

**WATERTOWN CITY COUNCIL
WORK SESSION AGENDA
CITY HALL
23 SECOND STREET NORTHEAST
WATERTOWN, SOUTH DAKOTA**

Monday, March 7th, 2016

5:30 PM

1. Call to Order
2. Discussion on snow removal on sidewalks along 19th Street East
3. Presentation of Revised Storm Water Management Program and Annual Report
4. Discussion on the 15th Street NE Bid Opening
5. Update on the Big Sioux Flood Control Study
6. Discussion on the SD DOT Highway 81 Detour Route
7. Open – Public Comment
8. Future agenda items
9. Adjournment

Rochelle M. Ebbers, CPA
Finance Officer

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City of Watertown, South Dakota Storm Water Management Program

for compliance with

Federal Clean Water Act National Pollutant Discharge Elimination System Phase II Storm Water Program

Revision Proposed March 7, 2016

Introduction

The City of Watertown reached full implementation of the Storm Water Phase II Program as planned, and continues to enforce the program in compliance with the General Permit for Stormwater Discharges. The Program is broken down into the six required “Minimum Control Measures” with associated Best Management Practices (BMPs) selected to implement each Control Measure. For each BMP, the Plan lists measurable goals, rationale, implementation schedule and frequency for each action, and the individual(s) responsible for implementation. The following pages define the Storm Water Phase II Program for the City of Watertown.

Minimum Control Measure 1: Public Education and Outreach on Storm Water Impacts.

To satisfy this minimum control measure, the permittee must implement public education activities, which include the following:

1. Distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges and the steps the public can take to reduce pollutants in storm water runoff.
2. Target local businesses with informational materials appropriate to them on potential storm water impacts of improper waste disposal and illegal discharges.

BMPs to implement Minimum Control Measure 1:

1. Informational flyers will be included at least once annually in a utility bill mailing during the storm water season of April through September by the Lake Area Technical Institute (LATI) Environmental Science Educator. This BMP was selected because it is a way to cost-effectively provide information to the entire Watertown community. **GOAL: 1 per year**
2. An information sheet on Phase II was developed and will be distributed by Watertown’s Wastewater Superintendent via industrial pretreatment staff during their annual inspections of industrial users. This BMP was selected because it is a simple and cost-effective way to provide information to the industrial community within Watertown. **GOAL: 50 sheets distributed per year**

3. The City will support the efforts of East Dakota Water Development District, South Dakota State University, and the Brookings Conservation District in their efforts to organize and co-sponsor the annual Big Sioux Water Festival at SDSU by contributing \$500 each year toward the event. This BMP was selected because the Festival is filled with fun, interactive educational activities and short courses to expose youth to important water-related issues, and Watertown 4th Graders take part. The money comes out of the Water Resources budget for Public Education and Outreach. The individual responsible for implementation is the City Engineer. **GOAL: Contribute \$500 per year**
4. The City will host the annual Conservation Connections event at Watertown's Bramble Park Zoo during the month of July. Educational activities are geared toward teaching the effects of water quality and the environment on fish and wildlife habitat and propagation. The target audience of the annual Bramble Park Zoo Conservation Connections is families. Attendance at the Bramble Park Zoo is characterized by a ratio of adults to children of 2 to 1. Conservation Connections attendance provides the measure of success. The individual responsible for implementation is the Zoo Educator. **GOAL: 1 Event per year**
5. The Community will continue presentations to urban audiences by project staff of the Upper Big Sioux River Watershed Project (UBSRWP), which is sponsored by the City of Watertown. Although the primary focus of the project is on agricultural activities and agricultural nonpoint source pollution, project staff often provide presentations to urban audiences such as service organizations, schools, special interest groups, government agencies, etc. In consideration of the urban audiences, the presentations promote the efforts towards water quality improvements with an expanded focus on the urban environment, effects of urban storm water pollution, and the steps individuals can take to improve urban storm water quality. Project staff are highly experienced and qualified in the area of water quality and public information and education for the purpose of water quality improvements. Level of effort will be measured by the number of speaking engagements to urban audiences, and the individual responsible for implementation is the UBSRWP Coordinator. **GOAL: 2 Presentations per year**
6. The City maintains a website with a section dedicated to Storm Water Phase II program background, requirements, goals and plan for implementation. Web- page content, links, and number of hits will measure level of effort and success toward public education and outreach. The individual responsible for implementation is the City Engineer via the Engineering Administrative Assistant. **GOAL: Ongoing, website maintenance**
7. City staff will provide a presentation and review of Program accomplishments at a City Council meeting by the first week of March each year, and submit the Annual Report to the DENR by March 10. All City Council meetings are open to the public, and provide opportunity for public education and outreach. The meetings are televised and replayed on the local government access channel. The individual responsible for implementation is the Assistant City Engineer. **GOAL: 1 Presentation per year and on-time report submittal**

Minimum Control Measure 2: Public Involvement/Participation. To satisfy this minimum control measure, the permittee must develop and implement procedures for involving the public in the SWMP, including the following:

1. Include the public in developing, reviewing, and implementing the SWMP;
2. Make efforts to reach out and engage the entire community;
3. Comply with any applicable public notice requirements using an effective mechanism for reaching the public; and
4. Document efforts to involve the public and ensure that members of the community were given opportunities to be involved.

BMPs to implement Minimum Control Measure 2:

1. The City will fulfill the statutory requirements of SDCL 1-25-1.1. Notice of meetings of public bodies -- Violation as misdemeanor for all City Council meetings. **GOAL: 24 Compliant Council Meetings per year.**

This level of notification provides the entire community equal opportunity to be informed of Storm Water Phase II Program activities considered by the City Council and to participate in the process of developing, reviewing, and implementing Watertown's Storm Water Phase II Program.

All public bodies shall provide public notice, with proposed agenda, at least twenty-four hours prior to any meeting, by posting a copy of the notice, visible to the public, at the principal office of the public body holding the meeting, and, for special or rescheduled meetings, delivering, in person, by mail or by telephone, the information in the notice to members of the local news media who have requested notice. For special or rescheduled meetings, all public bodies shall also comply with the public notice provisions of this section for regular meetings to the extent that circumstances permit.

In addition, agendas provided to the local news media in the event of special or rescheduled meetings involving the Storm Water Phase II Program or other existing programs with a storm water quality benefit will be kept in the file as a measure of compliance and completion of this best management practice activity.

The individual responsible for implementation is the Finance Officer.

2. Continue making the current level of additional effort to notify the public of all City Council meetings and agenda. **GOAL: 24 Compliant Council Meetings per year.**

Additional methods employed by the City of Watertown for public notification of City Council meetings and agenda include notifying all City department heads and local media including radio and newspaper that the agenda has been published on the website for use in public service announcements and news coverage. This multi-media approach provides capability to reach numerous diverse target audiences.

The individual responsible for implementation is the Finance Officer.

3. Provide annual report of Storm Water Phase II Program accomplishments to the Watertown City Council. **GOAL: 1 Presentation per year**

City Council meetings are open to the public, and are televised and replayed on the local government access channel. Measure of accomplishment will be the City Council's acceptance of the final report including any revisions to Watertown's Storm Water Phase II Program for subsequent years of the permit period, and authorization to submit the report to the South Dakota Department of Environment and Natural Resources.

The frequency and schedule for this BMP are once per year in February, and the individual responsible for implementation is the Assistant City Engineer.

4. Continue to actively promote and conduct current city programs with an associated storm water quality benefit – such as the City-Wide Clean-Up, recycling, grass and leaf disposal, and residential solid waste collection. **GOAL: 500 tons recyclable material and 2500 tons yard waste collected per year**

Level of success and community participation will be measured in tons of material diverted for proper disposal.

The frequency and schedule for this BMP are once per year in May for the City-Wide Clean-Up, on-going for the others, and the individual responsible for implementation is the Solid Waste Superintendent.

5. Receive and respond to confidential complaints of illicit discharges and illegal dumping into the storm water management system and other general pollution or littering within the city limits of Watertown. **GOAL: Resolve 100% of all complaints each year.**

Public involvement and participation will be measured by the percentage of all legitimate confidential complaints resolved.

The frequency and schedule for this BMP are on-going, and the individual responsible for implementation is the City Engineer.

6. Promote Storm Water Phase II Program activities by staffing a booth at the local Home Show. **Goal: Once per year, host a booth at the Home Show.**

City services that have a water quality benefit are promoted and feedback from visitors to the booth is gathered. A quiz offering the chance to win prizes is used to measure public knowledge of water quality issues and facts.

The frequency and schedule for this BMP are once per year in February or March, and the individual responsible for implementation is the Assistant City Engineer.

Minimum Control Measure 3: Illicit Discharge Detection and

Elimination. To satisfy this minimum control measure, the permittee must develop, implement, and enforce procedures to detect and eliminate illicit discharges into the permittee's MS4. The permittee must:

1. Develop, if not already completed, a storm sewer system map showing the location of all municipal storm sewer outfalls and the names and location of all waters of the state that receive discharges from those outfalls.
2. To the extent allowable under state or local law, effectively prohibit, through ordinance or other regulatory mechanism, non-storm water discharges into the storm sewer system, and implement appropriate enforcement procedures and actions.
3. Develop and implement a plan to detect and address non-storm water discharges, including illicit discharges and illegal dumping, to the system. The plan must include the following components:
 - ♦ procedures for locating priority areas likely to have illicit discharges;
 - ♦ procedures for tracing the source of an illicit discharge;
 - ♦ procedures for removing the source of the discharge; and
 - ♦ procedures for evaluating and assessing the illicit discharge plan.
4. Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.

BMPs to implement Minimum Control Measure 3:

1. An information sheet on Phase II for distribution by Watertown's industrial pretreatment staff has been developed and is distributed at annual inspections. **GOAL: Distribute 45 information sheets per year.**

The City's industrial pretreatment staff conducts annual inspections of 15 significant industrial users. Additionally, each year on-site inspections are performed at a number of the 1000-plus commercial entities in Watertown based on staff workload. These commercial entities include restaurants, garages, warehouses, service stations, car washes, body shops and numerous other types of businesses. The measurable goal for this activity will be reported as the number of contacts made by the industrial pretreatment staff.

The frequency and schedule for this BMP are on-going, and the individual responsible for implementation is the Wastewater Superintendent.

2. The City will continue to implement its plan for receiving and responding to confidential complaints of illicit discharges and illegal dumping into the storm water management system and other general pollution or littering within the city limits of Watertown. **GOAL: Resolve 100% of all complaints each year.**

This best management practice is mandated by the Phase II regulations and South Dakota's General Permit for Storm Water Discharges from Small MS4s. The measurable goal for this BMP is a written plan or standard operating procedure that has been approved by the Watertown City Council.

The frequency and schedule for this BMP are on-going, and the individual responsible for implementation is the Assistant City Engineer.

3. Field survey data to define location and inventory of storm water management system is an ongoing activity of the Engineering Department. The storm sewer layer has been incorporated into the City's geographic information system and is also updated periodically. **GOAL: Incorporate 100% of the changes as they are installed within 1 year of the construction year.**

The frequency and schedule for this BMP are on-going, and the individual responsible for implementation is the City Engineer.

4. Through activities listed in the Public Education and Outreach control measure such as the Home Show Booth, distribute information to the public and business community about the general adverse environmental effects and hazards associated with illicit discharges, illegal dumping, and improper waste disposal, and the complaint-based system of addressing illicit storm water discharges and general pollution and littering within the city limits. **GOAL: Once per year, host a booth at the Home Show.**

The frequency and schedule for the Home Show Booth is once per year in February or March, and the individual responsible for implementation is the Assistant City Engineer.

5. The Standard Operating Procedure Manual for Illicit Discharge Detection and Elimination will be revised to include procedures for evaluating and assessing the Illicit Discharge Plan. **GOAL: Update Illicit Discharge SOP Manual for compliance by December 2016.**

The frequency and schedule revising the Manual is once in December, 2016. The individual responsible for completing this is the City Engineer.

Minimum Control Measure 4: Construction Site Storm Water

Runoff Control. To satisfy this minimum control measure, the permittee must develop, implement, and enforce requirements for construction activities to address pollutants in storm water runoff to the MS4. At a minimum, activities disturbing one or more acres must be addressed. Construction activities disturbing less than one acre must also be included if that construction activity is part of a larger common plan of development or sale that would disturb at least an acre.

1. The selected mechanism must include the development and implementation of, at a minimum:
 - 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 state or local law;
 - b. Requirements for construction site operators to implement appropriate erosion and sediment control BMPs;
 - 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;
 - d. Procedures for site plan review that consider potential water quality impacts;
 - e. Procedures for receipt and consideration of information submitted by the public; and
 - f. Procedures for site inspection and enforcement of control measures.

2. The following mechanisms can assist in meeting the requirements of this measure:
 - a. The MS4 operator can incorporate storm water pollution prevention requirements (such as erosion control plans, design standards, and/or the use of BMPs) into an existing "Building Permit" or development approval process.
 - b. The MS4 operator can reference the state's Storm Water Construction Permit requirements and provide cooperation or assistance to the state in determining compliance with their program, such as providing information on active construction projects and reporting lack of erosion control measures.

BMPs to implement Minimum Control Measure 4:

1. With assistance and coordination with state agencies and other local governments, the City will provide educational opportunities for contractors to acquire general information regarding the purpose and current requirements of the Storm Water Phase II Program, how to develop pollution prevention plans, and basic erosion and sediment control techniques.

GOAL: Host one educational seminar or complete one mailing for/to contractors per year.

Measure of effort toward accomplishing this best management practice will be reported as seminars hosted/co-hosted by the City for contractors' information, number of local contractors participating in City-hosted seminars, and number of mailings notifying local contractors of upcoming educational opportunities.

The frequency and schedule for the training is once in December each year. The individual responsible for completing this is the Building Official.

2. The City will provide training to staff members regarding Construction Site Storm Water Runoff Control, including basic erosion and sediment control techniques, developing and reviewing pollution prevention plans, and inspection of construction sites for compliance with the stormwater regulations. . **GOAL: One staff training event per year.**

The frequency and schedule for the training is on-going. The individual responsible for completing this is the Assistant City Engineer.

Minimum Control Measure 5: Post-Construction Storm Water Management in New Development and Redevelopment.

To satisfy this minimum control measure, the permittee must develop, implement, and enforce measures to address storm water runoff from new development and redevelopment projects that disturb at least one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into the MS4. The program must ensure that controls are in place that would prevent or minimize water quality impacts. Strategies developed and implemented must include:

1. A combination of structural and non-structural BMPs that are appropriate for the community.
2. Use of an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects to the extent allowable under state or local law.
3. Requirements to ensure adequate long-term operation and maintenance of BMPs.

BMPs to implement Minimum Control Measure 5:

1. The City has conducted an inventory of public and private gravel alleys and streets. Paving of gravel roadways with asphalt or concrete is encouraged, and the City will continue to provide assistance to property owners who wish to do so. **GOAL: 100% of requests for paving roads will be taken through the petitioned improvement project process.**

The frequency and schedule for this item is ongoing, and the individual responsible for completing this is the City Engineer.

2. Two manuals for Storm Water Management System Design Criteria have been developed and will be revised as needed to incorporate new BMPs and techniques which have been found to be successful. **GOAL: If revisions are necessary, they will be made once per year.**

The frequency and schedule for this item is ongoing, and the individual responsible for completing this is the City Engineer.

3. City staff encourages contractors, developers, homebuilders, and property owners to use basic erosion and sediment control techniques to reduce or eliminate the migration of sediment off of their respective construction sites and properties. Projects creating over an acre of impervious surface are required to implement post construction water quality and quantity facilities in accordance with the Post-Construction Stormwater Management and Control Ordinance. **GOAL: 100% of projects proposing to create over an acre of**

impervious surface will be reviewed to determine if post-construction storm water facilities are required.

The frequency and schedule for this item is ongoing, and the individual responsible for completing this is the City Engineer.

4. The City will incorporate water quality BMPs into the existing system. The measurable goal will be to increase the number of water quality facilities on public lands. **GOAL: The Engineering Department will propose a water quality enhancement project once per year.**

The frequency and schedule for this item is ongoing, and the individual responsible for completing this is the City Engineer.

Minimum Control Measure 6: Pollution Prevention/Good

Housekeeping for Municipal Operations. To satisfy this minimum control measure, the permittee must develop and implement pollution prevention guidelines for preventing or reducing pollutant runoff from municipal operations.

1. The permittee must prevent or reduce storm water pollution from facilities and activities such as:
 - ♦ streets, roads, highways, municipal parking lots;
 - ♦ maintenance and storage yards;
 - ♦ fleet or maintenance shops with outdoor storage areas;
 - ♦ salt and sand storage locations and snow disposal areas operated by the permittee;
 - ♦ waste transfer stations;
 - ♦ park and open space maintenance;
 - ♦ fleet and building maintenance;
 - ♦ street maintenance;
 - ♦ new construction of municipal facilities; and
 - ♦ storm water system maintenance.
2. The permittee must include training to inform employees of impacts associated with illicit discharge and improper disposal of waste from municipal operations.

BMPs to implement Minimum Control Measure 6:

- I. The City has Developed, adopted, and implemented pollution prevention plans, updated standard operating procedures, and training programs for the municipal facilities. These plans exist for the following operations:
 - a. Cemetery
 - b. Golf Course
 - c. Park Maintenance Facility
 - d. Snow Dump Sites
 - e. Street Department Shop
 - f. Yard Waste Drop-off Site

Records of the maintenance activities are kept at the various sites. **GOAL: Continue to follow standard procedures and keep records of maintenance activities.**

The frequency and schedule for this item is ongoing, and the individual responsible for completing this is the associated Department Head.

2. The City has implemented a storm sewer inspection and cleaning program. **GOAL: Inspect all newly constructed storm sewers and any others for which complaints have been received. Clean storm sewers when the need arises.**

Progress will be measured in terms of linear feet of storm sewer inspected and cleaned, and an annual summary/report of findings and condition will be prepared.

The frequency and schedule for this BMP are on-going, and the individual responsible for implementation is the Wastewater Superintendent.

3. Continue pollution prevention and good housekeeping activities consistent with written procedures. **GOAL: Continue to follow standard procedures and keep records of housekeeping activities.**

Records of the maintenance activities such as street sweeping, facility inspections, spill prevention & response, trash removal, disposal of wash-out water, debris clearing from catch basins, are kept at the various sites. Employee training and record keeping procedures are also documented.

The frequency and schedule for this item is ongoing, and the individual responsible for completing this is the associated Department Head.