



City of Inver Grove Heights

**Stormwater Pollution Prevention
Program
(SWPPP Tools & Docs)**

October 2022

Prepared by Kimley-Horn and Associates

*8150 Barbara Avenue • Inver Grove Heights, MN 55077
651-450-2500 • 651-450-2502 (Fax)*

TABLE OF CONTENTS

MS4 PROGRAM FRAMEWORK AND ACTIVITIES

Staff Responsibilities Table

MS4 PROGRAM PROCEDURES AND SUPPORTING FORMS

MCM 3 - Illicit Discharge Detection and Elimination (IDDE)

- Sheet 1: IDDE Priority Areas
- Sheet 2: IDDE Written Procedure
- Sheet 3: Spill Response Procedures
- Sheet 4: Enforcement Response Procedures (ERPs)
- Sheet 5: IDDE / Spill Investigation & Reporting
- Sheet 6: MS4 Program Training Documentation
- Sheet 7: IDDE Notice of Violation

MCM 4 & 5 - Construction Site & Post-construction Stormwater Management

- Sheet 8: Site Plan Review Written Procedures
- Sheet 9: Construction Site Inspection Written Procedures
- Sheet 10: Site Inspection Priority Procedures
- Sheet 11: Construction Site Inspection Checklist
- Sheet 12: Written Procedures for Reports of Noncompliance
- Sheet 13: Construction Site Enforcement Response Procedures (ERPs)
- Sheet 14: Site Plan Review Checklist
- Sheet 15: Construction Site ERP Notice of Violation

MCM 6 - Pollution Prevention/Good Housekeeping for Municipal Operations

- Sheet 16: Owned /Operated Municipal Facilities
Facilities Inventory List
- Sheet 17: Pond Treatment Effectiveness Procedures
- Sheet 18: Inspections of BMPs, Outfalls, Stockpiles and Storage Areas
- Sheet 19: Stormwater Inspection Report
- Sheet 20: Pond Cleanout Documentation

MS4 PROGRAM FRAMEWORK AND ACTIVITIES

STAFF RESPONSIBILITIES TABLE

SWPPP Page / Sheet	MCM	Permit Section	Description	Schedule	Responsible Staff	Supporting Staff 1	Supporting Staff 2	Notes
	1	16.1	Public Education and Outreach					
1	1	16.3	Distribute educational materials - 2 priority issues	Permit Term	Engineering Tech	Environmental Resources Tech	Assistant City Engineer	
1	1	16.4	Distribute educational materials - ID recognition and reporting	Annual	Engineering Tech	Environmental Resources Tech	Assistant City Engineer	
1	1	16.5	Distribute educational materials - deicing salt use	Annual	Engineering Tech	Environmental Resources Tech	Assistant City Engineer	
1	1	16.6	Distribute educational materials - impacts of pet waste	Annual	Engineering Tech	Environmental Resources Tech	Assistant City Engineer	
1	1	16.7	Develop and implement an education and outreach plan	Ongoing	Engineering Tech	Environmental Resources Tech	Assistant City Engineer	
2	1	16.8	Document information in MCM 1	Ongoing	Engineering Tech	Environmental Resources Tech	Assistant City Engineer	
2	1	16.9	Assessment of compliance	Annual	City Engineer	Assistant City Engineer	Public Works Director	
	2	17.1	Public Participation/Involvement					
3	2	17.3	Provide a minimum of one (1) opportunity for public input	Annual	Assistant City Engineer	Engineering Tech	Environmental Resources Tech	
3	2	17.4	Provide public access to the SWPPP, annual reports, documents	Ongoing	Assistant City Engineer	Engineering Tech	Environmental Resources Tech	
3	2	17.5	Consider oral and written input from the public	Ongoing	Assistant City Engineer	Engineering Tech	Environmental Resources Tech	
3	2	17.6	Provide a minimum of one (1) public involvement activity t	Annual	Assistant City Engineer	Engineering Tech	Environmental Resources Tech	
4	2	17.7	Document information in MCM 2	Ongoing	Engineering Tech	Environmental Resources Tech	Assistant City Engineer	
4	2	17.8	Assessment of compliance	Annual	City Engineer	Assistant City Engineer	Public Works Director	
	3	18.1	Illicit Discharge Detection and Elimination					
5	3	18.3	Maintain a map of the permittee's MS4	Annual	Environmental Resources Tech	GIS Specialist	GIS Technician	
5	3	18.4	Develop, implement, and enforce a regulatory mechanism(s)	Ongoing	City Engineer	Assistant City Engineer	Public Works Director	
5	3	18.5	Regulatory mechanism(s) must address pet waste disposal	Ongoing	City Engineer	Assistant City Engineer	Public Works Director	
5	3	18.6	Develop/maintain regulatory mechanism(s) to require proper salt storage	Friday, October 14, 2022	City Engineer	Assistant City Engineer	Public Works Director	
5	3	18.7	Incorporate IDDE into all inspections	Ongoing	City Engineer	Assistant City Engineer	Inspections Staff	
5	3	18.8	Incorporate IDDE into all maintenance activities	Ongoing	Street Superintendent	Parks Superintendent	Utilities Sup	
5	3	18.8	Train field staff in IDDE (Public works, parks, B&I, public safety)	Annual	Assistant City Engineer	Engineering Tech	Environmental Resources Tech	
5	3	18.9	Ensure training is commensurate with responsibilities	Annual	City Engineer	Assistant City Engineer	Public Works Director	
6, Sheet 1	3	18.10	Maintain a written or mapped inventory of IDDE priority areas	Ongoing	Environmental Resources Tech	GIS Staff	Assistant City Engineer	
6, Sheet 1	3	18.11	Conduct illicit discharge inspections in 18.10 priority areas	Ongoing	Environmental Resources Tech	All Technicians	City Engineer	
6, Sheet 2	3	18.12	Implement written procedures for IDDE investigations and response	Ongoing	Assistant City Engineer	Environmental Resources Tech	Engineering Tech	
6, Sheet 3	3	18.13	Implement written procedures for responding to spills	Ongoing	Assistant City Engineer	Environmental Resources Tech	Engineering Tech	
6, Sheet 4	3	18.14	Maintain written enforcement response procedures (ERPs)	Ongoing	City Engineer	Assistant City Engineer	Public Works Director	
6, Sheet 5	3	18.15	Document dates, details of IDDE regulatory program activities	Ongoing	City Engineer	Assistant City Engineer	Technicians	
6, Sheet 6	3	18.16	Document dates, details of IDDE training program	Ongoing	City Engineer	Assistant City Engineer	Technicians	
6, Sheet 7	3	18.17	Document any enforcement conducted pursuant to the ERPs	Ongoing	City Engineer	Assistant City Engineer	Technicians	
7	3	18.18	Assessment of compliance	Annual	City Engineer	Assistant City Engineer	Public Works Director	

SWPPP Page / Sheet	MCM	Permit Section	Description	Schedule	Responsible Staff	Supporting Staff 1	Supporting Staff 2	Notes
	4	19.1	Construction Site Stormwater Runoff Control					
	4	19.3	Develop, implement, and enforce a regulatory mechanism(s)	Ongoing	City Engineer	Assistant City Engineer	Public Works Director	
	4	19.4	Revise regulatory mechanism(s), if necessary to meet CSW Permit	Friday, October 14, 2022	City Engineer	Assistant City Engineer	Public Works Director	
	4	19.5	Ensure regulatory mechanism(s) content requires CSW items	Annual	City Engineer	Assistant City Engineer	Public Works Director	
	4	19.6	Implement written procedures for site plan reviews	Ongoing	Assistant City Engineer	Civil Engineer	All Technicians	
	4	19.7	Implement an inspection program	Ongoing	Assistant City Engineer	Civil Engineer	All Technicians	
	4	19.8	Maintain written procedures for prioritizing inspections	Ongoing	Assistant City Engineer	City Engineer	Public Works Director	
	4	19.9	Implement written checklist to document each site inspection	Ongoing	Assistant City Engineer	Civil Engineer	All Technicians	
	4	19.10	Implement written procedures for consideration of non-compliance reports	Ongoing	Assistant City Engineer	Civil Engineer	Technicians	
	4	19.11	Ensure staff training commensurate with responsibilities	Ongoing	City Engineer	Assistant City Engineer	Public Works Director	
	4	19.12	Maintain written enforcement response procedures (ERPs)	Ongoing	City Engineer	Assistant City Engineer	Public Works Director	
	4	19.13	Document details for each site plan review conducted	Ongoing	City Engineer	Assistant City Engineer	Technicians	
	4	19.14	Document dates, details of inspection training program	Ongoing	City Engineer	Assistant City Engineer	Technicians	
	4	19.15	Document any enforcement conducted pursuant to the ERPs	Ongoing	City Engineer	Assistant City Engineer	Technicians	
	4	19.16	Assessment of compliance	Annual	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.1	Post Construction Stormwater Management					
	5	20.3	Develop, implement, and enforce a regulatory mechanism(s)	Ongoing	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.4	Ensure regulatory mechanism(s) requires submitting site plan	Annual	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.5	Ensure regulatory mechanism(s) requires WQV for > 1 acre	Annual	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.6	Ensure regulatory mechanism(s) requires 1 inch WQV	Annual	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.7	Ensure regulatory mechanism(s) requires 0.5 inch WQV linear	Friday, October 14, 2022	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.8	Ensure regulatory mechanism(s) requires volume control considered first	Annual	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.9	Ensure infiltration systems prohibited for items a-j	Annual	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.10	Ensure linear may provide WQV off site	Annual	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.11	Ensure off-site treatment are consistent with order of preference	Annual	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.12	Ensure off-site treatment create new or retrofit	Annual	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.13	Ensure off-site treatment created within 24 months	Annual	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.14	Ensure off-site treatment payment is applied to public project	Annual	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.15	Ensure regulatory mechanism(s) provide for City access, etc.	Annual	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.16	Maintain a written or mapped inventory of private BMPs	Ongoing	Environmental Resources Tech	GIS Staff	Assistant City Engineer	
	5	20.17	Implement written procedures for site plan reviews	Ongoing	Assistant City Engineer	Civil Engineer	All Technicians	
	5	20.18	Ensure staff training commensurate with responsibilities	Ongoing	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.19	Maintain written enforcement response procedures (ERPs)	Ongoing	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.20	Document details for each site plan review conducted	Ongoing	City Engineer	Assistant City Engineer	Technicians	
	5	20.21	Develop System/Document dates, details of inspection training program	Friday, October 14, 2022	City Engineer	Assistant City Engineer	Public Works Director	
	5	20.22	Document any enforcement conducted pursuant to the ERPs	Ongoing	City Engineer	Assistant City Engineer	Technicians	
	5	20.23	Assessment of compliance	Annual	City Engineer	Assistant City Engineer	Public Works Director	

SWPPP Page / Sheet	MCM	Permit Section	Description	Schedule	Responsible Staff	Supporting Staff 1	Supporting Staff 2	Notes
	6	21.1	Pollution Prevention/Good Housekeeping for Municipal Operations					
	6	21.3	Maintain inventory of City owned/operated facilities	Ongoing	Streets & Parks Superintendents	GIS Staff	Environmental Resources Tech	
	6	21.4	Implement BMPs that prevent or reduce pollutants	Ongoing	Streets & Parks Superintendents	Public Works & Parks Maint. Staff	Environmental Resources Tech	
	6	21.5	Implement BMPs at City owned salt storage areas	Ongoing	Street Superintendent	Public Works Maint. Staff	Environmental Resources Tech	
	6	21.6	Develop/Implement a written snow and ice management policy	Friday, October 14, 2022	Public Works Director	Steet Superintendent	Street Lead Worker	
	6	21.7	Develop/maintain program to ensure winter maintenance staff are trained	Friday, October 14, 2022	Public Works Director	Steet & Parks Superintendents	Street Lead Worker	
	6	21.8	Develop/maintain written procedures for TSS and TP assessments	Friday, October 14, 2022	Public Works Director	City Engineer	Street & Parks Superintendents	
	6	21.9	Inspect all structural stormwater BMPs	Annual (or every two years)	Environmental Resources Tech	Steet & Parks Superintendents	GIS Staff	
	6	21.10	Inspect all ponds and outfalls	Permit term (5-years)	Environmental Resources Tech	Engineering Interns	GIS Staff	
	6	21.11	Determine needs and complete maintenance on BMPs and outfalls	Ongoing	Streets & Parks Superintendents	Public Works & Parks Maint. Staff	Environmental Resources Tech	
	6	21.12	Ensure staff training commensurate with responsibilities	Ongoing	Public Works Director	Steet & Parks Superintendents	Street Lead Worker	
	6	21.13	Document details of operation and maintenance program	Ongoing	Steet & Parks Superintendents	Streets & Parks Maint. Staff	Environmental Resources Tech	
	6	21.14	Document pond sediment assessment and removal activities	Ongoing	Steet & Parks Superintendents	Streets & Parks Maint. Staff	Environmental Resources Tech	
	6	21.15	Assessment of compliance	Annual	Public Works Director	Street & Parks Superintendents	Environmental Resources Tech	
	TMDL	22.1	Discharges to Impaired Waters with a USEPA-Approved TMDL that Includes an Applicable WLA					
	TMDL	22.2	Unmet WLA for oxygen, nitrate, TSS or TP, then update progress		N/A	N/A	N/A	
	TMDL	22.3	If WLA for bacteria, then maintain inventory of areas		Public Works Director	Streets & Parks Superintendents	Environmental Resources Tech	
	TMDL	22.4	If WLA for bacteria, maintain written plan		Public Works Director	Streets & Parks Superintendents	Environmental Resources Tech	
	TMDL	22.5	If WLA for chloride, then document deicing applied annually		Public Works Director	Streets & Parks Maint. Staff	Environmental Resources Tech	
	TMDL	22.6	If WLA for chloride, assess operations to reduce chloride use		Public Works Director	Streets & Parks Superintendents	Environmental Resources Tech	
	TMDL	22.7	If WLA for temperature, maintain written plan	NA	Public Works Director	NA	NA	
	Alum	23.1	Alum or Ferric Chloride Phosphorus Treatment System					
	Alum	23.2	Not applicable in IGH	NA		NA	NA	NA
	Mod	24.1	Stormwater Pollution Prevention Program (SWPPP) Modification					
	Mod	24.4	SWPPP Modifications	Annual	City Engineer	Assistant City Engineer	Engineering Tech	
	Report	25.1	Annual Assessment, Annual Reporting, and Recordkeeping					
	Report	25.2	Conduct an annual assessment of compliance with permit	Annual	City Engineer	Assistant City Engineer	Engineering Tech	
	Report	25.3	Submit an annual report	Annual (June 30)	Public Works Director	City Engineer	Engineering Tech	
	Report	25.4	Make program records available to the public	Ongoing	Engineering Tech	Environmental Resources Tech	Assistant City Engineer	
	Report	25.5	Retain copies of the permit application, all documentation	Ongoing	Engineering Tech	Environmental Resources Tech	Assistant City Engineer	
	Report	25.6	When requested by MPCA, submit program information	Ongoing	Public Works Director	City Engineer	Assistant City Engineer	

MS4 PROGRAM PROCEDURES AND SUPPORTING FORMS



City of Inver Grove Heights

Sheet 1: IDDE Priority Areas

MCM 3 (18.10 – 18.11) - Illicit Discharge Detection and Elimination

Description: The City has identified the areas listed below as priority areas with a higher potential for Illicit discharges. City staff pays particularly close attention and will complete inspections for illicit discharges and connections in the areas listed below while completing regular inspection and maintenance on the MS4 system and during normal operations in these areas.

PRIORITY AREAS BASED ON:

LAND USE / BUSINESS ACTIVITY	PAST DISCHARGES	SIGNIFICANT MATERIALS
<p>Industrial land Zoning Categories I-1 and I-2, as staff availability allows.</p>	<p>Yes</p>	<p>Industrial area including refinery and recycling facilities near TH 52.</p> <p>Waste storage and disposal facilities. Exposed sediment and disturbances.</p>



City of Inver Grove Heights

Sheet 2: IDDE Written Procedures

MCM 3 (18.12) - Illicit Discharge Detection and Elimination

City staff inspects for sources of illicit discharges as follows:

- 1) City staff looks for signs of illicit discharges and connection during regular inspections and maintenance of its MS4 system. These are often completed during dry weather conditions. Any indication of a dry weather flow is investigated as a potential illicit discharge and/or illegal connection.
- 2) City staff is watchful for signs of illicit discharges and/or connections during day-to-day operations. Signs of potential illicit discharges or connections are promptly investigated.
- 3) City staff completes site specific inspections when reports of potential illicit discharge or connections are received.

IDDE INVESTIGATING, LOCATING, ELIMINATING PROCEDURES

Any discovered or suspected illicit discharges or illegal connections shall be reported and are investigated by the Public Works Department.

The Streets Superintendent shall take the following actions:

- 1) Direct appropriate staff to respond / investigate illicit discharges and/or connections as necessary.
- 2) Oversee the required actions as a result of the investigation.
- 3) Oversee / direct efforts to eliminate illicit discharges and/or connections.

The City may utilize the following tools to help locate the source of an illicit discharge or illegal connection:

- 1) Observations by City Staff, Police, Fire Fighters, Public Transportation, others.
- 2) Reports by Citizens.
- 3) Storm Sewer System (MS4) Map – suspected signs of illicit discharges are tracked upstream through the system until the source is identified.
- 4) Visual inspections.
- 5) Mobile cameras, sampling results, and other inspection tools.

Illicit discharges or illegal connections are eliminated promptly by following the procedures layout within the following forms / ordinances:

- 1) City Ordinance 9-5-13 - Illicit Discharge and Connection
- 2) IDDE / Spill Investigating and Report Form
- 3) Illicit Discharge and Connection Notice of Violation

The City may use an IDDE / Spill Investigating and Report Form which outlines the process and helps document the investigations, discoveries, and actions taken to eliminate illicit discharges and connections.



City of Inver Grove Heights

Sheet 3: Spill Response Procedures

MCM 3 (18.13) - Illicit Discharge Detection and Elimination

Responsible Person: Public Works Director

Description: This procedure outlines the process for responding to spills and to prevent or reduce the chance of spills from reaching the MS4 system.

Procedures:

- 1) The First Person on the scene shall:
 - a. Protect human health and safety, observing safety precautions associated with the spilled material.
 - b. Stop the source of discharge, if safe to do so.
 - c. Call 911 if threat to public safety or immediate health.
 - d. Contain the discharged material, if safe to do so. (Dirt, sand, or any semi-impermeable material may be used to create a containment structure to prevent the discharge from flowing)
 - e. Call Public Works Department / Street Maintenance Department.
 - f. Recover discharged material, if safe to do so.
 - g. Remain onsite and assist with response, reporting, and cleanup as necessary.
 - h. Report the spill to the MN Duty Officer, if applicable (> 5 gallons).

- 2) The Emergency Response Personnel shall take the following actions:
 - a. Place catch basin inlet protection on downstream catch basins, if necessary.
 - b. Direct the appropriate staff to respond / cleanup discharged material and dispose of properly, if safe to do so.
 - c. Oversee spill clean-up actions.
 - d. Depending on the extent of the spill, spill kits are available in the yellow bins at Public Works and many other City facilities.
 - e. Report the spill to the MN Duty Officer, if applicable.

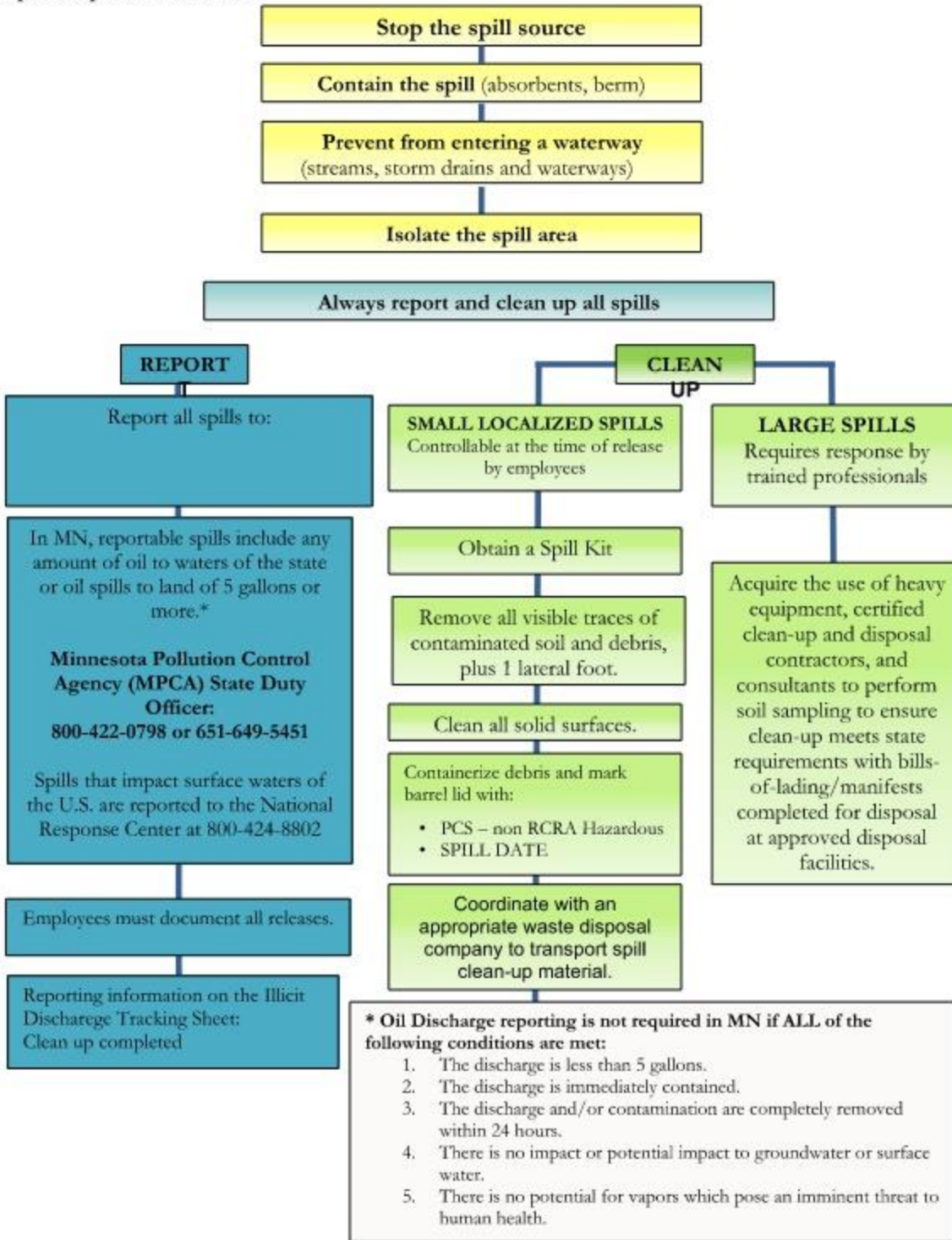
- 3) Spills / Discharges overseen by the Public Works Department may be documented by completing the IDDE / Spill Investigation and Report Form.

It is **required to notify the State Duty Officer** of the discharge of any substance or material which, if not recovered, may cause pollution of waters of the state. Recovery shall happen as rapidly and as thoroughly as possible and take immediately such other action as may be reasonably possible to minimize or abate pollution of waters of the state.

MN State Duty Officer: 1-800-422-0798

Spill Response/Control Note: for specific chemicals, refer to SDS for guidance.

Spill Response Flowchart





City of Inver Grove Heights

Sheet 4: Enforcement Response Procedures (ERPs)

MCM 3 (18.14) - Illicit Discharge Detection and Elimination

Description: Once an illicit discharge or connection to the storm drainage system has been discovered and reported to the Streets Maintenance Superintendent and/or City Engineer, the following enforcement response procedures shall be followed:

- 1) The Street Superintendent or City Engineer shall:
 - a. Oversee that the appropriate measures are taken to promptly eliminate the illicit discharge or connection.
 - b. Evaluate the severity of the illicit discharge or connection.
 - c. Work with the Public Works Director to issue the appropriate Verbal Warning/Notice of Violation.
 - d. Oversee or direct the appropriate staff to oversee and verify compliance actions are completed.

- 2) The violation, enforcement, and actions taken to resolve the violation shall be documented including:
 - a. Name of the person responsible for violating the terms and conditions of the Regulatory Mechanism(s)
 - b. Date(s) and location(s) of the observed violation(s)
 - c. Description of the violation(s), including reference(s) to relevant Regulatory Mechanism(s)
 - d. Corrective action(s) (including completion schedule)
 - e. Date(s) and type(s) of enforcement used to compel compliance (e.g., written notice, citation, stop work order, withholding of local authorizations, etc.)
 - f. Referrals to other regulatory organizations (if any)
 - g. Date(s) violation(s) resolved

The City may utilize an Illicit Discharge and Connection Notice of Violation Form. This form helps document and outlines the process, violation details, and follow-up actions required for a violation.



City of Inver Grove Heights

Sheet 5: IDDE / Spill Investigation & Reporting

MCM 3 (18.15)- Illicit Discharge Detection and Elimination

Investigator/Discoverer:

Date:

Time:

Responsible Party:

Phone:

Email:

Address / Location of Incident or Discharge:

Description of Incident or Discharge:

Potential Receiving Water(s):

Nature of Discharge: (check all that apply)

Spill Leak Intermittent Continuous Pulsing/Irregular

Characteristics of Discharge: (check all that apply)

ODOR

None Sewage Rancid/Sour
 Sulphur (Rotten Egg) Cooking Oil
 Gas/Petroleum Other:

APPEARANCE

Clear Sheen
 Cloudy Color:
 Other:

SOLIDS/FLOATABLES

None Sewage
 Paper Garbage
 Plastic Other:

Extent of Discharge:

Horizontal: 0 to 20 ft 20 to 100 ft 100+ ft Reached MS4 system/Water of the State

Vertical: 0 to 6 in 6 to 18 in 18+ in Unknown Located in Wellhead Protection Area

Other Information: (check all that apply)

Potential to Reach MS4 System or Surface Water Fire Hazard Combustible/Explosion Hazard
 Hazard to Life/Limb, Injuries Environmental Effect Expected
 Equipment and Clean-up Consumables on Hand

Product: Fuel/Gasoline Lubricant Sediment Food Based Other:

Severity: (check all that apply)

Minor Discharge - 5 gallons or less and easily contained.

Intermediate Discharge - 5+ gallons and has not/will not reach the MS4 system or surface waters.

Major Discharge - 5+ gallons and has/will reach the MS4 system/surface waters and may cause pollution of water of the state. (Will need to be reported to the State Duty Officer)

Emergency - Any discharge that threatens public safety or immediate health. (CALL 911)

Reporting Agencies

City Public Works: (952) 895-4555

Emergency / Police: 911
State Duty Officer: 1-800-422-0798
MPCA: 1-800-657-3864

It is required to notify the State Duty Officer of the discharge of any substance or material which, if not recovered, may cause pollution of waters of the state. Recovery shall happen as rapidly and as thoroughly as possible and take immediately such other action as may be reasonably possible to minimize or abate pollution of waters of the state.

Clean-up Action(s) Taken:

Clean-up Action Confirmed By (City Staff):

Date:

Enforcement Action(s):

- Verbal Warning
- Written Notice of Violation Issued
- Emergency Ceases and Desist Order Issued
- Suspension Order Issued (due to Emergency Situations)
- Suspension Order Issued (due to Detection of Illicit Discharge)
- Other:

Other Notes / Comments:

*This page can also be found in an online fillable format.



City of Inver Grove Heights

Sheet 7: IDDE
Notice of Violation

MCM 3 (18.17) - Illicit Discharge Detection and Elimination

Date: _____

Person(s) Name: _____

Business Name: _____

Phone Number: _____

Mailing Address: _____

Discharge/Connection Address (if different than above)

Date(s) of Discharge or Identification of Connection: _____

Description/Observations: _____

You are hereby notified that the City of Inver Grove Heights has sufficient information indicating that a potential violation of City Code 9-5 has occurred and is hereby issuing this:

Notice of Violation: You are hereby ordered to investigate and remedy the above stated conditions, at your expense. Written verification of the resolution shall be provided to the City within 48 hours after this notice is received. Issuance of a notice of violation shall not be a bar against, or a prerequisite for, taking any other action against the violator(s). Investigation and/or resolution of the matter in response to the Notice in no way relieves the owner of liability for any discharges or violations occurring before or after receipt of the Notice and does not limit the authority of the City to take action, including emergency action or any other enforcement action, without first issuing a Notice.

Please be advised: Should you fail to restore compliance within the established time, the work will be done by a designated government agency or a contractor and the expense thereof shall be charged to the owner/operator. In addition to the other penalties, the City may recover engineering fees, court costs, court reporter's fees, attorney fees, and other expenses of litigation or enforcement by an appropriate action against the person or entity found to have violated the City ordinance or the orders, rules, regulations, and permits issued.

City of Inver Grove Heights Authorized Agent

Date

ILLICIT DISCHARGE/CONNECTION FOLLOW-UP

Date Discharge/Connection Resolved: _____

Action(s) Taken:

I certify that the above Discharge/Connection and has been resolved.

City of Inver Grove Heights Authorizing Agent

Date

***This page can also be found in an online fillable format.**



City of Inver Grove Heights

Sheet 8: Site Plan Review Written Procedures

MCM 4 (19.6)- SITE PLAN REVIEW PROCEDURES MCM 5 (20.17) – POST CONSTRUCTION STORMWATER MANAGEMENT

Upon receipt of a proposed site plan submittal package to the City of Inver Grove Heights the following procedures shall be followed:

- 1) Proposed site plan submittal information shall be directed to the City Engineer.
- 2) The City Engineer shall take the following actions:
 - a. Forward the information to the appropriate entities for review and approval. This may include, but not limited to one or all of the following reviewers:
 - i. City's Consultant
 - ii. Review by the City's Assistant City Engineer or designated staff
 - iii. Other City Departments as needed (Natural Resources, Planning, etc.)
 - b. Oversee the review process and compile comments.
 - c. Notify owner of approval, disapproval, or required resubmittal of site plan information based on the comments.
 - d. Ensure appropriate City approvals are obtained or applied for prior to final approval.
 - e. If applicable, notify the applicant of the need to apply for and obtain coverage under the MPCA NPDES Construction Stormwater Permit.
- 3) The reviewing entities shall complete the following actions:
 - a. Review submitted information against the City's Site Plan Review Checklist which reflects concurrence with current ordinances, policies and design standards.
 - b. Provide written comments and recommendations of approval, disapproval and/or required resubmittal of site plan information. City Engineer or designee shall ensure delivery to plan submitter.
 - c. Utilize site plan review checklist/form and a comment letter describing compliance or non-compliance. The City's Engineering Consultants may use the form and/or provide a review memorandum addressed to the City Engineer that addresses the items noted in the form.
 - d. Repeat process until the plan is approved.



MCM 4 (19.7) - SITE INSPECTION PROCEDURES

The following procedures shall be followed when completing construction site inspections within the City of Inver Grove Heights:

- 1) Upon site plan and permit approvals by the City: The City Engineer shall take the following actions:
 - a. Identify and notify the appropriate entities for completing site inspections during construction.
This may include, but not limited to one or all of the following entities:
 - i. Primary – Assistant City Engineer
 - ii. Secondary – Other City Engineering Department Staff and Trained Interns
 - iii. Engineering Department Consultant
 - iv. Building Inspector
 - b. Oversee site inspection process.
 - c. Implement the City's Construction Site Stormwater Management Enforcement Response Procedures, when necessary.

- 2) The entities responsible for completing site inspections shall complete the following actions:
 - a. Rate the site for priority of inspection based on topography, soil characteristics, type of receiving water, other site specific and local characteristics.
 - b. Highest priority sites will be inspected based on report of a discharge or complaint, then weekly after the initial inspection until the site has reached compliance; lower priority sites will be inspected based on a report of a discharge or complaint. Inspection frequency may be adjusted due to the frequency of rainfall events or other observed site conditions.
 - c. Complete site inspections necessary to observe compliance with the SWPPP and site plans.
 - d. Document Site inspections to include at a minimum:
 - i. Date and time of inspection.
 - ii. Name of inspector.
 - iii. Project name and location.
 - iv. Type of inspection (routine, rain event, compliance report, etc.)
 - v. Weather and site conditions.
 - vi. Findings of inspection & locations of non-compliance / violations.
 - vii. Corrective actions taken.
 - viii. Recommended amendments to SWPPP, when applicable.
 - e. Notify the City Engineer of sites having a history of unresolved violations or major deficiencies.
 - f. Inspector may utilize site inspection checklists, documentation standards, and procedures.



City of Inver Grove Heights

Sheet 10: Site Inspection Priority Procedures

MCM 4 (19.8) – Construction Site Stormwater Runoff Control

Description: The City has identified the areas listed below as priority areas for construction site inspections.

High Priority Sites

(Frequency: At a minimum high-priority sites will be inspected following receipt of a complaint. Follow-up inspections completed as needed until any identified compliance issues are resolved).

- Sites with direct connections to the Mississippi River. Direct connections are connections without a stormwater treatment facility between the site and the outfall.
- Sites with ongoing compliance issues.

Low Priority Sites

(Frequency: as warranted)

- Any sites not listed as High Priority.



City of Inver Grove Heights

Sheet 11: Construction Site Inspection Checklist

MCM 4 (19.9) – Construction Site Stormwater Runoff Control

Inspector:	Date:	Time:
------------	-------	-------

Project Name:	Permit No:
---------------	------------

Project Location:

Type of Inspection: (check all that apply)
 Report Investigation Routine Rainfall Event Rainfall depth (estimated): _____ (if applicable)

Weather Conditions During Inspection (check all that apply)
 Clear Cloudy Rain Snow Temperature (estimated): _____

Erosion & Sediment Control BMPs	Installed			Maintenance or Corrections Needed		Notes:
	Yes	No	NA	Yes	No	
Perimeter Controls on all downgradient locations and upgradient of buffer zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stabilization of exposed soils, including stockpiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stabilization of ditch and swale bottoms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy dissipation at pipe outlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preservation of a 50-foot natural buffer or redundant sediment controls near surface waters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Owner/operator self-inspection records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Construction Entrance/Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inlet Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sediment Tracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Construction Waste Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Temporary Sediment Basins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Onsite BMPs maintained and protected during construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dewatering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Concrete Washout Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final stabilization, including confirmation that permanent stormwater BMPs are functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Maintenance and/or Corrections Required:	
Maintenance and/or Correction Action(s) Follow-up:	Date:
Enforcement Action: <input type="checkbox"/> Verbal Warning <input type="checkbox"/> Notice of Violation <input type="checkbox"/> Other: _____	
Enforcement Action Follow-up:	Date:

***This page can also be found in an online fillable format.**



City of Inver Grove Heights

Sheet 12: Written Procedures for Reports of Noncompliance

MCM 4 (19.10) – Construction Site Stormwater Runoff Control

Reports of Noncompliance

Established BMP Category: Receipt and Consideration of Reports of noncompliance or other stormwater related information relating to construction activity submitted by the public

Measurable Goals and Timeline: Continue to take reports of noncompliance or other stormwater related information on construction activity within the City.

Once a construction site stormwater management report of noncompliance or request for information has been received, the following procedures will be followed:

- 1) The reported noncompliance or request for information will be forwarded to the City Engineer or other relevant staff within the Engineering Department.
- 2) If the request is for general information relating to a construction site, the City Engineer will assign the information request to a staff member and document that the request has been resolved.
- 3) If the report is for potential noncompliance of a construction site, the City Engineer will follow up directly or assign a follow-up site inspection to staff member.
- 4) If the report of noncompliance is determined to not be a violation, the City Engineer will assign the information request to a staff member and document that the request has been resolved.
- 5) If the report of noncompliance is confirmed during the initial site inspection, the City Engineer will be notified of the nature of the noncompliance and the site will be considered for enforcement as described in Sheet 19.12/19.15.
- 6) The Engineering Department will complete follow-up communication with the member of the public who filed the report, only if that individual left their name and contact information and requested follow-up.



City of Inver Grove Heights

Sheet 13: Construction Site Enforcement Response Procedures (ERPs)

MCM 4 (19.12) – Construction Site Stormwater Runoff Control
MCM 5 (20.19) – Post Construction Stormwater Management

Once a construction site stormwater management violation has been identified, the following enforcement response procedures shall be followed:

- 1) Report violation to the construction site responsible party.
 - a. The responsible party will follow up with a site inspection and communication with the site owner or contractor.
 - b. If the responsible party determines that the owner or contractor has not responded adequately to correct identified site deficiencies or has demonstrated a general lack of compliance at the site, the responsible party will refer the matter to the City Engineer.
- 2) The construction site responsible party shall:
 - a. Oversee that the appropriate measures are taken to promptly eliminate the violation/deficiency.
 - b. Oversee or direct the appropriate staff to oversee and verify compliance actions are completed.
 - c. Evaluate the severity of the violation.
 - d. Issue the appropriate Verbal Warning / Notice of Violation
- 3) The violation, enforcement, and actions taken to resolve the violation shall be documented including:
 - a. Name of the person responsible for violating the terms and conditions of the Regulatory Mechanism(s)
 - b. Date(s) and location(s) of the observed violation(s)
 - c. Description of the violation(s), including reference(s) to relevant Regulatory Mechanism(s)
 - d. Corrective action(s) (including completion schedule)
 - e. Date(s) and type(s) of enforcement used to compel compliance (e.g., completion of work and reimbursement of costs from site's erosion control escrow, written notice, citation, stop work order, withholding of local authorizations, etc.)
 - f. Referrals to other regulatory organizations (if any)
 - g. Date(s) violation(s) resolved
- 4) The City may utilize a Construction Site Stormwater Management Notice of Violation Form. This form helps document and outlines the process, violations details, and follow-up actions of a violation.



City of Inver Grove Heights

Sheet 14: Site Plan Review Checklist

MCM 4 (19.13) – Construction Site Stormwater Runoff Control
MCM 5 (20.20) – Post Construction Stormwater Management

Project / Site Information

Project Name / Owner:

Project Location:

Disturbed Acres:

Existing Impervious:

Proposed Impervious:

Net Increase / (Decrease):

City Project Number:

Review Tracking

Initial Submittal Date:

Reviewed By / Date:

Review Comments / Findings:

Notified Owner:

Re-Submittal Date:

Reviewed By / Date:

Review Comments / Findings:

Notified Owner:

Construction Site – Erosion/Sediment Control (All projects)

Site plans and project documentation must incorporate erosion and sediment controls and waste controls.

Incorporated			Comments:
Yes	No	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the plans include provisions in accordance with Chapter 14, Article 7 of Inver Grove Heights City Code including the following: <ul style="list-style-type: none"> • Erosion prevention and sediment control practices: • Sediment Tracking Cleanup, Waste Controls • Temporary Sediment Basins – Water Quality Treatment (if required) • Dewatering and basin draining • Final stabilization • Maintenance of BMPs and Site Inspections/Rainfall record keeping

SWPPP Submittal (Required for projects disturbing 1 acre or more)

Incorporated			Comments:
Yes	No	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a Stormwater Pollution Prevention Plan (SWPPP) been prepared/Included?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the City notified the owner of the NPDES Permit Requirements?

Post-Construction Stormwater Management Requirements

- Stormwater standards referenced in City Code 9-5.
- Additional requirements applicable to projects in Shoreland Areas are defined in Title 10, Chapter 13, Article B.

*A version of this document can be found online in a fillable form



City of Inver Grove Heights

Sheet 15: Construction Site ERP Notice of Violation

MCM 4 (19.15)- Construction Site Stormwater Runoff Control
MCM 5 (20.22) – Post Construction Stormwater Management

Date of Issuance: _____

Inspectors Name: _____

Responsible Person(s): _____

Project Name: _____

Project Location: _____

Description of violation: _____

Corrective actions needed: _____

Referral(s) to other regulatory organizations (if any): _____

You are hereby notified that the City of Inver Grove Heights has sufficient information indicating that a potential violation of City Code 9-5 has occurred and is hereby issuing this:

Notice of Violation: You are hereby ordered to investigate and remedy the above stated conditions, at your expense. Written verification of the resolution shall be provided to the City within 48 hours after this notice is received. Issuance of a notice of violation shall not be a bar against, or a prerequisite for, taking any other action against the violator(s). Investigation and/or resolution of the matter in response to the Notice in no way relieves the owner of liability for any discharges or violations occurring before or after receipt of the Notice and does not limit the authority of the City to take action, including emergency action or any other enforcement action, without first issuing a Notice.

Please be advised: Should you fail to restore compliance within the established time; a stop work order may be issued for the project or, the work will be done by a designated government agency or a contractor, and the expense thereof shall be charged to the owner/operator. In addition to the other penalties, the City may recover engineering fees, court costs, court reporter's fees, attorney fees, and other expenses of litigation or enforcement by an appropriate action against the person or entity found to have violated the City ordinance or the orders, rules, regulations, and permits issued.

City of Inver Grove Heights Authorized Agent

Date

CONSTRUCTION SITE STORMWATER RUNOFF FOLLOW-UP

Date Construction Site Stormwater Runoff Issue Resolved: _____

Action(s) Taken:

I certify that the above Stormwater Runoff issue has been resolved.

City of Inver Grove Heights Authorizing Agent

Date

*This page can also be found in an online fillable format.



City of Inver Grove Heights

Sheet 16: Owned
/Operated Municipal
Facilities

MCM 6 (21.3)– Pollution Prevention

Description: The City has identified owned and/or operated facilities that could contribute pollutants to stormwater discharges. List included as of October 2022.

Facility List (examples):

- Composting
- Equipment storage and maintenance
- Hazardous waste disposal
- Public works yards
- Snow storage
- Salt storage
- Vehicle storage and maintenance
- Public parking lots
- Street and Parking Lot Sweeping
- Parks

OWNED/OPERATED MUNICIPAL FACILITIES

FACILITY	FACILITY TYPE	LOCATION	FERTILIZER USE	FUELING	HERBICIDE / PESTICIDE USE	LAND-SCAPING	SNOW REMOVAL & DEICING	STREET SWEEPING	STOCK PILING	WASTE STORAGE	PARKS	STREETS	UTILITIES	FACILITIES
Fire Station 1	Fire Station	7015 Clayton Ave E			X	X	X	X		X	X	X		
Firestation 2	Fire Station	9200 Courthouse Blvd			X	X	X	X		X	X	X		
Firestation 3	Fire Station	2059 Upper 55th St E			X	X	X	X		X	X	X		
Police Station	Police Station	8150 Barbara Ave			X	X	X	X		X	X	X		
City Hall	Civic Facility	8150 Barbara Ave	X		X	X	X	X		X	X	X		X
Public Works Shop	Maintenance Facility	8168 Barbara Ave	X	X	X	X	X	X	X	X	X	X	X	X
Public Works South Storage	Maintenance Facility	8336 Barbara Ave			X		X	X	X		X	X		
Union Cemetery	Cemetery & Park	Parcel ID 20-03410-76-010				X					X	X		
Snow Dump Lot	Maintenance Facility	1850 70th St E					X					X		
Gisch Lot	Maintenance Facility	Parcel ID 20-01100-25-030					X		X	X		X	X	
Dickman Lot	Maintenance Facility	Parcel ID 20-01100-27-012					X		X	X		X		
SE Storm Lift Station 1	Permanent Lift Station	Parcel ID 20-14060-00-010					X	X					X	
NE Storm Lift Station 1	Emergency Pumping Station	Parcel ID 20-36500-30-122					X	X					X	
NE Storm Lift Station 2	Emergency Pumping Station	Parcel ID 20-36500-36-040					X	X					X	
NE Storm Lift Station 3	Emergency Pumping Station	Jct. of 64th St E & Doffing Ave					X	X					X	
NW Storm Lift Station 1	Emergency Pumping Station	Parcel ID 20-15800-00-060					X	X					X	
NW Storm Lift Station 2	Emergency Pumping Station	Parcel ID 20-15800-00-010					X	X					X	
NW Sanitary Building 1	Lift Station	773 Robert Trail S					X	X					X	
NE Sanitary Lift Station 1	Well House	6320 Doffing Ave E					X	X					X	
NE Sanitary Lift Station 2	Well House	6901 River Road					X	X					X	
NE Sanitary Lift Station 3	Well House	7011 Concord Blvd					X	X					X	
NE Sanitary Lift Station 4	Well House	5916 Blackberry Trail					X	X					X	
SW Sanitary Lift Station 1	Well House	8150 Barbabra Ave					X	X					X	
NW Sanitary Lift Station 1	Well House	7733 Robert Trail S					X	X					X	
SE Sanitary Lift Station 1	Well House	9931 Inver Grove Trail					X	X					X	
SE Sanitary Lift Station 2	Well House	8222 Cleary Ct					X	X					X	
NW Sanitary Lift Station 2	Well House	7034 Archer Trail					X	X					X	
NW Sanitary Lift Station 6	Well House	1407 80th St E					X	X					X	
NW Sanitary Lift Station 7	Well House	6339 Apple Ct					X	X					X	
NW Water Building 1	Well House	7509 Barbara Ave					X	X					X	
NE Water Building 1	Well House	6857 Cahill Ave					X	X					X	
NE Water Building 2	Well House	2810 70th St E					X	X					X	
NE Water Building 3	Well House	2990 75th St E					X	X					X	
NE Water Building 4	Well House	2988 75th St E					X	X					X	
NE Water Building 5	Well House						X	X					X	
NW Water Building 2	Well House	7302 Babcock Trail					X	X					X	

FACILITY	FACILITY TYPE	LOCATION	FERTILIZER USE	FUELING	HERBICIDE / PESTICIDE USE	LAND-SCAPING	SNOW REMOVAL & DEICING	STREET SWEEPING	STOCK PILING	WASTE STORAGE	PARKS	STREETS	UTILITIES	FACILITIES
NW Water Building 3	Water Treatment Plant	7400 Babcock Trail	X		X	X	X	X	X	X			X	
NA	Water Treatment Plant Reservoir	2015 75th St E											X	
NW Water Building 4	Booster Station	5024 Babcock Trail					X	X					X	
NW Water Building 5	Booster Station	7400 Babcock Trail					X	X					X	
NW Water Building 6	Water Tower	1770 50th St E			X	X	X	X					X	
NW Water Building 7	Water Tower	6857 Cahill Ave E			X	X	X	X					X	
SE Water Building 1	Water Tower	8815 Broderick Blvd			X	X	X	X					X	
Arbor Pointe Park	Park	8545 Cahill Ave.	X	X	X	X	X	X		X	X			
Broadmoor Park	Park	11306 Stratford Lane	X	X	X	X	X	X		X	X			
Community Center Park	Park	80th St. and Barbara.	X	X	X	X	X	X		X	X	X		
Dehrer Park	Park	4085 Dehrer Way	X	X	X	X	X	X		X	X			
Ernster Park	Park	7750 Dickman Tr.	X	X	X	X	X	X		X	X			
Groveland Park	Park	1990 46th St.	X	X	X	X	X	X		X	X			
Harmon Park Reserve	Park	1642 Upper 55th St. E.	X	X	X	X	X	X		X	X			
Old City Hall Park	Park	6701 River Road	X	X	X	X	X	X		X	X			
Rich Valley Athletic Complex	Park	1841 105th Street E.	X	X	X	X	X	X	X	X	X	X		
River Front Park	Park	7782 River Road	X	X	X	X	X	X		X	X			
River Heights Park	Park	8780 Inver Grove Trail	X	X	X	X	X	X		X	X			
Salem Hills Park	Park	1642 Upper 55th St. E.	X	X	X	X	X	X		X	X			
Seidls Lake Park	Park	2655 47th St. E.	X	X	X	X	X	X		X	X			
Simley Island Park	Park	3110 80th St. E.	X	X	X	X	X	X		X	X	X		
Heritage Village Park	Park	4321 65th Street	X	X	X	X	X	X		X	X			
Inverwood Golf Course	Golf Course	1850 70th St.	X	X	X	X	X	X	X	X	X		X	
Lions Park	Park	2423 65th St. E.	X	X	X	X	X	X		X	X			
Marcott Woods Park	Park	2890 96th Street E.	X	X	X	X	X	X		X	X			
Marianna Ranch Park	Park	9125 Alvarez Ave.	X	X	X	X	X	X		X	X			
McGroarty Park	Park	County Rd 18 and Blaine Ave.	X	X	X	X	X	X		X	X			
North Valley Park	Park	2800 70th St. E.	X	X	X	X	X	X		X	X			
Oakwood Park	Park	3534 78th St. E.	X	X	X	X	X	X		X	X			
Skyview Park	Park	6765 Dawn Ave.	X	X	X	X	X	X		X	X			
Sleepy Hollow Park	Park	3645 84th St. E.	X	X	X	X	X	X		X	X			
South Valley Park	Park	2810 70th St. E.	X	X	X	X	X	X		X	X			
Southern Lakes Park	Park	10810 Alison Way	X	X	X	X	X	X		X	X			
Swing Bridge Park	Park	4465 66th St. E	X	X	X	X	X	X		X	X			
Veterans Memorial Community Center	Civic, Recreation & Maintenance Facility	80th Street and Barbara	X	X	X	X	X	X	X	X	X	X		X
Woodland Preserve Park	Park	11666 Azure Lane	X	X	X	X	X	X		X	X			
Vista Pines Park	Park	7500 Argenta Ct.	X	X	X	X	X	X		X	X			
Unnamed (Peltier Reserve) Park	Park	Parcel ID 20-56900-00-030	X	X	X	X	X	X		X	X			



City of Inver Grove Heights

Sheet 17: Pond Treatment Effectiveness Procedures

MCM 6 (21.8) – Pollution Prevention

The following pond assessment procedures and schedule shall be followed to determine the Total Suspended Solids (TSS) and Total Phosphorous (TP) treatment effectiveness of City owned and operated ponds for the collection and treatment of stormwater.

Assessment Procedure:

The City has established a goal of completing assessments for all City owned ponds, at least 20% annually over the current permit period between 2022-2027. The City may adjust this frequency based on available budget, staff availability, and other factors that may affect the process. The following steps may be taken to assess the City pond(s) and TSS and TP treatment effectiveness:

- a. Gathering of any available background information, including but not limited to:
 - Original design information, if available (Record drawings, design calculations, etc.)
 - As-built survey information, if completed and available
 - Contributing drainage area characteristics (size, land use, upland treatment, etc.)
 - Previous inspection reports
- b. Site or desktop investigation of the existing condition(s), including but not limited to:
 - Determination/estimation of sediment levels in the pond
 - Identification of outlet details (Elevations, type and condition of structure(s), etc.)
 - Identification of inlet details (Elevations, type and condition of structure(s), etc.)
 - Any other significant pond characteristics/details
- c. If deemed necessary, the City may preform water quality calculations based on available information

Schedule, Measurable Goals, and Priority:

The City reviews potential pond maintenance needs and opportunities on an annual basis. Based on that review and the availability of funds, the City may implement sediment removal projects on an annual basis. The City adjusts the number of pond maintenance work based on available budget, staff availability, and other factors that may affect the process.

- a. Following pond assessment procedure(s), the City shall evaluate the City owned and operated storm water treatment ponds to determine the highest priority pond(s) for assessing TSS and TP effectiveness. Prioritization may be based on the following factors:
 - Conclusions based on pond assessment(s)
 - Public input, as applicable
 - Age of pond
 - Contributing drainage area characteristics (size, land use, upland treatment, etc.)
 - Previous inspection reports
 - Type and location of receiving water
 - Sensitivity of receiving water



City of Inver Grove Heights

Sheet 18: Inspections of BMPs, Outfalls, Stockpiles and Storage Areas

MCM 6 (21.9, 21.10, 21.11) - Pollution Prevention

1. City of Inver Grove Heights staff will conduct annual inspections of structural stormwater BMPs (sump manholes, hydrodynamic separators, grit chambers, etc.) to determine structural integrity, proper function and any maintenance needs.
 - a. Inspections of structural stormwater BMPs will be conducted annually unless the City determines if either of the following conditions apply: 1) Complaints received or patterns of maintenance indicate a greater frequency is necessary, or 2) Maintenance or sediment removal is not required after completion of the first two annual inspections; in which case the frequency of inspections will be once every two (2) years.
 - b. The City will document any changes in the inspection frequency.
2. Within the 5-year term of this permit, the City will conduct at least one inspection of all ponds and outfalls (excluding underground outfalls) in order to determine structural integrity, proper function, and maintenance needs. This will result in the City inspecting an average of at least 20% of the ponds and outfall annually.
3. Inver Grove Heights will conduct quarterly inspections of stockpiles, and storage and material handling areas (as inventoried in the Facility Inventory), to determine maintenance needs and proper function of BMPs.
4. The City will record system inspections within its internal database system.