional):**

## Post-Construction Runoff Control

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 5-1

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Post-construction runoff control (ordinance)

**BMP Description:** The City has established storm water management criteria for proposed land disturbing or development activities. Minimum design standards are outlined for all detention facilities constructed in the City. In addition applicants are referred to the MPCA publication "Protecting Water Quality in Urban Areas" for additional design guidelines. The City will enforce additional requirements on areas that undergo redevelopment activity (Lauderdale SWMP).

<p><b><u>Measurable Goals:</u></b></p> <ul style="list-style-type: none"> <li>• Number of permanent storm water BMPs installed as a result of ordinance</li> </ul>	<p><b><u>Timeline / Implementation Schedule:</u></b></p> <ul style="list-style-type: none"> <li>• Currently in place and will continue</li> <li>• Year 1- Examination of existing ordinances, development of additional ordinance language if necessary, comparison with similar communities</li> <li>• Year 2- Consultation with attorney, changes to present ordinance if necessary. Implementation of revised ordinance if necessary</li> </ul>
--	--

**Specific Components & Notes (optional):**

Responsible Person	Responsible Department
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
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**Educational components related to this BMP (description or number – optional):**

**Audience:** Developer.  
**Educational goal:** To inform the developer of design standards in place for post construction storm water management by making the ordinance available on the City's web page  
**Activity:** See BMP description above  
**Implementation Plan:** See Timeline/Implementation schedule above  
**Performance Measures:** See Measurable Goals above

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 5-2

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Plan review process (ordinance)

**BMP Description:** Plan review procedures are identified in City ordinances, which require submittal, review and approval of required permit applications. Design standards and timelines for review are provided in the ordinance. The City uses this regulatory mechanism to ensure post-construction runoff control compliance with the approved Surface Water Management Plan. Final approval by the City Engineer is required as well as compliance with the City's Comprehensive Surface Water Management Plan (CSWMP, National Urban Runoff Program (NURP) and the standards established by MPCA in their publication "Protecting Water Quality in Urban Areas".

**Measurable Goals:**

- Year 1- Review standards in place
- Year 2- Implement changes if necessary
- Number of plans reviewed
- Number of resulting BMPs

**Timeline / Implementation Schedule:**

- Year 1- Review standards in place
- Year 2- Implement changes if necessary
- Number of plans reviewed

**Specific Components & Notes (optional):**

**Responsible Person**

**Name:** Rick Getschow

**Title:** City Administrator

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Responsible Department**

**Title:** City Administrator

**Dept. Head:** Rick Getschow

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Educational components related to this BMP (description or number – optional):**

**Audience:** Developer.

**Educational goal:** To make developer aware of procedures and standards in place for post construction storm water management by making plan review procedures and requirements available on the City's web page

**Activity:** See BMP description above

**Implementation Plan:** See Timeline/Implementation schedule above

**Performance Measures:** See Measurable Goals above

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 5-3

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<b><u>BMP Title:</u></b> Vegetative stabilization	
<b><u>BMP Description:</u></b> The City uses vegetative stabilization techniques where appropriate to stabilize, channels, slopes or banks on City property.	
<b><u>Measurable Goals:</u></b>	<b><u>Timeline / Implementation Schedule:</u></b>
<ul style="list-style-type: none"> <li>Number of site stabilized</li> </ul>	<ul style="list-style-type: none"> <li>Currently in place and will continue</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<b><u>Responsible Person</u></b>	
<b>Name:</b> Rick Getschow	<b>Responsible Department</b>
<b>Title:</b> City Administrator	<b>Title:</b> City Administrator
<b>Phone:</b> 651-631-0300	<b>Dept. Head:</b> Rick Getschow
<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>	<b>Phone:</b> 651-631-0300
	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	



## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 5-4

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Structural stabilization

**BMP Description:** The City uses structural stabilization techniques where appropriate to stabilize, channels, slopes, banks and pond outlets on City property.

**Measurable Goals:**

- Number of sites stabilized
- Description of stabilization method used

**Timeline / Implementation Schedule:**

- Currently in place and will continue

**Specific Components & Notes (optional):**

<b>Responsible Person</b>	<b>Responsible Department</b>
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>

**Educational components related to this BMP (description or number – optional):**

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 5-5

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Zoning (ordinance)

**BMP Description:** A zoning ordinance is in place that regulates landuse planning and establishes design standards according to the City's Storm Water Management Plan and Comprehensive Plan.

**Measurable Goals:**

- Completed ordinance (y/n)

**Timeline / Implementation Schedule:**

- Currently in place

**Specific Components & Notes (optional):**

**Responsible Person**

**Name:** Rick Getschow

**Title:** City Administrator

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Responsible Department**

**Title:** City Administrator

**Dept. Head:** Rick Getschow

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Educational components related to this BMP (description or number – optional):**

**Audience:** Developers as well as general public.

**Educational goals:** To educate residents/business owners/developers about zoning regulations in the City by making the ordinance available on the City's web page

**Activity:** See BMP description above

**Implementation Plan:** See Timeline/Implementation schedule above

**Performance Measures:** See Measurable Goals above

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 5-6

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Wetland (ordinance)

**BMP Description:** The City has an ordinance that: prohibits discharge of runoff into wetlands without pre-treatment; requires a protective buffer around wetlands and has established guidelines for wetland replacement.

**Measurable Goals:**

- Ordinance completed (y/n)

**Timeline / Implementation Schedule:**

- Currently in place

**Specific Components & Notes (optional):**

**Responsible Person**

**Name:** Rick Getschow

**Title:** City Administrator

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Responsible Department**

**Title:** City Administrator

**Dept. Head:** Rick Getschow

**Phone:** 651-631-0300

**E-mail:** [rick.getschow@ci.lauderdale.mn.us](mailto:rick.getschow@ci.lauderdale.mn.us)

**Educational components related to this BMP (description or number – optional):**

**Audience:** Developers, contractors, residents, City staff, commercial fertilizer/pesticide/herbicide applicators

**Educational goal:** To inform building and chemical application contractors of wetland protection regulations in the City

**Activity:** See BMP description above

**Implementation Plan:** See Timeline/Implementation schedule above

**Performance Measures:** See Measurable Goals above

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 5-7

### Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<b><u>BMP Title:</u></b> Fertilizer (ordinance)	
<b><u>BMP Description:</u></b> The City has a fertilizer ordinance that: limits phosphate application within the City, prohibits application on impervious surfaces and unimproved areas and establishes a fertilizer free buffer zone around wetlands and other water resources.	
<b><u>Measurable Goals:</u></b>	<b><u>Timeline / Implementation Schedule:</u></b>
<ul style="list-style-type: none"> <li>• Ordinance completed (y/n)</li> </ul>	<ul style="list-style-type: none"> <li>• Currently in place</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<b><u>Responsible Person</u></b>	<b><u>Responsible Department</u></b>
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	
<b><u>Audience:</u></b> City staff, residents/business owners/commercial applicators.	
<b><u>Educational goal:</u></b> To educate residents/business owners/commercial applicators about fertilizer application regulations by making the ordinance available on the City's web page	
<b><u>Activity:</u></b> See BMP description above	
<b><u>Implementation Plan:</u></b> See Timeline/Implementation schedule above	
<b><u>Performance Measures:</u></b> See Measurable Goals above	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 5-8

### Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<b>BMP Title:</b> Surface Water Management Plan	
<b>BMP Description:</b> The City has a Surface Water Management Plan (SWMP) that has been adopted by resolution. The CSWMP outlines City and agency goals and City policies regarding storm water management, operation and maintenance of the storm water system.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• Completed CSWMP (y/n)</li> <li>• Updated (y/n)</li> </ul>	<b>Timeline / Implementation Schedule:</b> <ul style="list-style-type: none"> <li>• Updated (y/n)</li> </ul>
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person</b>	<b>Responsible Department</b>
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
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<b>Educational components related to this BMP (description or number – optional):</b>	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 5-9

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Comprehensive Plan

**BMP Description:** The City has a Comprehensive Plan that is regularly updated. The Comprehensive Plan includes guidelines on landuse, transportation, housing, community and economic development, and environmental and natural resource planning

**Measurable Goals:**

- Comprehensive Plan completed (y/n)
- Comprehensive Plan updated (y/n)

**Timeline / Implementation Schedule:**

- Comprehensive Plan updated (y/n)

**Specific Components & Notes (optional):**

<b>Responsible Person</b>	<b>Responsible Department</b>
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow
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**Educational components related to this BMP (description or number – optional):**

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 5-10

### Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

**BMP Title:** Inspection and maintenance (ordinance)

**BMP Description:** All private storm water facilities are to be designed to minimize maintenance, to provide access for maintenance purposes and to be structurally sound. All storm water facilities are required to follow operation and maintenance requirements as listed in the most recent surface water management plan (SWMP). The director of public works or a designated representative shall inspect during construction and at least every two years thereafter. Inspection records will be kept on file for 6 years.

**Measurable Goals:**

- Year 1- Examination of existing ordinance
- Year 2- Development of language, comparison with similar communities, consultation with attorney
- Year 3- Changes to present ordinance if necessary. Implementation of new ordinance if necessary

**Timeline / Implementation Schedule:**

- Year 1- Examination of existing ordinance
- Year 2- Development of language, comparison with similar communities, consultation with attorney
- Year 3- Changes to present ordinance if necessary. Implementation of new ordinance if necessary

**Specific Components & Notes (optional):**

- Keep records of inspection, date and any maintenance actions recommended
- 

**Responsible Person**

**Name:** Rick Getschow

**Title:** City Administrator

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**Responsible Department**

**Title:** City Administrator

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**Educational components related to this BMP (description or number – optional):**

**Audience:** Developers/property owners with on-site BMPs

**Educational goal:** To educate Developers/property owners with BMPs about BMP maintenance requirements by making the ordinance available on the City's web page

**Activity:** See BMP description above

**Implementation Plan:** See Timeline/Implementation schedule above

**Performance Measures:** See Measurable Goals above

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 5-11

**Minimum Control Measures Addressed by This BMP**

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<b><u>BMP Title:</u></b> Tree protection program	
<b><u>BMP Description:</u></b> In it's efforts to preserve existing trees and encourage planting of new ones, Lauderdale has a designated staff to oversee this program, it has ordinances that dictates spraying and procedures to be followed for diseased tree evaluation and removal. There is also a Tree Commission that works on developing a planting strategy.	
<b><u>Measurable Goals:</u></b>	<b><u>Timeline / Implementation Schedule:</u></b>
<ul style="list-style-type: none"> <li>• Tree protection ordinances (y/n)</li> <li>• Staff assigned</li> <li>• Special programs implemented</li> </ul>	<ul style="list-style-type: none"> <li>• Practices currently in place (y/n)</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<b><u>Responsible Person</u></b>	<b><u>Responsible Department</u></b>
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow
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<b><u>Educational components related to this BMP (description or number – optional):</u></b>	
<b><u>Audience:</u></b> Lauderdale residents and business owners	
<b><u>Educational goal:</u></b> To inform residents and business owners in Lauderdale about the City's policy regarding diseased trees and spraying by making the tree ordinance available on the City's web page	
<b><u>Activity:</u></b> See BMP description above	
<b><u>Implementation Plan:</u></b> See Timeline/Implementation schedule above	
<b><u>Performance Measures:</u></b> See Measurable Goals above	



## Pollution Prevention/Good Housekeeping BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 6-1

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<b><u>BMP Title:</u></b> Fleet/equipment maintenance and oil recycling	
<b><u>BMP Description:</u></b> The City regularly maintains it's fleet and recycles the oil periodically.	
<b><u>Measurable Goals:</u></b> <ul style="list-style-type: none"> <li>Fleet/equipment maintenance program in place (y/n)</li> <li>Oil recycling program in place (y/n)</li> </ul>	<b><u>Timeline / Implementation Schedule:</u></b> <ul style="list-style-type: none"> <li>Practices currently in place and will continue</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<b>Responsible Person</b>	
Name: David Hinrichs	<b>Responsible Department</b>
Title: Public Works Coordinator	Title: City Administrator
Phone: 651-631-0300	Dept. Head: Rick Getschow
E-mail: <a href="mailto:info@ci.lauderdale.mn.us">info@ci.lauderdale.mn.us</a>	Phone: 651-631-0300
	E-mail: <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 6-2

**Minimum Control Measures Addressed by This BMP**

- |   |   |
|---|---|
| <input type="checkbox"/> Public education & outreach<br><input type="checkbox"/> Public participation & involvement<br><input type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Construction site runoff controls<br><input type="checkbox"/> Post-construction storm water management<br><input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |
|---|---|

<b><u>BMP Title:</u></b> Street sweeping	
<b><u>BMP Description:</u></b> Street sweeping is contracted to a licensed contractor, and street sweeping conducted at least once a year. Priority areas are designated.	
<b><u>Measurable Goals:</u></b>	<b><u>Timeline / Implementation Schedule:</u></b>
<ul style="list-style-type: none"> <li>Number of streets/miles of street swept</li> <li>Priority areas identified</li> </ul>	<ul style="list-style-type: none"> <li>Program in place and will continue</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<b><u>Responsible Person</u></b>	<b><u>Responsible Department</u></b>
<b>Name:</b> David Hinrichs	<b>Title:</b> City Administrator
<b>Title:</b> Public Works Coordinator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:info@ci.lauderdale.mn.us">info@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 6-3

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<b><u>BMP Title:</u></b> Pond, sediment basins and MS4 outfall inspection and cleaning	
<b><u>BMP Description:</u></b> A minimum of 20% of the ponds, sediment basins and outfalls in the City will be inspected annually in rotation until all have been inspected during the Permit period. A log describing the inspection and cleaning (if necessary) will be maintained	
<b><u>Measurable Goals:</u></b> <ul style="list-style-type: none"> <li>• Number of outfalls and ponds inspected (20% minimum/year)</li> <li>• Number of outfalls or ponds where sediment was removed</li> </ul>	<b><u>Timeline / Implementation Schedule:</u></b> <ul style="list-style-type: none"> <li>• Inspect 20% of current outfalls and ponds annually and maintain log of inspection and cleaning (where necessary)</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b> <ul style="list-style-type: none"> <li>• Keep records of inspection results, date and any maintenance performed or recommended.</li> </ul>	
<b><u>Responsible Person</u></b>	<b><u>Responsible Department</u></b>
<b>Name:</b> David Hinrichs	<b>Title:</b> City Administrator
<b>Title:</b> Public Works Coordinator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:info@ci.lauderdale.mn.us">info@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 6-4

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<b><u>BMP Title:</u></b> Structural pollution devices inspection and cleaning	
<b><u>BMP Description:</u></b> The City currently has inspection in place for all structural pollution devices annually	
<b><u>Measurable Goals:</u></b> <ul style="list-style-type: none"> <li>• Number of devices inspected</li> <li>• Number of devices from which sediment was removed</li> </ul>	<b><u>Timeline / Implementation Schedule:</u></b> <ul style="list-style-type: none"> <li>• Currently in place and will continue</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b> <ul style="list-style-type: none"> <li>• Keep records of inspection results, date and any maintenance performed or recommended</li> </ul>	
<b><u>Responsible Person</u></b>	<b><u>Responsible Department</u></b>
<b>Name:</b> David Hinrichs	<b>Title:</b> City Administrator
<b>Title:</b> Public Works Coordinator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:info@ci.lauderdale.mn.us">info@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 6-5

### Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<b>BMP Title:</b> Storm drainage system inspection, cleaning and maintenance	
<b>BMP Description:</b> The City currently conducts inspection of the storm conveyance system and any ancillary appurtenances not covered by other inspections on an annual basis and makes repairs and replacements if necessary	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Storm water conveyance system inspection completed (y/n)</li> <li>Documentation of maintenance actions completed (y/n)</li> </ul>	<b>Timeline / Implementation Schedule:</b> <ul style="list-style-type: none"> <li>Currently in place and will continue</li> </ul>
<b>Specific Components &amp; Notes (optional):</b> <ul style="list-style-type: none"> <li>Keep records of inspection results, date and any maintenance performed or recommended</li> </ul>	
<b>Responsible Person</b>	<b>Responsible Department</b>
<b>Name:</b> David Hinrichs	<b>Title:</b> City Administrator
<b>Title:</b> Public Works Coordinator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:info@ci.lauderdale.mn.us">info@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b>Educational components related to this BMP (description or number – optional):</b>	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 6-6

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/> Public education & outreach <input type="checkbox"/> Public participation & involvement <input type="checkbox"/> Illicit discharge detection & elimination	<input type="checkbox"/> Construction site runoff controls <input type="checkbox"/> Post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping
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<p><b><u>BMP Title:</u></b> Sanitary sewer maintenance and upgrade program</p>	
<p><b><u>BMP Description:</u></b> The City maintains an inventory of its sanitary sewer system. Periodic inspections and maintenance is performed when necessary to ensure the proper functioning of the system. Sanitary system upgrades and changes if any are documented and the inventory updated annually</p>	
<p><b><u>Measurable Goals:</u></b></p> <ul style="list-style-type: none"> <li>Inventory of system completed (y/n)</li> <li>Updates to system documented (y/n)</li> <li>Length of pipe cleaned</li> <li>Length of pipe replaced</li> <li>Contingency plan for spills/leaks exists (y/n)</li> </ul>	<p><b><u>Timeline / Implementation Schedule:</u></b></p> <ul style="list-style-type: none"> <li>Currently in place and will continue</li> </ul>
<p><b><u>Specific Components &amp; Notes (optional):</u></b></p> <ul style="list-style-type: none"> <li>Keep records of inspection results, date and any maintenance performed or recommended</li> </ul>	
<p><b>Responsible Person</b></p> <p><b>Name:</b> David Hinrichs</p> <p><b>Title:</b> Public Works Coordinator</p> <p><b>Phone:</b> 651-631-0300</p> <p><b>E-mail:</b> <a href="mailto:info@ci.lauderdale.mn.us">info@ci.lauderdale.mn.us</a></p>	<p><b>Responsible Department</b></p> <p><b>Title:</b> City Administrator</p> <p><b>Dept. Head:</b> Rick Getschow</p> <p><b>Phone:</b> 651-631-0300</p> <p><b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a></p>
<p><b><u>Educational components related to this BMP (description or number – optional):</u></b></p>	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 6-7

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<b><u>BMP Title:</u></b> Recycling	
<b><u>BMP Description:</u></b> Recycling is contracted out by the City to a licensed operator. Instructions on leaf disposal are posted on the City web page	
<b><u>Measurable Goals:</u></b> <ul style="list-style-type: none"> <li>Recycling program exists (y/n)</li> <li>Leaf litter disposal instruction available (y/n)</li> </ul>	<b><u>Timeline / Implementation Schedule:</u></b> <ul style="list-style-type: none"> <li>Currently in place and will continue</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<b><u>Responsible Person</u></b>	
Name: Rick Getschow	<b><u>Responsible Department</u></b>
Title: City Administrator	Title: City Administrator
Phone: 651-631-0300	Dept. Head: Rick Getschow
E-mail: <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>	Phone: 651-631-0300
	E-mail: <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	

## BMP Page

**MS4 Name:** City of Lauderdale

**Unique Identifying Number:** 6-8

**Minimum Control Measures Addressed by This BMP**

<input type="checkbox"/> Public education & outreach <input type="checkbox"/> Public participation & involvement <input type="checkbox"/> Illicit discharge detection & elimination	<input type="checkbox"/> Construction site runoff controls <input type="checkbox"/> Post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping
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<b><u>BMP Title:</u></b> Municipal staff training	
<b><u>BMP Description:</u></b> The City currently has in-house training/orientation for new staff, brochures and postings on City information boards. In addition, City staff attend training programs offered by outside agencies, and manufacturers of equipment used in municipal work	
<b><u>Measurable Goals:</u></b>	<b><u>Timeline / Implementation Schedule:</u></b>
<ul style="list-style-type: none"> <li>Training conducted in-house</li> <li>Brochures and postings on City notice boards</li> <li>Number of training programs offered to City employees</li> </ul>	<ul style="list-style-type: none"> <li>Training in place and will continue</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<b>Responsible Person</b>	<b>Responsible Department</b>
<b>Name:</b> Rick Getschow	<b>Title:</b> City Administrator
<b>Title:</b> City Administrator	<b>Dept. Head:</b> Rick Getschow
<b>Phone:</b> 651-631-0300	<b>Phone:</b> 651-631-0300
<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>	<b>E-mail:</b> <a href="mailto:rick.getschow@ci.lauderdale.mn.us">rick.getschow@ci.lauderdale.mn.us</a>
<b><u>Educational components related to this BMP (description or number – optional):</u></b>	



# Memo

**Project Name:** NPDES Phase II MS4 Permit

**Client:** City of Lauderdale

**To:** Rick Getschow

**File No:** 532-02-104

**From:** Shabana Hameed, Wesley Saunders-Pearce

**Date:** 3/12/03, revised 3/16/03

**Re:** Gap Memo and checklist

## INTRODUCTION

Using the list of existing BMPs and Measurable Goals discussed at our second meeting, we created a preliminary SWPPP for the City of Lauderdale. We then reviewed the preliminary SWPPP against the requirements of the MS4 General Permit to determine any possible shortfalls or gaps. In this memo, we have summarized the results of this gap review process both in narrative and tabular form. Language from the Permit is also included to make comparisons between the proposed SWPPP and Permit requirements easier.

The tabular summary presents a detailed list of requirements under each of the MCMs in the MS4 Permit. We have listed your BMPs that apply to each of these requirements to help you understand how well your MS4 complies with the MS4 Permit. The BMPs are identified by a Unique Identifying Number (UIN) that we have arbitrarily assigned to each BMP. These numbers will correspond with your SWPPP document.

It is worth noting that through our evaluation process and discussions with you, we may have already closed many potential gaps in the development of your preliminary SWPPP. For example, in some circumstances, an existing practice was used to meet a corresponding Permit requirement, but still needed formalization or improvement within the specific components or implementation schedule for applicability. In those circumstances, the BMPs are represented in bold font within the tabular summary. Suggested new BMPs to "close the gap" are represented in the tabulation with an asterisk in larger, bold font in italics. BMPs with no emphasis represent existing unchanged or minimally altered BMPs.

Occasionally there may be narrative that highlights the overall adequacy of your preliminary SWPPP in meeting each MCM requirements. If there was an area where the existing BMPs did not meet the Permit requirement, this was considered a gap. In this case, we included narrative comments, where appropriate, suggesting new or revised BMPs, measurable goals, and specific components for compliance. Your final draft SWPPP will incorporate these suggested BMPs, measurable goals, and implementation timelines for your consideration.

## MCM 1: Public Education and Outreach

The requirements for Public Education were met by existing programs with the exception of describing how your education program is being coordinated with and makes effective use of other storm water education programs. Since each of your educational programs serves up to five Minimum Control Measures, we have provided a reminder for development of additional materials within the implementation schedule of a number of educational BMPs. We have also provided you with a **list of possible outside entities** and a **sample letter to request educational information** which may strengthen your program. Also, we have included two additional BMPs listed below. In addition to providing you with material for your existing educational BMPs, these two BMPs satisfy requirement V.G.1.d of the Permit.

# Memo

- 1-9: Evaluate Additional Educational Material: Solicit storm water related material from outside entities  
 Measurable Goals:
  - Number of letters of solicitation sent out
  - List of materials received in response to request
- 1-10: Joint Education Programs with Outside Entities: Contact outside entities such as water conservation districts, schools, watershed management organizations, federal, state, regional, and other City governmental units. Request information and discuss existing programs and how they can be coordinated and used effectively with the City's existing programs.  
 Measurable Goals:
  - Number of outside entities contacted
  - Number of outside entity programs identified

Permit Requirement	Unique Identifying Numbers (UIN)
V.G.1.	Public education and outreach on storm water impacts. You must select and implement a program of appropriate <b>BMPs</b> and measurable goals for this minimum control measure. At minimum:
V.G.1.a	You must implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about impact of storm water discharge on water bodies and the steps that the public can take to reduce pollutants in storm water runoff <b>1-1, 1-2, 1-3, 1-4, 1-5*, 1-6, 1-7, 1-8, 1-9*, 1-10*, 2-4, 2-5*, 4-5*</b>
V.G.1.b	You must specifically implement an education program that individually addresses each Minimum Control Measure (Parts V, G. 1 through 6):
V.G.1.b(1)	Public education and outreach <b>1-1, 1-2, 1-3, 1-4, 1-5*, 1-6, 1-7, 1-8, 1-9*, 1-10*</b>
V.G.1.b(2)	Public participation <b>2-4, 2-5*, 1-9*, 1-10*</b>
V.G.1.b(3)	Illicit discharge detection and elimination <b>3-2*, 3-4, 3-5*, 3-8, 2-4, 1-1, 1-2, 1-3, 1-4, 1-6, 1-7, 1-8, 1-9*, 1-10*</b>
V.G.1.b(4)	Construction site storm water runoff control <b>4-1, 4-2, 4-3, 4-4, 4-5*, 2-4, 1-1, 1-2, 1-3, 1-4, 1-6, 1-7, 1-9*, 1-10*</b>
V.G.1.b(5)	Post construction storm water management in new developments and redevelopments <b>5-1, 5-2, 5-5, 5-6, 5-7, 5-11, 1-3, 1-4, 1-6, 1-9*, 1-10*</b>
V.G.1.b(6)	Pollution prevention/good housekeeping for municipal operations <b>1-3, 1-9*, 1-10*</b>
V.G.1.c	For each control measure, your education program must identify:
V.G.1.c(1)	The audience or audiences involved (Note: Each line represents a Minimum Control Measure) <b>1-1, 1-2, 1-3, 1-4, 1-5*, 1-6, 1-7, 1-8, 1-9*, 1-10*</b> <b>2-4, 2-5*, 1-9*, 1-10*</b> <b>3-2*, 3-4, 3-5*, 3-8, 2-4, 1-1, 1-2, 1-3, 1-4, 1-6, 1-7, 1-8, 1-9*, 1-10*</b> <b>4-1, 4-2, 4-3, 4-4, 4-5*, 2-4, 1-1, 1-2, 1-3, 1-4, 1-6, 1-7, 1-9*, 1-10*</b> <b>5-1, 5-2, 5-5, 5-6, 5-7, 2-4, 1-3, 1-4, 1-9*, 1-10*</b> <b>1-3, 1-9*, 1-10*</b>

# Memo

V.G.1.c(2)	Educational goals for each audience in terms of increased awareness, increased understanding, acquired skills, and/or desired changes in behavior
	<p>(Note: Each line represents a Minimum Control Measure)</p> <p>1-1, 1-2, 1-3, 1-4, 1-5*, 1-6, 1-7, 1-8, 1-9*, 1-10*</p> <p>2-4, 2-5*, 1-9*, 1-10*</p> <p>3-2*, 3-4, 3-5*, 3-8, 2-4, 1-1, 1-2, 1-3, 1-4, 1-6, 1-7, 1-8, 1-9*, 1-10*</p> <p>4-1, 4-2, 4-3, 4-4, 4-5*, 2-4, 1-1, 1-2, 1-3, 1-4, 1-6, 1-7, 1-9*, 1-10*</p> <p>5-1, 5-2, 5-5, 5-6, 5-7, 2-4, 1-3, 1-4, 1-9*, 1-10*</p> <p>1-3, 1-9*, 1-10*</p>
V.G.1.c(3)	Activities used to reach educational goals for each audience
	<p>(Note: Each line represents a Minimum Control Measure)</p> <p>1-1, 1-2, 1-3, 1-4, 1-5*, 1-6, 1-7, 1-8, 1-9*, 1-10*</p> <p>2-4, 2-5*, 1-9*, 1-10*</p> <p>3-2*, 3-4, 3-5*, 3-8, 2-4, 1-1, 1-2, 1-3, 1-4, 1-6, 1-7, 1-8, 1-9*, 1-10*</p> <p>4-1, 4-2, 4-3, 4-4, 4-5*, 2-4, 1-1, 1-2, 1-3, 1-4, 1-6, 1-7, 1-9*, 1-10*</p> <p>5-1, 5-2, 5-5, 5-6, 5-7, 2-4, 1-3, 1-4, 1-9*, 1-10*</p> <p>1-3, 1-9*, 1-10**</p>
V.G.1.c(4)	Activity implementation plans, including responsible department in charge, entities responsible for given activities, and schedules
	<p>(Note: Each line represents a Minimum Control Measure)</p> <p>1-1, 1-2, 1-3, 1-4, 1-5*, 1-6, 1-7, 1-8, 1-9*, 1-10*</p> <p>2-4, 2-5*, 1-9*, 1-10*</p> <p>3-2*, 3-4, 3-5*, 3-8, 2-4, 1-1, 1-2, 1-3, 1-4, 1-6, 1-7, 1-8, 1-9*, 1-10*</p> <p>4-1, 4-2, 4-3, 4-4, 4-5*, 2-4, 1-1, 1-2, 1-3, 1-4, 1-6, 1-7, 1-9*, 1-10*</p> <p>5-1, 5-2, 5-5, 5-6, 5-7, 2-4, 1-3, 1-4, 1-9*, 1-10*</p> <p>1-3, 1-9*, 1-10**</p>
V.G.1.c(5)	Available performance measures that can be used to determine success in reaching educational goals
	<p>(Note: Each line represents a Minimum Control Measure)</p> <p>1-1, 1-2, 1-3, 1-4, 1-5*, 1-6, 1-7, 1-8, 1-9*, 1-10*</p> <p>2-4, 2-5*, 1-9*, 1-10*</p> <p>3-2*, 3-4, 3-5*, 3-8, 2-4, 1-1, 1-2, 1-3, 1-4, 1-6, 1-7, 1-8, 1-9*, 1-10*</p> <p>4-1, 4-2, 4-3, 4-4, 4-5*, 2-4, 1-1, 1-2, 1-3, 1-4, 1-6, 1-7, 1-9*, 1-10*</p> <p>5-1, 5-2, 5-5, 5-6, 5-7, 2-4, 1-3, 1-4, 1-9*, 1-10*</p> <p>1-3, 1-9*, 1-10*</p>
V.G.1.d	<p>You must describe how your education program is coordinated with and makes effective use of other storm water education programs being conducted in your area by other entities as appropriate for your MS4, including, but not limited to: community groups, nonprofit organizations, lake conservation districts, soil and water conservation districts, watershed districts, watershed management organizations, school districts, University of Minnesota Extension, and county, regional, state, and federal government</p> <p>1-9*, 1-10*</p>
V.G.1.e	<p>You must hold at least one public meeting per year addressing the <b>Storm Water Pollution Prevention Program</b> annual report. You must hold the public meeting prior to submittal to the Commissioner of the annual report, required in Part VI. C</p> <p>1-5*, 2-5*</p>

# Memo

V.G.1.e (1)	<u>Location.</u> The public informational meeting must be held in the general vicinity of the <b>MS4</b> , which is the subject of the permit. Otherwise, the public informational meeting must be held in a place that is generally convenient to persons expected to attend the meeting
	<b><i>1-5*, 2-5*</i></b>
V.G.1.e (2)	<u>Notice.</u> You must prepare a notice of the public informational meeting at least 30 days prior to the meeting. The notice must contain a reference to the <b>Storm Water Pollution Prevention Program</b> , the date, time, and location of the public informational meeting; a concise description of the manner in which the public informational meeting will be conducted; and shall indicate where a copy of the <b>Storm Water Pollution Prevention Program</b> is available for public review
	<b><i>1-5*, 2-5*</i></b>
V.G.1.e (3)	<u>Distribution of notice.</u> You must publish the notice in a <b>newspaper</b> of general circulation in the general vicinity of the <b>MS4</b> , and shall make available a copy of the notice to the Agency, the appropriate city and county officials, and all other persons who have requested that they be informed of public meetings for the <b>Storm Water Pollution Prevention Program</b>
	<b><i>1-5*, 2-5*</i></b>
V.G.1.e (4)	<u>Joint meetings.</u> You may consolidate two or more matters, issues, or related groups of issues, or hold joint <b>MS4</b> public meetings with other permittees to meet the requirements of this part. These public meetings may be part of a larger public meeting, such as a city council meeting, provided that adequate public notice and opportunity to participate is provided
	<b><i>1-5*, 2-5*</i></b>

## **MCM 2: PUBLIC INVOLVEMENT AND PARTICIPATION**

The requirements for Public Involvement and Participation were met by existing programs with the exception of conducting an annual storm water public meeting with a 30-day public notice. The two additional BMPs have been added and are explained below.

1-5\*: 30-day public notice for annual storm water meeting: Post a 30-day public notice prior to the annual storm water public meeting. Possible public notice locations are the City website, City Hall bulletin board, and local newspaper. Additional locations should be reviewed to provide increased awareness of meeting to all citizens and groups.

Measurable Goals:

- Completed public notice requirement
- Number of locations notice is posted

2-5: Annual storm water public meeting: Conduct an annual storm water meeting to discuss storm water issues and allow public comments for changes to the SWPPP. Meetings can either be incorporated in to existing City Council meeting dates or conducted as separate meetings. Appropriate public notice requirements and meeting procedures should be followed.

Measurable Goals:

- Number of attendees
- Number of complaints on storm water quality and/or quantity

# Memo

Permit Requirement	Unique Identifying Numbers (UIN)
V.G.2.	Public participation/involvement. You must select and implement a program of appropriate <b>BMPs</b> and measurable goals for this minimum control measure. At minimum: <b>1-9*, 1-10*, 2-1, 2-2, 2-3, 2-4, 2-5*</b>
V.G.2.a	You must comply with applicable public notice requirements of Part V, G.1.e.2 when implementing the provisions of the <b>Storm Water Pollution Prevention Program</b> <b>1-5*</b>
V.G.2.b	You must get public input and opinion on the adequacy of the <b>Storm Water Pollution Prevention Program</b> , including input from the public meeting, described in Part V, G.1.e., each year prior to submittal of the annual report to the Commissioner, which is described in Part VI, C <b>2-5*</b>
V.G.2.b(1)	You must afford interested persons a reasonable opportunity to make oral statements concerning the <b>Storm Water Pollution Prevention Program</b> <b>2-5*</b>
V.G.2.b(2)	You must consider timely, relevant written materials that interested persons submit concerning the <b>Storm Water Pollution Prevention Program</b> <b>1-5*, 2-5*</b>
V.G.2.b(3)	You may establish procedures and processes for each speaker's presentation, require speakers with similar views to select a spokesperson, specify the timing and format of written materials or make similar rules, to help ensure an opportunity for full and fair consideration of all views <b>2-5*</b>
V.G.2.c	You must consider the public input, oral and written, to the <b>Storm Water Pollution Prevention Program</b> and shall make adjustments you find appropriate <b>2-5*</b>

## **MCM 3: Illicit Discharge, Detection and Elimination**

In most circumstances, the requirements for Illicit Discharge, Detection, and Elimination were met by existing programs which needed formalization, documentation, or minor improvements to meet certain requirements. Gaps for this MCM are listed and described below.

**3-2,3-5: Illicit Discharge and Illicit Connection Ordinance and Enforcement:** Existing ordinance language should include regulations not only for prohibited discharges to the storm sewer system, but also prohibited connections, enforcement, and penalties for non-compliance.

Measurable Goals:

- Year 1- Examination of existing ordinances
- Year 2- Development of ordinance language, comparison with similar communities, consultation with attorney
- Year 3- Implementation of new ordinance if necessary

**3-9: Illicit Discharge Inspection Program:** The NPDES Permit requires the City to inspect 20% ponds, outfalls, and sediment basins. Also, the City is responsible to identify a program to detect and address non-storm water discharges to the MS4. This BMP allows the City to combine the two regulations and inspect each outfall for dry weather flow and identify locations of illicit connections or frequent discharges to the MS4.

**Bonestroo, Rosene, Anderlik and Associates, Inc.**

[www.bonestroo.com](http://www.bonestroo.com)

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Office: 2335 West Highway 36 Road St. Paul, MN 55113 Phone: 651-636-4600 6774 Fax: 651-636-1311	Office: 1516 West Mequon Road Mequon, WI 53092 Phone: 262-241-4466 Fax: 262-241-4901	Office: 112 7 <sup>th</sup> Street NE Rochester, MN 55906 Phone: 507-282-2100 Fax: 507-282-3100	Office: 205 5th Street SW Willmar, MN 56201 Phone: 320-214-9557 Fax: 320-214-9458	Office: 3721 23 <sup>rd</sup> Street S St. Cloud, MN 56301 Phone: 320-251-4553 Fax: 320-251-6252	Office: 888 East Belvidere Grayslake, IL 60030 Phone: 847-548- Fax: 847-548-6979

# Memo

## Measurable Goals:

- Percentage of outfalls inspected for dry weather flow
- Number of illicit discharges located

Permit Requirement	Unique Identifying Numbers (UIN)
V.G.3.	Illicit discharge detection and elimination. You must develop, implement and enforce a program to detect and eliminate illicit discharges as defined at 40 CFR 122.26(b)(2) into your small MS4. You must also select and implement a program of appropriate BMPs and measurable goals for this minimum control measure. At minimum: 3-3, 3-6, 3-8
V.G.3.a	You must develop, if not already completed, a storm sewer system map showing the location of: Ponds, streams, lakes and wetlands that are part of your system
V.G.3.a(1)	3-1
V.G.3.a(2)	Structural pollution control devices (grit chambers, separators, etc.) that are part of your system 3-1
V.G.3.a(3)	All pipes and conveyances in your system, as a goal--but at minimum--those pipes that are 24 inches in diameter and over 3-1
V.G.3.a(4)	Outfalls, including discharges from your system to other MS4s, or waters and wetlands that are not part of your system (where you do not have operational control); structures that discharge storm water directly into groundwater; overland discharge points and all other points of discharge from your system that are outlets, not diffuse flow areas 3-1
V.G.3.b	You must, to the extent allowable under law, effectively prohibit, through ordinance or other regulatory mechanism, non-storm water discharges into your storm sewer system and implement appropriate enforcement procedures and actions 3-2*, 3-5*, 3-7, 3-9*
V.G.3.c	You must develop and implement a program to detect and address non-storm water discharges, including illegal dumping, to your system 3-4, 3-7, 3-9*
V.G.3.d	You must inform employees, businesses, and the general public in your MS4 area of hazards associated with illegal discharges and improper disposal of waste 1-1, 1-2, 1-3, 1-4, 1-6, 1-7, 1-8, 1-9*, 1-10*, 2-4
V.G.3.e	You must address the following categories of non-storm water discharges or flows (i.e., illicit discharges), only if you identify them as significant contributors of pollutants to your small MS4: water line flushing, landscape irrigation, diverted stream flows, rising groundwaters, uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20)), uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, and street wash water, discharges or flows from fire fighting activities Not Applicable

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# Memo

## MCM 4: Construction Site Runoff Control

Most of the BMPs listed for Construction Site Runoff Control need formalization and documentation to meet the Permit requirements. In addition to the enhancements we discussed of the existing BMPs, we have included one additional BMP we feel is necessary for compliance.

4-5: Minimum construction site ESC measures information sheet for developers/contractors/site personnel: The City will develop an information sheet with a list and description (possibly including graphics) of minimum erosion and sediment control measures/best management practices required. This information sheet will be made available to developers/contractors/construction site personnel.

- Year 1- Assess materials available with other similar communities, as well as outside entities, including, but not limited to non-profit organizations, watersheds, soil and water conservation districts, water management organizations, extension, county, regional, state and federal agencies
- Year 2- Develop content, design and print material. Identify distribution opportunities

Permit Requirement	Unique Identifying Numbers (UIN)
V.G.4.	Construction site storm water runoff control. You must develop, implement, and enforce a program to reduce pollutants in any storm water runoff to your small <b>MS4</b> from construction activities within your jurisdiction that result in a land disturbance of <b>greater than or equal to one acre</b> . Reduction of storm water discharges from construction activity disturbing less than one acre must be included in your program, if that construction activity is part of a larger <b>common plan of development or sale</b> that would disturb one acre or more. You must also select and implement a program of appropriate <b>BMPs</b> and measurable goals for this minimum control measure, at minimum: 4-2, 4-5*, 2-4, 5-8
V.G.4.a	An ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under law. These ordinances or regulatory mechanisms must be in place by March 11, 2005 4-3, 5-8
V.G.4.b	Requirements for construction site operators to implement appropriate erosion and sediment control best management practices 4-1, 4-2, 4-3
V.G.4.c	Requirements for construction site operators to control waste, such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality 4-4
V.G.4.d	Procedures for site plan review which incorporate consideration of potential water quality impacts 4-1
V.G.4.e	Procedures for receipt and consideration of reports of non compliance or other information on construction related issues submitted by the public 2-4
V.G.4.f	Procedures for site inspection and enforcement of control measures 4-6

**Bonestroo, Rosene, Anderlik and Associates, Inc.**

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# Memo

## MCM 5: Post Construction Runoff Control

The BMPs for this Minimum Control Measure have been discussed at the second meeting. The BMPs indicated in bold font require formalization or additional modification from current existing procedures to meet the Permit requirements.

Permit Requirement	Unique Identifying Numbers (UIN)
V.G.5.	Post-construction storm water management in new development and redevelopment. You must develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects within your jurisdiction that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger <b>common plan of development or sale</b> that discharge into your small <b>MS4</b> . Your program must ensure that controls are in place that would prevent or minimize water quality impacts. You must also select and implement a program of appropriate <b>BMPs</b> and measurable goals for this minimum control measure. At minimum: <b>5-1, 5-2, 5-8, 2-2</b>
V.G.5.a	Develop and implement strategies which include a combination of structural and/or non-structural best management practices ( <b>BMPs</b> ) appropriate for your community <b>5-1, 5-2, 5-3, 5-4, 5-5, 5-6, 5-7, 5-8, 5-9, 5-10, 5-11</b>
V.G.5.b	Use an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under law <b>5-1, 5-2, 5-8</b>
V.G.5.c	Ensure adequate long-term operation and maintenance of <b>BMPs</b> installed as a result of these requirements <b>5-10</b>

## MCM 6: Pollution Prevention and Good Housekeeping

Two different elements of the Permit regulations needed to be addressed under this Minimum Control Measure, equipment and fleet maintenance (including training) and inspection and maintenance of infrastructure. The City has a small scale maintenance operation that already includes a training component. The City is also actively involved in inspection and maintenance of its infrastructure. To meet the requirements of the Permit the additional burden will be **stringent record keeping for inspections and maintenance**. Staff should be provided with every opportunity to streamline their housekeeping tasks with the object of improving quality of storm water management. It is worth mentioning that if City staff are involved in any way in inspecting ESC BMPs on construction sites they **SHOULD** receive training in this area..

Bonestroo, Rosene, Anderlik and Associates, Inc.

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# Memo

Permit Requirement	Unique Identifying Numbers (UIN)
V.G.6	Pollution prevention/good housekeeping for municipal operations. You must select and implement a program of appropriate <b>BMPs</b> and measurable goals for this minimum control measure. At minimum:
	6-1, 6-2, 6-6, 6-7, 2-2, 5-8
V.G.6.a	You must 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. Training materials that are available from the USEPA, state and regional agencies, or other organizations may be used as appropriate or modified for your community. Your program must include employee training to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance
	<b>1-9*</b> , <b>1-10*</b> , 6-8
V.G.6.b	You must also:
V.G.6.b(1)	Operate and maintain your storm water system in a manner so as to minimize the discharge of pollutants
	<b>6-5</b>
V.G.6.b(2)	Inspect annually all structural pollution control devices, such as trap manholes, grit chambers, sumps, floatable skimmers and traps, separators, and other small settling or filtering devices
	<b>6-4</b>
V.G.6.b(3)	Inspect, at minimum, 20% of the <b>MS4</b> outfalls, sediment basins and ponds each year on a rotating basis, during the effective period of this permit
	<b>6-3</b>

V.G.6.b(4)	Based on your 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. When this is not practicable, the reasons and a schedule for completion shall be submitted in the annual report
	<b>6-3, 6-4, 6-5</b>
V.G.6.b(5)	Summarize the results of outfall inspections in the annual report and include the dates of inspection and the date of completion of major additional protection measures
	<b>6-3</b>
V.G.6.b(6)	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 as a result of each 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 as a result of both of the first two annual inspections, the frequency may be reduced to once every two years
	<b>6-3, 6-4, 6-5</b>



# Memo

**To:** Honorable Mayor & City Council  
**From:** James Bownik, A2CA  
**Re:** 2003 License Applications (Follow-up)

*JB*

## **Background**

We have received the final 2003 garbage hauler license application we were expecting from Vasko Rubbish Removal.

## **Council Action Requested**

Approve the 2003 garbage hauler license for Vasko Rubbish Removal.

MemosbyJames

Date: March 25, 2003  
To: Honorable Mayor and Council  
From: James Bownik, A2CA  
Re: Mini-Park Discussion



## Background

The Park and Community Involvement Committee discussed the mini-park at their last meeting on Monday, March 3 including information about the location of the property, the history of the issue, and the bituminous trail that is planned from Walnut Street. The Committee then provided feedback regarding some possible amenities for the park.

Ideas included the following:

- ✦ signage;
- ✦ a garbage can;
- ✦ a bench;
- ✦ a picnic table;
- ✦ a protective fence on the west side;
- ✦ landscaping work;
- ✦ a fountain;
- ✦ bleachers;
- ✦ a fish pond.

Staff would like feedback from the Council on these ideas and other ideas they may have, and direction on how to proceed with the development of the park.

MemosbyJames

Date: March 25, 2003  
To: Honorable Mayor and Council  
From: James Bownik, A2CA  
Re: Emergency Management Update



### Background

A community meeting is scheduled at Lauderdale City Hall for Tuesday, April 15 from 6-8 p.m. to provide information on, and discuss the general topic of public safety. The meeting will involve Ramsey County Emergency Services, the St. Anthony Police Department, and the Falcon Heights Fire Department.

Topics will include severe weather, crime and fire prevention, and homeland security. Attached is some information about the activation of the Ramsey County Emergency Operations Center, important websites that address public safety issues, and a general handbook for government officials.

I will provide more information and updates at the meeting.

## Getschow, Rick

---

**From:** Kirkwold, Paul [Paul.Kirkwold@CO.RAMSEY.MN.US]  
**Sent:** Wednesday, March 19, 2003 4:31 PM  
**To:** ARDEN HILLS; FALCON HEIGHTS; GEM LAKE; LAUDERDALE; LITTLE CANADA; MAPLEWOOD; MOUNDS VIEW; NEW BRIGHTON; NORTH OAKS; NORTH ST. PAUL; ROSEVILLE; ROSEVILLE2; SAINT PAUL; SAINT PAUL2; SHOREVIEW; VADNAIS HEIGHTS; WHITE BEAR LAKE; WHITE BEAR TOWN  
**Subject:** Joint EOC for Ramsey County-St. Paul

To: Ramsey County City Managers

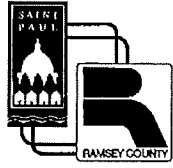
From: Paul Kirkwold, Ramsey County Manager

Re: Emergency Operations Center

Today I met with City Emergency Managers and Ramsey County Emergency Managers to discuss local response to the world situation. We agreed that, at this time, the most effective course of action will be for Ramsey County and the City of St. Paul to jointly operate an Emergency Operations Center at the St. Paul Police Department. The "back-up" location for emergency operations will be the Ramsey County Public Works facility at 694 and Rice Street.

Ramsey County will have staff available to respond and assist cities should any emergencies occur. City Managers and local elected officials should contact their local Emergency Managers for contact names and phone numbers. More details on how the Emergency Operations Center will be organized and operated will be forthcoming during the next week. It's expected the EOC will be opened once hostilities commence in the Middle East.

All members of the public should use the Emergency hotline for terrorist or unusual information after the EOC opens. The number: 651-291-1234



Saint Paul – Ramsey County Department of Public Health

# NEWS RELEASE

Lillian McDonald  
Bioterrorism Public  
Information Officer  
Saint Paul – Ramsey County  
Department of Public Health  
651-266-2537  
Pager: 651-610-0890

Dave Verhasselt  
Public Information Officer  
Ramsey County  
651-266-8017

Laura Mortenson  
Information Manager  
City of Saint Paul  
651-266-8534

## **Family Emergency Preparedness Suggestions:**

The Saint Paul - Ramsey County Department of Public Health encourages residents to consider their own safety awareness. Talking about personal safety is a healthy way to calm fears and ease uncertainty no matter what the emergency (natural disaster or national conflict). Below is a list of general recommendations for you to consider as you think about personal safety:

- Inform family members about your whereabouts
- Know who to call if you notice suspicious activity in your area
- Talk to children about safety and its importance
- Consider making a personal safety kit to care for your family should you need to stay in one place
- Discuss family plans should you be away from home in an emergency
- Stay informed about Local, State, and National News events
- Create a list of emergency resources to call for quick and easy reference

Personal safety preparedness is a personal choice. For specific suggestions on what to do and how to prepare consider the following web sites for information:

[www.ready.gov](http://www.ready.gov)

Created by the US Department of Homeland Security. Provides information about National Terrorism Threat Levels (Red, Orange, Yellow, etc.). Offers advice on emergency preparedness.

[www.redcross.org](http://www.redcross.org)

The American Red Cross web site features tips on what to include in family emergency kits.

[www.dps.state.mn.us](http://www.dps.state.mn.us)

Provides LOCAL information about public safety resources and emergency preparedness in Minnesota.

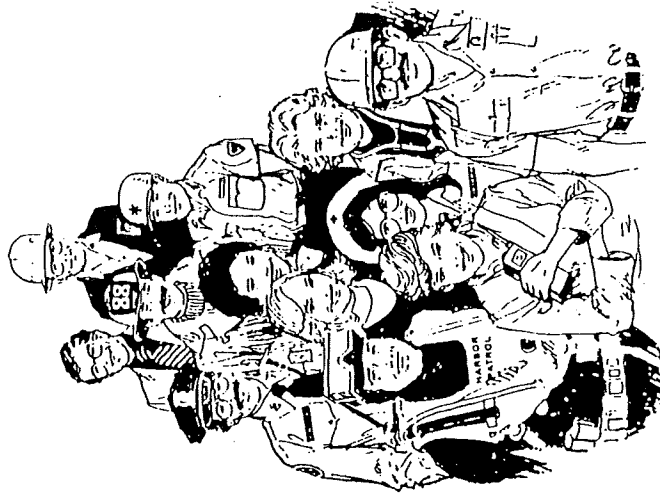
[www.health.state.mn.us/smallpox](http://www.health.state.mn.us/smallpox)

Information about smallpox and other potential bioterrorism diseases. Updates on vaccination plans should any threats affect Minnesota.

[www.familiesandwork.org](http://www.familiesandwork.org)

Help for parents and teachers trying to talk to children about war (click on PDF file: "Coping and Contributing in Times of Crisis, Tragedy, and Trauma").

*EMERGENCY MANAGEMENT  
HANDBOOK  
FOR  
GOVERNMENT OFFICIALS*



Association of Minnesota  
Emergency Managers  
(AMEM)



# MESSAGE FROM THE ASSOCIATION OF MINNESOTA EMERGENCY MANAGERS

The Emergency Management Handbook for Government Officials has been published by the Association of Minnesota Emergency Managers (AMEM) to provide local government officials with a quick reference guide to better understand the emergency management system. More importantly, it provides officials a ready resource for use during an actual emergency/disaster.

While this handbook is, in essence, a condensed version of a jurisdiction's more comprehensive Emergency Operations Plan (EOP), it does not replace it. Officials should familiarize themselves with their plan and look to its proponent, the local emergency management office, for assistance in further understanding and participating in their emergency management partnership.

We hope this handbook will be useful to you, and that it will serve to foster the mutual mission we share in preparing for, responding to, and recovering from unforeseen events and circumstances. In so doing, we seek to optimize a principal function of government; that of providing the greatest protection possible to both life and property in the face of an emergency or disaster.

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**EMERGENCY MANAGEMENT  
HANDBOOK  
FOR  
GOVERNMENT OFFICIALS**

# SECTION I

## **THE INTEGRATED EMERGENCY MANAGEMENT SYSTEM (IEMS)**

The IEMS is a comprehensive system that integrates and coordinates vital agencies and resources into a program of disaster mitigation, preparedness, response and recovery. The establishment of an IEMS requires a systematic process that will:

- Identify risks and potential vulnerabilities.
- Inventory community resources.
- Outline roles and responsibilities of municipal and county departments.
- Ensure strict coordination and communication among state, federal and local government, as well as businesses and volunteer organizations.

### **ELEMENTS OF THE IEMS**

#### **MITIGATION:**

Activities that eliminate or reduce the probability of the occurrence of an emergency/disaster. This includes long term activities such as establishment of building codes, flood plain management, insurance and public education programs.

#### **PREPAREDNESS:**

Activities that serve to develop and/or enhance the response capabilities needed in the event of an emergency/disaster. This includes planning, exercising, training and developing public information programs and warning systems.

#### **RESPONSE:**

Activities which help to reduce casualties and damage, and which expedite recovery. Response activities include warning, evacuation, rescue and other similar operations contained in the local Emergency Operations Plan.

#### **RECOVERY:**

Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses

## SECTION 2

### **RECOGNIZED HAZARDS IN THE STATE OF MINNESOTA**

on restoring the community to its normal or improved state of affairs. The recovery period is an opportune time to institute mitigation measures, particularly those related to the recent emergency/disaster. Recovery actions include, but are not limited to, temporary housing and food, restoration of vital and non-vital services, and reconstruction of damaged areas.

The following is a list of recognized potential hazards in the state of Minnesota. These hazards are used for planning purposes, to develop vulnerability analyses, and to develop plans and guidelines at the state, county, and local levels of government.

- **CIVIL DISORDER**
- **DAM FAILURE**
- **FIRE**
  - Urban
  - Forest / Wildfire
- **HAZARDOUS MATERIALS INCIDENTS**
  - Fixed Facility
  - Transportation
  - Rail
  - Highway
  - Air
- **NATIONAL SECURITY EVENT**
- **NATURAL DISASTER**
  - Flood
  - Severe Weather / Thunderstorm
  - Tornado
  - Winter Storm / Blizzard
- **PUBLIC UTILITIES FAILURE**
  - Gas
  - Electric
  - Telephone
- **RADIOLOGICAL INCIDENT**
  - Fixed Facility
  - Transportation
- **TRANSPORTATION ACCIDENT**
  - Ground
  - Air
  - Water

## SECTION 3

### MINNESOTA INCIDENT MANAGEMENT SYSTEM (MIMS)

The Minnesota Incident Management System is designed to provide on-scene incident management during an emergency/disaster. It provides an organizational structure and operating policies for on-scene responders to an incident, and can be established, modified, or expanded depending upon the changing conditions of the incident. Its purpose is to minimize casualty and property loss through use of common terminology, shared goals and tactical objectives, and an understanding of the roles of others. It also allows for the combining of resources during an incident.

#### ORGANIZATION / FUNCTIONS

**Command:** Includes an Incident Commander and, as needed, a Special Staff comprised of a Safety Officer, Liaison Officer, and Public Information Officer. Functions include:

- Assess incident priorities.
- Determine strategic goals and tactical objectives.
- Identify Staging Area, as needed.
- Develop and implement incident action plan.
- Develop appropriate incident management structure.
- Assess resource needs.
- Coordinate overall on-scene emergency activities.
- Authorize information release to media.

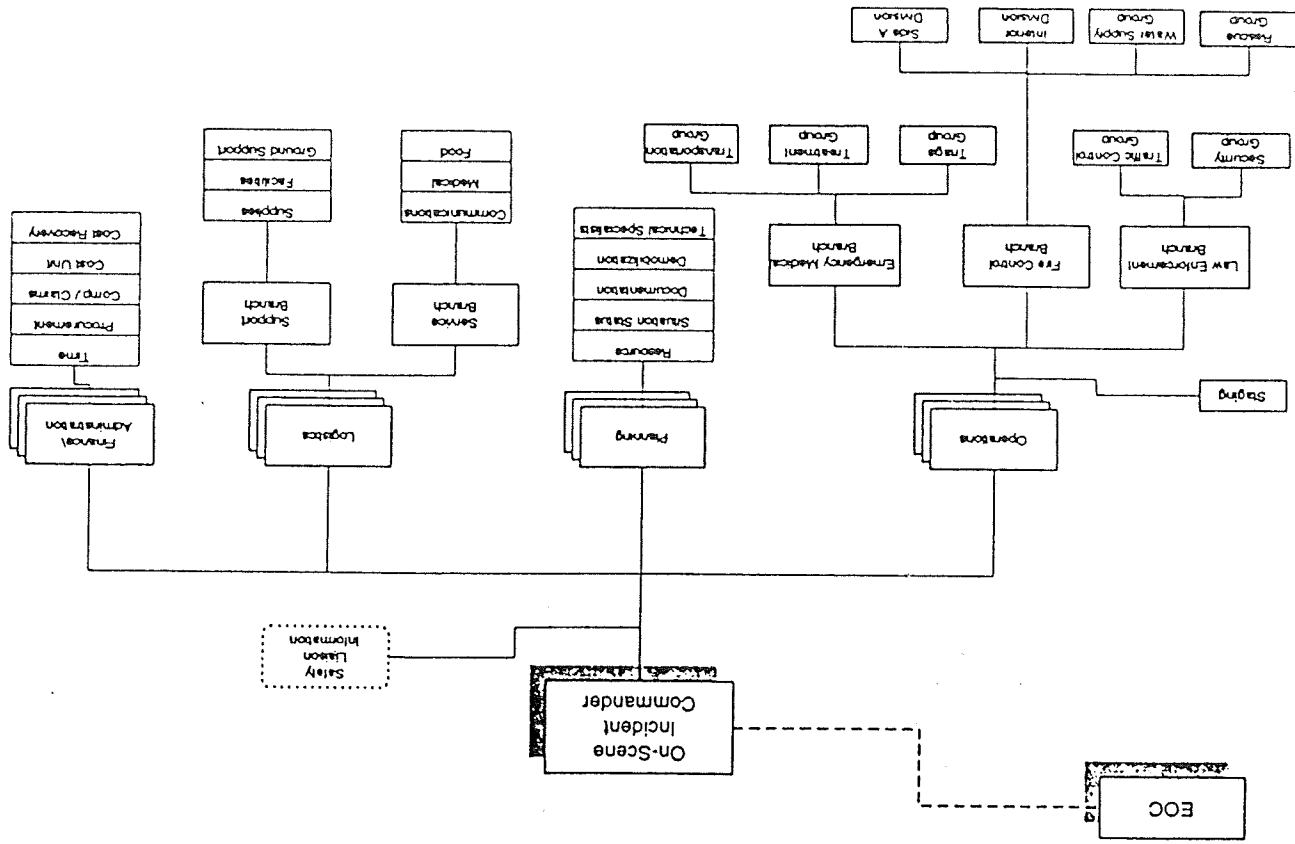
**Operations:** Responsible for management of all tactical operations at the incident. Implemented when Incident Commander is faced with a complex incident having major demands on planning, execution, and resources.

**Planning:** Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. Assesses current situation and plans for the projected situation.

**Logistics:** Responsible for providing facilities, services, and materials for the incident.

**Finance / Administration:** Responsible for tracking all incident costs and evaluating the financial considerations of the incident.

Minnesota Incident Management System Model



## SECTION 4

### **EMERGENCY OPERATIONS CENTER (EOC)**

An Emergency Operations Center (EOC) is a central location which enables government to coordinate policy decisions, manage resources, and respond to disasters and emergencies beyond the scope of an on-scene incident commander. *(Note: Emergency planning should also include the designation of an Alternate EOC should the primary facility become unavailable).*

#### **PURPOSE**

To facilitate management of an emergency or disaster, assist those who need help, reduce the devastating consequences, and help the community get back to normal by starting the recovery process as soon as possible.

#### **FUNCTIONS**

**Operations and Policy-Making:** Emergency declarations, establishing response priorities, coordinating overall response actions.

**Planning:** Tracking of situation and resources, documentation, demobilization, technical assistance, damage assessment, strategy development. Anticipate and facilitate future operations.

**Logistics:** EOC services, incident support.

**Finance and Administration:** Administrative issues, future payments, payment of personnel costs, cost recovery, calculation of damages, procurement, compensation and claims, documentation of resources expended and costs.

#### **WHEN TO ACTIVATE EOC**

- Outside resources are needed to accomplish the work being done at the incident.
- Incident requires multiple agencies to be involved beyond those that usually work together.
- Incident covers large geographic area and/or involves multiple locations.

### **EOC STAFFING**

Needs of the incident will always dictate the level of staffing in the EOC. The following personnel and departments/agencies should be considered (this list is by no means inclusive, and could change depending on the emergency):

Assessor  
Auditor  
Chief Elected Official  
City Manager / County Administrator  
Emergency Manager  
Emergency Medical Services  
Engineer / Public Works  
Environmental Management  
Fire  
Law Enforcement  
Legal Advisor  
Medical Examiner / Coroner  
Red Cross  
Public Health and Human Services  
Public Information Officer  
Utility Representatives

## SECTION 5

### **EMERGENCY MANAGEMENT FUNCTIONS AND RESPONSIBILITIES**

**NOTIFICATION AND WARNING** – Notifying the public of probable impending disaster in time to take protective action. Includes operation of all communications services for control centers and operational forces.

**Responsibility:** County Sheriff or Municipal Police Department

**DIRECTION AND CONTROL** – Management of a community's survival recovery efforts, and the operation itself.

**Responsibility:** Chief Elected Official; County/City Manager; Director of Emergency Management

**EMERGENCY PUBLIC INFORMATION** – Providing information and directions to the public about appropriate protective actions. Government spokesperson to the media.

**Responsibility:** Public Information Officer

**SEARCH AND RESCUE** – Searching for and rescuing trapped, injured, or missing people.

**Responsibility:** Fire; Law Enforcement

**HEALTH / MEDICAL** – Providing appropriate health and medical care or services to the stricken population.

**Responsibility:** Department of Health and Human Services; Emergency Medical Services

**EVACUATION, TRAFFIC CONTROL, AND SECURITY** – Managing movement of people from the path of the threat or a disaster to an area of relative safety; protecting life and property; controlling movement of persons and emergency equipment necessary to protect persons and counteract the emergency situation.

**Responsibility:** Law Enforcement

**FIRE PROTECTION** – Deploying firefighting resources to prevent or contain fires and rescue trapped or injured people.

**Responsibility:** Fire Departments

**DAMAGE ASSESSMENT** – Monitoring and analyzing a disaster and assessing physical damage; collecting information essential to recovery efforts and future mitigation.

**Responsibility:** Assessor's Office; Red Cross Disaster Assessment Teams

**CONGREGATE CARE** – Providing shelter, lodging, food, clothing and sanitation to the disrupted population.

**Responsibility:** Department of Health and Human Services; Red Cross; Salvation Army

**DEBRIS CLEARANCE** – Removal of debris resulting from a disaster from public roads, highways, and facilities. Removal of debris from private property is generally the responsibility of the property owner.

**Responsibility:** Inside City Limits - City Engineer/Public Works;  
Outside City Limits - County Engineer/Highway Department

**UTILITIES RESTORATION** – Restoration of public works and utilities damaged by an emergency/disaster.

**Responsibility:** County/City Engineer; Utility Companies

**RADIOLOGICAL / HAZARDOUS MATERIALS PROTECTION** – Response to, containment of, and recovery from hazardous material accidents.

**Responsibility:** Fire Department and Law Enforcement, with help from MN Division of Emergency Management and MN Pollution Control Agency



## SECTION 6

The following is a list of resources which may be considered for use during an emergency or disaster. This list is non-inclusive; local resource manuals should be consulted for locally available resources.

### **EMERGENCY SERVICES**

Fire  
Police  
Emergency Medical Services  
Emergency Management  
Public Works  
Public Utilities

### **MEDICAL**

Hospitals  
Clinics  
Doctors  
Dentists  
Nursing Homes  
Veterinarians  
Medical Associations  
Morticians

### **ASSEMBLY AREAS**

Parks  
Shopping Centers  
Schools  
Churches  
Government Buildings  
Warehouses

### **TRANSPORTATION**

Buses  
Trucks  
Vans  
4-wheel Drive Vehicles  
Tractor Trailers  
Taxicabs  
Power Boats  
Airplanes  
Snowmobiles  
Swamp Buggies  
Helicopters

### **SUPPLIES**

Food  
Clothing  
Sand

### **COMMUNICATIONS**

Cellular Phones  
Pagers

### **MEDIA**

Newspapers  
Radio Stations  
Television Stations  
News Services

### **INDIVIDUALS**

Clergy  
Local Officials  
Doctors  
Dentists  
Nurses  
Pilots  
Amateur Radio Operators  
Building Contractors

### **EQUIPMENT**

Farm Tractors  
Construction Equipment  
Excavation Equipment  
Chain Saws  
Portable Power Plants  
Oxygen Tanks

### **SERVICE AGENCIES**

Red Cross  
Salvation Army

### **COMMUNITY GROUPS**

PTA  
Chamber of Commerce  
Boy Scouts  
Girl Scouts  
Kiwanis  
Lions Club  
Cub Scouts  
American Legion  
VFW  
Moose  
Churches  
Women's Clubs  
Senior Citizen Groups

## SECTION 7

### **DIRECTOR OF EMERGENCY MANAGEMENT FUNCTIONS AND RESPONSIBILITIES**

Minnesota State Statute (Chapter 12) requires counties to appoint a Director of Emergency Management. The following are examples of this position's functions and responsibilities:

- Develops and maintains the jurisdiction's Emergency Operations Plan and tests this plan through exercises.
- Develops and establishes a warning system.
- Coordinates emergency services and communications facilities.
- Assists other governmental units within the jurisdiction in developing organizational plans and training programs.
- Develops standards and procedures for the Emergency Operations Center (EOC) and supervises EOC operations.
- Maintains inventory and utilization record of emergency equipment secured through emergency management sources.
- Prepares and presents a department budget to the appointing authority.
- Maintains liaison with jurisdiction and state regional offices.
- Directs training of staff and volunteers and assists local jurisdictions with its training programs.
- Evaluates staff performance and recommends personnel adjustments.
- Prepares informational material for dissemination to the public.
- Meets with interested groups to explain the emergency management program and enlist their support and cooperation.

## SECTION 8

### CHIEF ELECTED OFFICIALS FUNCTIONS AND RESPONSIBILITIES

A local emergency or disaster is a stern test of a political jurisdiction's leadership. Chief elected officials, whether they be governor, county supervisor, county administrator, city mayor, or city manager, bear direct and ultimate responsibility for how well their jurisdiction responds to and recovers from an emergency or disaster. Emergency Management is the essence of that part of government's charter "to *maintain law and order and provide for the protection of lives and property.*" The Integrated Emergency Management System and local emergency management offices and resources provide chief elected officials with the basis for undertaking their responsibilities in this area. The degree to which officials participate in and support these efforts will in large measure reflect the outcome of a jurisdiction's response to emergencies.

#### **BE INFORMED**

- Be familiar with local Emergency Operations Plan and procedures.
- Receive initial assessment and updates on the incident type, magnitude, injuries/deaths, property damage, environmental damage, and economic impact.
- Receive on-going status briefings from the incident command site, internal/external resources committed, internal/external resources required, and coordination with other officials and jurisdictions and the media.

#### **EXERCISE LEADERSHIP**

- During an emergency/disaster, exercise leadership and policy decision-making over the emergency response organization.
- Maintain a personal log of all key information, factors weighed, and decisions reached.
- Direct staff to assess and report on problems, resource shortfalls, policy needs and options.
- Chair assessment meetings.

**Key questions to ask:** Who is in charge? Where? Of what? Has there been proper vesting of authority? Is the continuity of government assured? What is the status of intergovernmental coordination? Availability of support from utilities, state agencies, private organizations? What options are open to deal with shortfalls? What financial issues are surfacing? What conditions/parameters should be followed in contacting outside public officials? Is there a need to place other personnel on alert? What is the status of EOC - should it be opened/closed/relocated?

- Issue emergency declarations as needed.
- Ensure staff maintains logs of actions taken and financial commitments made.
- Maintain liaison with other elected officials.

#### **TAKE CARE OF PERSONAL REQUIREMENTS**

- Tell family of destination and contact numbers.
- Take medications, toiletries, and clothes as warranted by initial notification.
- Take list of peers to contact for advice.
- Remember that your role is policy-making, not operational.

#### **ESTABLISH LEGAL CONTACTS**

- Contact legal advisors and establish communications links.
- Review legal responsibilities and authorities (emergency declarations, chain of succession, inter-governmental aid, social controls, price controls, and other restrictions).
- Monitor equity of service based on needs and risks.
- Review status of contracts with suppliers of emergency goods or services, as necessary.

## ***MAINTAIN POLITICAL AWARENESS***

- Recognize personal accountability for actions and decisions during an emergency.
- Check provisions for other public officials (periodic updates; staff updates on politically sensitive issues such as life and property losses, service interruptions, etc.).
- Establish and evaluate policy decisions throughout incident.
- Confer with other elected officials when difficult issues arise.
- Use elected officials to request assistance from public and private organizations if normal channels are not "responsive".
- ***KEEP THE PUBLIC INFORMED***
- Check plans to inform the public through the media.
- Ensure designation of a single Public Information Officer (avoids conflicts in official statements).
- Ensure establishment of a media center, if needed.
- Channel all releases first through EOC to ensure staff coordination and approval by CEO.
- Ensure establishment of news media update and access policy as needed.

## **SECTION 9**

### **CONTINUITY OF GOVERNMENT IN AN EMERGENCY / DISASTER**

It is the function of government to provide law enforcement, elected representation of the public, leadership, public services, and by extension, to provide for the protection of life and property. Government provides such vital programs and services as social services, public health, school systems, and public works. To carry out these responsibilities, it has extensive resources, to include people, equipment, facilities and supplies. These resources may be vulnerable to a number of hazards or threats that could impair its ability to carry out its responsibilities.

**Continuity of Government is the preservation, maintenance, or reconstruction of government's ability to carry out its executive, legislative, and judicial processes under the threat or occurrence of any emergency condition that could disrupt such governmental processes and services.** Its purpose is to preserve lawful leadership and authority, prevent unlawful assumption of authority, assure government direction and control mechanisms, and assure delivery of government services.

### **ELEMENTS OF CONTINUITY OF GOVERNMENT**

#### **Succession:**

The process established to list the order or line of those entitled to succeed one another under emergency conditions. Identifies who's in charge; ensures continued leadership.

#### **Pre-delegation of Emergency Authority:**

Allows specific emergency legal authorities to be exercised by the elected or appointed leadership or their designated successors.

#### **Emergency Action Steps:**

Those actions that facilitate the ability of government personnel to respond quickly and efficiently to emergencies. Ensures that specific

actions exist that senior leaders must be prepared to take in response to emergency conditions.

**Emergency Operating Center (EOC):**

The central facility from which all emergency efforts can be coordinated and directed.

**Alternate Emergency Operating Center (AEOC):**

A facility that can be used if the primary EOC is not available during emergencies.

**Safe-guarding Essential Records:**

The measures taken by government to protect those documents that it must have to continue functioning during emergency conditions and to protect the rights and interests of citizens after the emergency is over.

**Protection of Government Resources, Facilities, and Personnel:**

The measures that are taken to disperse resources, facilities, and personnel in a manner that will facilitate sufficient redundancy so that government can continue to function during emergencies.

## SECTION 10

### REQUESTING STATE ASSISTANCE

When a jurisdiction is confronted with an emergency/disaster situation, it is recognized that it will respond with resources under its control and through any mutual aid agreements with surrounding jurisdictions. In addition, certain state and federal agencies, along with private relief agencies, are available to provide disaster recovery assistance.

**MINNESOTA DUTY OFFICER:**

Local government officials should notify the Minnesota Duty Officer in the case of hazardous materials accidents, radiological incidents, requests for National Guard or Civil Air Patrol assistance, natural disasters, or other major emergencies or disasters within their jurisdiction. The primary purpose of the Duty Officer system is to ensure the proper receipt and dissemination of emergency notifications to state and local government agencies by providing a single number for both private and public institutions to call. Additionally, the Duty Officer serves as a source of information and/or as a facilitator for obtaining many state resources. *The Duty Officer may be contacted 24 hours a day, seven days a week, by calling 1-800-422-0798 (greater Minnesota) or 649-5451 (Minneapolis / St. Paul metro area only).*

**MINNESOTA NATIONAL GUARD:**

Military assistance from the Minnesota National Guard (Department of Military Affairs) may be requested when an emergency/disaster occurs which is beyond the capability of local government. The primary purpose of activating the Guard is to ensure the preservation of life and property and to support civil law enforcement agencies. Normally, military personnel are requested to furnish support for a specific task, such as supplemental law enforcement or use of a specific piece of military equipment. *Only the governor, as Commander-in-Chief of the Minnesota National Guard, has the authority to activate the Guard following a disaster. All requests must be made by the county sheriff, except for cities of the first class (population 100,000 or more), in which case the mayor may submit the request.* Requests will be made by contacting the Minnesota Duty Officer, who will in turn contact the appropriate state officials in order to expedite any such requests. All requests must be followed up in writing.

## **MINNESOTA VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER (MNVOAD):**

There are many volunteer organizations in Minnesota who are available to provide disaster response and recovery. MNVOAD was formed in order to ensure an effective and efficient response by these organizations to any disaster situation. Organizations include the American Red Cross, Civil Air Patrol, R.E.A.C.T., Salvation Army, U.S. Armed Forces MARS, Minnesota Search and Rescue Dog Association, and various church-affiliated organizations. MNVOAD services, beyond those available at the local level, are activated through the Minnesota Duty Officer.

## **ADDITIONAL STATE ASSISTANCE PROGRAMS**

Although state government is not a major provider of disaster recovery assistance, it does offer a few specialized programs for local governments and individuals. Specific requirements and procedures for utilizing these programs can be determined through the local office of emergency management.

## **REASSESSMENT OF HOMESTEAD PROPERTY DAMAGED BY DISASTER:**

Following a declared disaster or emergency, a local government may request the state Executive Council (through the governor) to allow it to reduce property taxes on damaged homestead property, and to be reimbursed for the loss in revenue. For a local government to be eligible for this program, there must be a minimum of 25 homes having an average of \$5,000 in damages.

## **CALAMITY ACT:**

The Calamity Act (M.S. Chapter 9.061) was enacted to provide limited state financial assistance to local governments that have experienced a disaster. The Act defines a disaster as an event which represents an on-going threat to life and property and which exceeds the financial resources of the local government. It should be noted that while the Calamity Act is still part of state statute, it has not been funded for several years and may not be able to be invoked for that reason.

## **DISASTER ASSISTANCE FOR THE REPAIR OF STATE-AID ROADS AND STREETS:**

As provided by Minnesota Statutes Chapters 161 and 162, a disaster aid program has been developed by the Department of Transportation to provide assistance to local government for making repairs to state-aid roads and streets. The assistance would come in the form of additional funding for disaster damaged state-aid roads and streets. The only firm criteria for qualifying for this assistance is that the estimated damage must exceed 10 percent of the current annual state-aid allotment to the county/city.

## **MINNESOTA HOUSING FINANCE AGENCY:**

The Minnesota Housing Finance Agency (MHFA) was established to help reduce the cost of financing the purchase, construction, and improvement of housing for Minnesota residents with low to moderate incomes. The Agency's programs, while not designed for disaster victims, could be used to restore a disaster damaged home if the criteria for qualifying for such a loan are met.

## **STATEWIDE MUTUAL AID**

Minnesota Statute (Chapter 12, section 12.331, Local Assistance between Political Subdivisions, effective March 29, 1998), provides that a political subdivision may request the assistance of another subdivision when the public interest requires it because of an emergency. The main points of this section of Chapter 12 are:

- Unless there is a written agreement between the political subdivisions establishing rules for conducting activities, the legislation shall apply.
- Workers' Compensation coverage shall remain with the sending political subdivision.
- Tort Liability shall remain with the receiving political subdivision.
- The sending political subdivision shall be responsible for any damages to its equipment.
- The receiving political subdivision shall reimburse the sending political subdivision for the supplies used and the compensation paid to officers and members of forces furnished. A claim is not allowed unless filed within 90 days after loss.

## SECTION 11

### REQUESTING FEDERAL ASSISTANCE

When major, catastrophic disasters occur, the federal government serves as a provider of disaster recovery assistance to both public agencies and private citizens. The majority of this assistance is provided through P.L. 93-288, "*The Robert T. Stafford Disaster Relief and Emergency Assistance Act*", more commonly referred to as "*The Stafford Act*". It is implemented by the Federal Emergency Management Agency (FEMA), and only after the president of the United States declares a major disaster or an emergency for the affected area. This is only done when the disaster is of such magnitude that it is clearly beyond the state and local governments' ability to recover. Such declarations are restricted to natural disasters of catastrophic proportions that require substantial federal support of state and local recovery efforts.

Three major disaster public assistance programs may be made available as the result of a presidential declaration of a major disaster:

- Public Assistance (financial assistance to state and local governments to replace, rebuild or repair damages to public property).
- Hazard Mitigation (reduction or elimination of disaster-related risks).
- Individual Assistance (financial assistance and services to individual disaster victims to help them recover their losses).

#### INDIVIDUAL ASSISTANCE PROGRAMS

Because of the wide diversity of needs brought on by a disaster, state and federal agencies have established various services, or forms of financial aid, to assist disaster victims.

##### **Temporary Housing Program:**

Can provide up to 18 months of rental assistance to disaster victims whose homes are considered uninhabitable. Grants may be provided for minimal essential repairs to owner-occupied homeowners whose homes are damaged, but still considered habitable.

##### **Small Business Administration Disaster Loan Program:**

Provides low-interest, long-term loans to individuals and businesses for repair, rehabilitation, or replacement of damaged real and personal property not fully covered by insurance.

##### **Individual and Family Grant Program (IFGP):**

May provide grant assistance up to \$12,900, per applicant, to meet disaster-related necessary expenses or serious needs not met by other disaster assistance programs. This grant is not automatic; it will only be considered if the applicant cannot qualify for a low interest loan.

##### **Other Programs and Services Which May Be Offered:**

- Food Coupons.
- Disaster unemployment assistance and job placement assistance for those unemployed as a result of the disaster.
- Advice on legal, consumer, insurance, and tax issues.
- Crisis counseling and referrals to appropriate mental health agencies, to relieve disaster-caused mental health problems.
- Social security assistance (such as death or disability benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Veterans Administration).

#### ADDITIONAL FEDERAL EMERGENCY DECLARATIONS

##### **Emergency Declaration:**

An emergency declaration is requested when the following two conditions exist: (1) State and local governments, along with private relief agencies have expended all their resources in response to the emergency situation; and (2) There is a specific or unique need that the federal government can meet which is necessary to save lives, protect property, public health and safety, or to reduce the threat of a more severe disaster.

##### **Fire Suppression Assistance:**

FEMA can provide financial assistance to state government for the purpose of suppressing any major wildfire which is burning out of control on public or private forest or grassland.

## **SECTION 12**

### **EMERGENCY DECLARATIONS AND POWERS**

Authority and powers relating to the local declaration of an emergency are provided by Minnesota Statute, Chapter 12 (Division of Emergency Management), and by local (city and county) emergency management ordinances and resolutions.

#### **STATE DECLARATION**

In the event of enemy attack or major disaster from enemy sabotage or other hostile action, the governor may declare a civil defense emergency for a period of 30 days with powers and duties conferred by sections 12.31 to 12.37, Minnesota Statute.

In the event of a peacetime emergency, the governor may declare an emergency for a period of not more than five days, unless extended by resolution of the executive council up to 30 days, only when an act of nature, industrial accident or hazardous materials accident endangers life and property and local government resources are inadequate to handle the situation.

#### **LOCAL DECLARATION**

A local emergency may be declared only by the mayor of a municipality or the chair of a county board or their legal successors, and shall not be continued for a period in excess of three days except by or with the consent of the governing board of the political subdivision.

#### **POWERS AND DUTIES UNDER EMERGENCY DECLARATION**

- Activates the state or local Emergency Operations Plan (EOP) (Section 12.29)
- Authorizes aid and assistance (Section 12.29).
- When necessary to save life and property, may (1) require any person, except members of federal or state military

#### **Snow Emergency Declaration:**

A snow emergency declaration can be made if FEMA determines that a winter storm has left a majority of the state totally "paralyzed". If declared, FEMA will reimburse state and local governments for the cost of snow removal from certain major roadways.

#### **Small Business Administration Declaration:**

The Small Business Administration offers low-interest loans to businesses and homeowners sustaining damage or losses as a result of a natural disaster.

#### **Agricultural Disaster Declaration:**

The U.S. Department of Agriculture can provide a variety of assistance to farmers adversely affected by natural disaster. The assistance most commonly provided is the low-interest loan program made available through the Farmer's Home Administration (FmHA).

# SECTION 13

## LOCAL EMERGENCY DECLARATION (Example)

forces and officers of the state or a political subdivision, to perform services for civil defense purposes, and (2) commander, during a civil defense emergency, any motor vehicles, tools, appliances or any other personal property, with prompt, just compensation for the use thereof and all damages done to the property while so used for civil defense purposes. (Section 12.34).

- Empowers state/local government to enter into contracts and incur obligations necessary to combat the disaster/emergency by protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster/emergency (authorizes such powers without compliance with time-consuming procedures and formalities prescribed by law pertaining to the performance of public work, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, limitations upon tax levies, and the appropriation and expenditure of public funds. (Section 12.37).

**WHEREAS** the (city) (county) of \_\_\_\_\_, Minnesota, has sustained severe losses of a major proportion, brought on by \_\_\_\_\_ (description of emergency) \_\_\_\_\_ on the date of \_\_\_\_\_.

**WHEREAS** (name of city/county) is a public entity within the State of Minnesota.

**WHEREAS** the following conditions exist in (name of city/county) as a result of the disaster. (Describe the conditions as they exist as a result of the disaster).

**NOW, THEREFORE, BE IT RESOLVED**, that the (mayor/council) (chairperson/board) of (name of city/county), acting on behalf of and for the people of (name of city/county), declare(s) that a state of emergency exists within (name of city/county), with all the powers and responsibilities attending thereto as provided by Chapter 12, Minnesota Statute, and (name of city/county) (resolution) (ordinance), titled \_\_\_\_\_, dated \_\_\_\_\_.



## **SECTION 14**

NOTES:

### **ADDITIONAL REFERENCES**

- **Local (City/County) Ordinance on Emergency Management**
- **Local (City/County) Emergency Operations Plan (EOP)**
- **Minnesota Emergency Management Director's Handbook**
- **Disaster Response and Recovery Handbook**
- **Minnesota Statute 12, Division of Emergency Management**
- **Minnesota Statute 299K, Hazardous Chemical Emergency, Planning and Response**

# Lauderdale City Council Memorandum

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Council Meeting Date: March 25, 2003  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: 2003 Improvements: Update on Bid Opening and State  
Legislative Issues

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## BACKGROUND:

Even though the bid awarding is scheduled for the April 8, 2003 meeting, I wanted to briefly report on the bids that were received and opened last Tuesday, March 18, 2003.

Included in the packet are the bid tabulation forms for the 2003 Street and Utility Improvements. The bids were various and competitive. The apparent low bid by S.M. Hentges and Sons, Inc. came in approximately \$3,000 below the engineer's estimate from the feasibility report. (Note: The contractor for the previous three years of improvements, Northdale Construction, Inc., is the second low bidder this year.)

Another topic of discussion at this time will be the legislative proposals in the House and the Senate regarding the issuance of debt. As you know, we plan on issuing debt for a portion of these improvements. There has been some major activity at the Capital that could be taking away the authority or ability of a city to issue debt for projects this year. If cities cannot properly issue debt for their planned improvement projects in 2003 (and almost all do)- those projects cannot occur. As a background I have included some information from the LMC Bulletin in this packet on the issue, but I will report further on these concerns at the meeting.

## ENCLOSURES:

1. March 19, 2003 Letter from the City Engineer regarding the 2003 Improvements Bids
2. Bid Tabulation Summary and Forms (*under separate cover*)
3. LMC Bulletin Information regarding Debt Issuance



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**Offices:** St. Paul, St. Cloud, Rochester and Willmar, MN • Milwaukee, WI • Chicago, IL

**Website:** www.bonestroo.com

March 19, 2003

Honorable Mayor and City Council  
City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113-5137

Re: 2003 Utility and Street Improvements Project  
File No. 532-02-103  
Recommendation of Contract Award

Bids were opened for the project stated above on Tuesday, March 18, 2003 at 11:00 A.M. Transmitted herewith are ten (10) copies of the bid tabulation for your information and file. Copies will also be distributed to each bidder.

There were a total of ten (10) bids. The following summarizes the results of the low seven (7) bids received:

	<u>Contractor</u>	<u>Base Bid</u>	<u>Alternate No. 1</u>
Low	S.M. Hentges & Sons, Inc.	\$1,678,744.39	\$17,980.00
#2	Northdale Construction Company, Inc.	\$1723,710.08	\$36,405.85
#3	S.R. Weidema, Inc.	\$1,769,938.85	\$23,525.16
#4	Forest Lake Contracting, Inc.	\$1,807,994.80	\$25,091.00
#5	Arnt Construction Company, Inc.	\$1,810,553.30	\$26,785.50
#6	F.M. Frattalone Excavating & Grading, Inc.	\$1,851,025.70	\$20,170.50
#7	Palda & Sons, Inc.	\$1,934,077.77	\$18,749.30

The low bidder on the project was S.M. Hentges & Sons, Inc. with a Base Bid of \$1,678,744.39. This compares to the Engineer's Estimate of \$1,700,000.00. These bids have been reviewed and found to be in order.

If the City Council wishes to award the project to the low bidder, then **S.M. Hentges & Sons, Inc.** should be awarded the project on the **Base Bid Amount of \$1,678,744.39.**

Should you have any questions, please feel free to contact me at (651) 604-4863.

Yours very truly,

BONESTROO, ROSENE, ANDERLIK & ASSOCIATES, INC.

Thomas P. Kellogg, P.E.

Enclosures



# Cities Bulletin

Number 11

March 19, 2003

## Concerns about impact of governor's levy limit plan, Senate freeze for capital projects

Gary Carlson, Tom Grundhoefer, and Eric Willette

As reported in last week's *Cities Bulletin*, the governor's levy limit proposal and the Senate property tax freeze have raised significant questions from cities across the state about the impact on issuing debt. The governor's proposal would not directly restrict the ability of cities to issue new debt, but instead would limit the ability of cities to increase the property tax levy to service some forms of debt. The Senate property tax freeze would prohibit a city from issuing almost any new debt if the debt would increase the city's debt service levy for taxes payable in 2004 or 2005.

Under past levy limit laws, cities were able to claim "special levy" status for property tax levies needed to support bonded indebtedness as well as principal and interest on most forms of certificates of indebtedness. "Special levies" related to debt service were traditionally outside levy limits to preserve the ability of cities to secure the credit advantage offered by the city's full faith and credit.

In addition, in recent years levy limits have been placed only on cities over 2,500 population. Both the governor's and the Senate's proposals would affect all 853 cities.

### The governor's plan

Under the governor's proposal, cities would generally be allowed to maintain special levy authority for existing debt. In addition, cities would be

granted special levy authority for new debt for which the city has entered a binding contract or has received voter approval prior to May 1, 2003. The governor's proposal seems to allow the issuance of debt after May 1, 2003, if a binding contract or agreement is in place before May 1, 2003.

Special levy authority is also granted for new debt that under existing law requires voter approval and is spread against referendum market value rather than tax capacity. Generally, this includes only general obligation bonds that are supported solely through property taxes.

Finally, cities maintain the special levy authority for most certificates of indebtedness, other than certain tax or aid anticipation certificates and certificates issued to fund current expenses or to pay the cost of extraordinary expenditures that result from public emergency.

Other than the items listed above, the governor's plan would not provide a city with additional authority to levy for any new debt that requires an increase in property taxes in 2004.

Apparently, a city could cover debt service within the city's levy limit. But given the deep cuts in state aids, most if not all cities would have a difficult time fitting a new debt service levy within the extremely tight levy limits proposed by the governor.

For example, under current law, improvement bonds paid at least

20 percent through special assessments with the balance paid through property taxes would not require voter approval. If this type of bond is issued and no binding contract to spend the proceeds is entered into by the city prior to May 1, 2003, then no special levy authority would be granted to pay the new debt service levy in 2004.

The only exception might be that a city could ask voters for general authority to exceed its levy limit by a specific dollar amount at a special or general election on or before the November general election. This option may be difficult to use in some circumstances because cities will not be notified of their levy limit by the Dept. of Revenue until Sept. 1. Some cities may be reluctant to ask for, and some citizens may be reluctant to approve, authority to exceed an unspecified levy limit.

In 2005 and beyond, cities would not be covered by levy limits and, therefore, could increase their levy to pay for new debt or other needs. Any increase in the levy, however, could be rejected by the voters after the final levy is certified in December through a reverse referendum procedure. If voters successfully challenge a levy increase, the city's property tax levy would be limited to the previous year level; therefore, any additional debt levy required by the city would have

**Continued on page 3**



## Continued from page 1

to come from the existing property tax levy.

### The Senate plan

The Senate property tax freeze is perhaps best understood as an attempt to limit local government property tax levies to the 2003 level for the next two years. To achieve that freeze, the bill would generally prohibit the issuance of new debt, including installment purchases and lease purchase contracts after March 31, 2003, if the obligations would require a new levy first coming due for taxes payable in 2004 or 2005.

There is some confusion surrounding the March 31 effective date. The original bill contained a May 31 date and the tax committee adopted an amendment that changed the date to March 31. However, the amendments reported to the Senate floor did not contain the date change. We understand that the author will officially make the date change to March 31 in the rules committee or on the Senate floor.

An exception in the bill would allow the issuance of new debt if the city's total debt service levy for 2004 and 2005 does not increase above the 2003 amount. This situation would most likely occur where an existing obligation is retired in 2003, which would have otherwise reduced the city's debt levy in 2004. Two other exceptions also apply: refunding bonds, which would presumably reduce debt service costs, would be permissible; and, obligations that a municipality finds will not require any additional levy in 2004 or 2005 (i.e., those funded through non-property tax sources, such as pure revenue bonds).

The bill would create a set of transition rules that would allow bonds sold pursuant to an agreement with a purchaser or an underwriter entered into before April 1, 2003. In addition,

bonds sold by a municipality to finance projects required to be funded by the federal government or state government, and bonds to fund a contract with a builder or supplier entered into before April 1, 2003, would be permissible. Unlike the governor's proposal, the Senate plan does not seem to allow even voter approved new debt.

### Issues raised by the proposals

Cities and public finance professionals have raised concerns about the impact of these proposals on pending projects, particularly those planned to fund upcoming improvement projects.

City officials have complained that these proposals would disrupt projects that have been in their city's long-range planning for years. Capital projects often take several years to get through planning, design, open bidding, signing contracts, and selling bonds. Many projects that are partially through this process could be delayed or cancelled.

For developing communities, these proposals would make it very difficult to bond for new infrastructure. At least one large, fast-growing city is contemplating a moratorium on new development in response to these proposals. If this phenomenon is widespread, it will create a severe impact on the availability of new housing and on the construction industry, and could push development into neighboring states or township areas (which are not covered by the governor's proposal).

For older communities, redevelopment projects could similarly be jeopardized if cities are restricted in their ability to issue debt or raise debt levies. In addition, many older cities are in the midst of 20 or 30 year plans to replace all their streets. Each year they sell bonds to pay for that year's street replacements. Even though the amount of debt they service each year does not change, the governor's proposal

would not grant levy authority for many of these projects for 2004.

City officials and public finance professionals are also concerned with the governor's proposal for a reverse referendum procedure after 2004. Under the procedure, cities could not be assured that they would be able to increase their levy to pay debt service on bonds issued during the year until the following January. This uncertainty would not only be challenging for city budgeting purposes, it would also likely increase the perceived risk to the bonds, decreasing their credit rating.

Cities should be cautious about changing their behavior due to one proposal or the other. For example, if a city looks merely at the governor's proposal and decides to enter into a binding contract for an upcoming project prior to the May 1, 2003 deadline, the city and its taxpayers are then more exposed if the Senate's plan is adopted. Under that scenario, the city could be obliged to pay the cost of the contract with no ability to issue bonds, and, therefore, would be required to fund the entire cost of the project upfront with other existing revenue sources.

Both the governor's and Senate's proposals would result in delay and cancellation of many necessary capital projects at a time of historically low interest rates. This would disrupt long-range plans and increase costs to taxpayers. It would also have major impacts on the construction, engineering, and architectural sectors of our economy at a time when there is already a dearth of construction activity. The uncertainty these proposals introduce into the bond market will also likely drive up costs of borrowing to local governments.

The League will be communicating our concerns to the governor and legislative leaders in meetings scheduled this week. ■

# Lauderdale City Council Memorandum

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Council Meeting Date: March 25, 2003  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: 1728 Malvern Street

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## **BACKGROUND:**

At the February 25, 2003 Council meeting, the Council directed staff to begin to go through the proper stages of the Hazardous Building Act for the property at 1728 Malvern Street. Since that meeting, staff would like to report that we have completed an exterior inspection of the building and have been in contact with the new owners (contract-for-deed holders) of the property regarding this inspection and the City's plan to move ahead with the nuisance abatement process. A report of that inspection is included in this packet for review.

As has been discussed, the next step in the process is for the City Attorney to draft a court order demanding repair or demolition of the structure based on the inspection report. The order must be approved in resolution form by the City Council and would then served upon all affected parties. The legal work required in addition to the drafting of the order is the need for title work to properly serve the order. While we are ready to fully move ahead with this process, we are attempting to achieve owner compliance without the need for a court order and the legal expenses that accompany this path to nuisance abatement. While we can recover our legal and potential demolition costs through an assessment of the property, this effort would be much smoother if the owner(s) would take out a permit to either make the repairs (if practicable) or to demolish the structure. We have forwarded the Inspector's report to them and have indicated that they have until the April 8, 2003 City Council meeting to take out a permit or an order will be considered by the City Council at that time.

This is for report purposes only. We only wanted to update the Council on the progress of this issue. Action on this item is scheduled to occur at the April 8 meeting.

## **ENCLOSURES:**

1. Inspection report for 1728 Malvern Street prepared by the Building Inspector

# *The City of Lauderdale*

1891 Walnut Street • Lauderdale • Minnesota • 55113  
Phone: 651.631.0300 • Fax: 651.631.2066

## **INSPECTION REPORT FOR 1728 MALVERN STREET**

Prepared by:  
David Hinrichs  
Lauderdale Building Inspector

At the February 25, 2003 Council meeting, the City Council directed staff to inspect and report the condition of the dwelling (at 1728 Malvern) to determine if it is an unsafe structure. The title owner and agents for the contract-for-deed holders of the property have been contacted and provided with the information that the City intended to inspect the property.

On March 6, 2003, I inspected the property from the exterior of the building. I had previously been inside the building when it was under the ownership of other parties.

The living room and bedroom portion of the structure are supported by timbers on grade that have decayed and have caused the exterior walls to sag and buckle.

The floor of the kitchen and laundry room is over a crawl space and the floor joists and exterior wall support have deteriorated. It appears there has been no heat in the building causing the various slab on grade portions of the building to shift from the frost. This has caused shifting on the exterior walls.

Based upon these existing conditions, I have determined that the structure is unsafe to occupy and needs to be repaired or razed. If the property owner decides to make the necessary repairs, a complete interior inspection would be required after the framing members are exposed and additional repairs may become necessary.

The City Council is requested to declare the dwelling at 1728 Malvern Street a nuisance as an unsafe building and order abatement of the nuisance by repair or demolition and removal in accordance with Minnesota State Statutes 463.15 to 463.26