



Inver Grove Heights Environmental Commission
Thursday, April 25, 2024 at 7:00 PM
8150 Barbara Avenue, Inver Grove Heights, MN 55077

AGENDA

NOTICE TO RESIDENTS: Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@ighmn.gov). Comments received prior to 4:00 p.m. on Thursday, April 25, 2024, will be provided to the Council at or before the April 25, 2024 meeting.

1. **Call to Order**
2. **Roll Call**
3. **Presentations**
 - A. Annual Stormwater Pollution Prevention Presentation
4. **Approval of Minutes**
 - A. Approval of Minutes from the Thursday, February 22, 2024 Environmental Advisory Commission Meeting
 - B. Approval of Minutes from the Thursday, March 28, 2024 Environmental Advisory Commission Meeting
5. **Regular Agenda**
6. **Public Comment**

Public comment provides an opportunity for the public to address the Commission on items that are not on the agenda. Comments will be limited to three (3) minutes per person.
7. **Commission and Staff Comments**
8. **Adjourn**

This document is available upon a three (3) business day request in alternate formats such as braille, large print, audio recording, etc. Please contact Rebecca Kiernan, City Clerk, at 651.450.2513 or rkiernan@ighmn.gov.



Environmental Advisory Commission Staff Report

SUBJECT: **Annual Stormwater Pollution Prevention Presentation**

MEETING DATE: April 25, 2024

ITEM TYPE: Presentations

CONTACT:

PURPOSE/ACTION REQUESTED

City Engineering staff will present a Stormwater Pollution Prevention Presentation to the Environmental Advisory Commission.

BACKGROUND

One goal of the 2024 Environmental Advisory Commission Work Plan is to incorporate stormwater educational items into the EAC agendas by requesting internal or external speakers educate the EAC on priority topics. To accomplish this goal, City Engineering staff have been invited to present about stormwater topics at the April EAC Meeting.

Each year, City Engineering staff host a community Stormwater Pollution Prevention Presentation to share how the City protects natural water sources and how Inver Grove Heights residents can get involved. This year, the presentation has been scheduled for the April 25, 2024, EAC meeting to educate the EAC on stormwater topics and to increase community awareness of the annual presentation. The presentation has been promoted to the public via the Insights newsletter, City website, Environmental E-News, social media, and at the Healthy Living Fair. Residents are encouraged to join the presentation in-person at the EAC Meeting on Thursday, April 25 at 7 p.m. in City Council Chambers to provide comments on storm water issues and learn how to get involved, or watch live on Channel 15/859 HD.

At the meeting, Steve Dodge, Assistant City Engineer, will discuss how the City protects natural water sources in IGH, including lakes, ponds, and the Mississippi River. He will also share how residents can make a difference at home by joining the new Adopt-a-Drain program, attending a raingarden workshop and reducing the environmental impact of yard waste, pet waste, road salt and more. To learn more about the City's Storm Water Pollution Prevention Plan (SWPPP), visit www.ighmn.gov/swppp.

FISCAL IMPACT

This item has no financial cost.

RECOMMENDATION

N/A

ATTACHMENTS

1. Draft Annual 2023 MS4 Report

MS4 question worksheet
for 2023 annual report

Municipal Separate Storm Sewer Systems (MS4s)

Reporting period January 1, 2023 to December 31, 2023

~~Due June 30, 2022~~Copy of questions – **Not for submittal**

Instructions: This form is for your personal use only. Complete the online annual report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2023, and December 31, 2023. The online annual report and additional information can be found on the Minnesota Pollution Control Agency's (MPCA) website at: https://stormwater.pca.state.mn.us/index.php?title=MS4_Annual_Report.

Note: The annual report questions remain unchanged from the previous annual report because MS4 permittees were covered under the 2013 MS4 Permit for the majority of 2021. In the next annual report (due June 30, 2023), you will be required to report on activities completed to meet requirements under the 2020 MS4 Permit.

Questions: Contact Cole Landgraf (cole.landgraf@state.mn.us or 651-757-2880) or your assigned MPCA staff member listed at https://stormwater.pca.state.mn.us/index.php?title=MS4_staff_contact_information_and_staff_assignments.

Contact information

MS4 General contact information

Full name: Paul Merchlewicz Title: City Engineer
Mailing address: 8150 Barbara Ave
City: Inver Grove Heights State: MN Zip code: 55077
Phone: 651-450-2572 Email: pmerchlewicz@ighmn.gov

Preparer contact information (if different from the MS4 General contact)

Full name: Nicole Portugal Title: Engineering Technician
Mailing address: 8150 Barbara Ave
City: Inver Grove Heights State: MN Zip code: 55077
Phone: 651-450-2573 Email: nportugal@ighmn.gov

Minimum Control Measure (MCM) 1: Public education and outreach

The following questions refer to Part III.D.1. of the Permit.

2. Did you select a stormwater-related issue of high priority to be emphasized during this Permit term? ☒ Yes ☐ No
[Part III.D.1.a.(1)]
3. If 'Yes' in Q2, what is your stormwater-related issue(s)? Check all that apply.
- ☐ Total Maximum Daily Loads (TMDLs)
 - ☐ Local businesses
 - ☐ Residential best management practices (BMPs)
 - ☒ Pet waste
 - ☒ Yard waste
 - ☒ Deicing materials
 - ☒ Household chemicals
 - ☐ Construction activities
 - ☐ Post-construction activities
 - ☒ Other (describe): IDDE

4. Have you distributed educational materials or equivalent outreach to the public focused on illicit discharge ☒ Yes ☐ No recognition and reporting? [Part III.D.1.a.(2)]
5. Do you have an implementation plan as required by the Permit? [Part III.D.1.b.] ☒ Yes ☐ No
6. How did you distribute educational materials or equivalent outreach? [Part III.D.1.a.] *Check all that apply in table below.*
7. For the items checked in **Q6** below, who is the intended audience? *Check all that apply in table below.*
8. For the items checked in **Q6** below, enter the total circulation/audience in table below (if unknown, use best estimate).

Q6. How did you distribute educational materials? (Check all that apply):	Q7. Intended audience? (Check all that apply.)						Q8. Total circulation/audience:
	Residents	Local businesses	Developers	Students	Employees	Other	
☒ Brochure	☒	☒	☒	☒	☒	☐	36,649
☒ Newsletter	☒	☐	☐	☐	☐	☐	36,649
☐ Utility bill insert	☐	☐	☐	☐	☐	☐	
☐ Newspaper ad	☐	☐	☐	☐	☐	☐	
☐ Radio ad	☐	☐	☐	☐	☐	☐	
☐ Television ad	☐	☐	☐	☐	☐	☐	
☐ Cable access channel	☐	☐	☐	☐	☐	☐	
☐ Stormwater-related event	☒	☐	☐	☐	☐	☐	
☐ School presentation or project	☐	☐	☐	☐	☐	☐	
☒ Website	☒	☒	☒	☒	☒	☒	36,649
☒ Other (1): describe Social Media	☒	☒	☒	☒	☒	☒	728
☒ Other (2): describe Public Meeting	☒	☐	☐	☐	☐	☐	2
☐ Other (3): describe	☐	☐	☐	☐	☐	☐	

For **Q9** and **Q10**, provide a brief description of each activity related to public education and outreach (e.g., rain garden workshop, school presentation, public works open house) held and the date each activity was held from January 1, 2021, to December 31, 2021. [Part III.D.1.c.(4)]

9. Date of activity *in table below*
10. Description of activity *in table below*

Q9. Date of activity	Q10. Description of activity
March 27 & 23	Landscaping for Clean Water Workshops (DCSWCD)
April 3, 13, & 18	Landscaping for Clean Water Workshops (DCSWCD)
May 3 & 12	Landscaping for Clean Water Workshops (DCSWCD)
June 8, 20 & 22	Landscaping for Clean Water Workshops (DCSWCD)
December	Smart Salt Cup Handout to Local Businesses

11. Between January 1, 2021, and December 31, 2021, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.] ☒ Yes ☐ No

If 'Yes,' describe these modifications:

Changed our high priority topics to be emphasized through public education and outreach.

MCM 2: Public participation/involvement

The following questions refer to Part III.D.2.a. of the Permit.

12. You must provide a minimum of one opportunity each year for the public to provide input on the adequacy of your Stormwater Pollution Prevention Program (SWPPP). Did you provide this opportunity between January 1, 2021, and December 31, 2021? [Part III.D.2.a.(1)] ☒ Yes ☐ No

13. If **'Yes'** in **Q12**, what was the opportunity that you provided? *Check all that apply.* ☒ Yes ☐ No
- ☒ Public meeting
☐ Public event
☒ Other
14. If **'Public meeting'** in **Q13**, did you hold a stand-alone meeting or combine it with another event?
- ☐ Stand-alone
☒ Combined
- Enter the date of the public meeting: 4/19/2023
- Enter the number of citizens that attended and were informed about your SWPPP: 2
15. If **'Public event'** in **Q13**, describe:
- Enter the date (mm/dd/yyyy) of the public meeting: _____
- Enter the number of citizens that attended and were informed about your SWPPP: _____
16. If **'Other'** in **Q13**, describe:
- Public meeting was recorded and posted on city's webpage for viewing.*
- Enter the date (mm/dd/yyyy) of the public meeting: 4/19/2023
- Enter the number of citizens that attended and were informed about your SWPPP: 730
17. Between January 1, 2021, and December 31, 2021, did you receive any input regarding your SWPPP? ☐ Yes ☒ No
- If **'Yes,'** enter the total number of individuals or organizations that provided comments on your SWPPP. _____
18. If **'Yes'** in **Q17**, did you modify your SWPPP as a result of written input received? [Part III.D.2.b.(2)] ☐ Yes ☒ No
- If **'Yes,'** describe those modifications. _____
19. Between January 1, 2021, and December 31, 2021, did you modify your BMPs, measurable goals, or future plans for your public participation/involvement program? [Part IV.B.] ☒ Yes ☐ No
- If **'Yes,'** describe those modifications.
- Added public meeting into the IGH Healthy Living Fair in hopes of gaining more participants.*

MCM 3: Illicit discharge detection and elimination

The following questions refer to Part III.D.3. of the Permit.

20. Do you have a regulatory mechanism which prohibits non-stormwater discharges to your MS4? ☒ Yes ☐ No
[Part III.D.3.b.]
21. Did you identify any illicit discharges between January 1, 2021, and December 31, 2021? ☒ Yes ☐ No
[Part III.D.3.h.(4)]
22. If **'Yes'** in **Q21**, enter the number of illicit discharges detected. 8
23. If **'Yes'** in **Q21**, how did you discover these illicit discharges? Check all that apply and enter the number of illicit discharges discovered by each category.
- ☐ Public complaint
☒ Staff
24. If **'Public complaint'** in **Q23**, enter the number discovered by the public: _____
25. If **'Staff'** in **Q23**, enter the number discovered by staff: 8

26. If 'Yes' in Q21, did any of the discovered illicit discharges result in an enforcement action (this includes verbal warnings)? ☒ Yes ☐ No
27. If 'Yes' in Q26, what type of enforcement action(s) was taken and how many of each action were issued between January 1, 2021, and December 31, 2021? **Check all that apply.** For each of the below checked, enter the number that were issued. ☒ Yes ☐ No
- ☒ Verbal warning: 5
- ☒ Notice of violation: 3
- ☐ Fine: _____
- ☐ Criminal action: _____
- ☐ Civil penalty: _____
- ☐ Other: describe _____
28. If 'Yes' in Q26, did the enforcement action(s) taken sufficiently address the illicit discharge(s)? ☒ Yes ☐ No
29. If 'No' in Q28, why was the enforcement not sufficient to address the illicit discharge(s)?
30. Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.] ☒ Yes ☐ No
31. Between January 1, 2021 and December 31, 2021, did you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges) and reporting illicit discharges for further investigations? [Part III.D.3.e.] ☒ Yes ☐ No
32. If 'Yes' in Q31, how did you train your field staff? **Check all that apply.**
- ☐ Email
- ☒ PowerPoint
- ☒ Presentation
- ☒ Video
- ☐ Field training
- ☐ Other: describe _____

The following questions refer to Part III.C.1. of the Permit.

33. Did you update your storm sewer system map between January 1, 2021, and December 31, 2021? [Part III.C.1.] ☒ Yes ☐ No
34. Does your storm sewer map include all pipes 12 inches or greater in diameter and the direction of stormwater flow in those pipes? [Part III.C.1.a.] ☒ Yes ☐ No
35. Does your storm sewer map include outfalls, including a unique identification (ID) number and an associated geographic coordinate? [Part III.C.1.b.] ☒ Yes ☐ No
36. Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.] ☒ Yes ☐ No
37. Does your storm sewer map include all receiving waters? [Part III.C.1.d.] ☒ Yes ☐ No
38. In what format is your storm sewer map available:
- ☐ Hardcopy only
- ☒ GIS
- ☐ CAD
- ☐ Other: describe _____
39. Between January 1, 2021, and December 31, 2021, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination program? [Part IV.B.] ☒ Yes ☐ No
- If 'Yes,' describe those modifications.
- Added high priority areas for additional inspections.*

MCM 4: Construction site stormwater runoff control

The following questions refer to Part III.D.4. of the Permit

40. Do you have a regulatory mechanism that is at least as stringent as the Agency's general permit to Discharge Stormwater Associated with Construction Activity (CSW Permit) No. Minn. R. 100001 (<http://www.pca.state.mn.us/index.php/view-document.html?gid=18984>) for erosion and sediment controls and waste controls? [Part III.D.4.a.] ☒ Yes ☐ No
(Permit can be found on the MPCA website at <https://www.pca.state.mn.us/water/construction-stormwater> (titled 'Minnesota NPDES/SDS Construction Stormwater General Permit').
41. Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.] ☒ Yes ☐ No
42. Have you documented each site plan review as required by the Permit? [Part III.D.4.f.] ☒ Yes ☐ No
43. Enter the number of site plan reviews conducted for sites an acre or greater between January 1, 2021, and December 31, 2021. 3
44. What types of enforcement actions do you have available to compel compliance with your regulatory mechanism? Check all that apply and enter the number of each used from January 1, 2021, to December 31, 2021.
☒ Verbal warning, Number that were issued: 4
☒ Notice of violation, Number that were issued: 10
☐ Administrative order, Number that were issued: _____
☒ Stop-work order, Number that were issued: 0
☐ Fine, Number that were issued: _____
☒ Forfeit of security of bond money: 0
☒ Withholding of certificate of occupancy 0
☐ Criminal action, Number that were issued: _____
☒ Civil penalty, Number that were issued: 0
☐ Other: describe. _____, Number that were issued: _____
45. Do you have written ERPs to compel compliance with your construction site stormwater runoff control regulatory mechanism(s)? [Part III.B.] ☒ Yes ☐ No
46. Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2021, and December 31, 2021: 9
47. Do you have written procedures for identifying priority sites? [Part III.D.4.d.(1)] ☒ Yes ☐ No
48. If 'Yes,' in Q47, How are sites prioritized? Check all that apply.
☐ Site topography
☐ Soil characteristics
☒ Types of receiving water(s)
☐ Stage of construction
☒ Compliance history
☐ Weather conditions
☒ Citizen complaints
☐ Project size
☐ Other: describe
49. Do you have a checklist or other written means to document site inspections when determining compliance? [Part III.D.4.d.(4)] ☒ Yes ☐ No
50. Enter the number of site inspections conducted for sites an acre or greater between January 1, 2021, and December 31, 2021. 20
51. Enter the frequency at which site inspections are conducted (e.g., daily, weekly, monthly). [Part III.D.4.d.(2)] Varies
52. Enter the number of trained inspectors that were available for construction site inspections between January 1, 2021, and December 31, 2021. 5

53. Provide the contact information for the inspector(s) and/or organization that conducts construction stormwater inspections for your MS4. List your primary construction stormwater contact first if you have multiple inspectors.

(1) Inspector name:

Organization: City of Inver Grove Heights
Phone (office): 651-450-2573
Phone (work cell): 651-470-2225
Email: nportugal@ighmn.gov
Preferred contact method: email

(2) Inspector name:

Organization: City of Inver Grove Heights
Phone (office): 651-554-3445
Phone (work cell): 651-470-6767
Email: nhahn@ighmn.gov
Preferred contact method: email

(3) Inspector name:

Organization: City of Inver Grove Heights
Phone (office): 651-450-3453
Phone (work cell): N/A
Email: creller@ighmn.gov
Preferred contact method: email

54. What training did inspectors receive? **Check all that apply.**

- ☒ University of Minnesota Erosion and Stormwater Management Certification Program
☐ Qualified Compliance Inspector of Stormwater (QCIS)
☐ Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor
☐ Minnesota Utility Contractors Association Erosion Control Training
☐ Certified Professional in Erosion and Sediment Control (CPESC)
☐ Certified Professional in Stormwater Quality (CPSWQ)
☐ Certified Erosion Sediment and Storm Water Inspector (CESSWI)
☐ Other: describe

55. Between January 1, 2021, and December 31, 2021, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.] ☒ Yes ☐ No

If 'Yes,' describe those modifications:

Modified high and low priority construction sites for inspection frequencies.

MCM 5: Post-construction stormwater management in new development and redevelopment

The following questions refer to Part III.D.5. of the Permit.

56. Do you have a regulatory mechanism which meets all requirements as specified in Part III.D.5.a. of the Permit? ☒ Yes ☐ No
57. What approach are you using to meet the performance standard for Volume, Total Suspended Solids (TSS), and Total Phosphorus (TP) as required by the permit? [Part III.D.5.a.(2)] *Check all that apply.* Refer to the Technical Support Document at <http://www.pca.state.mn.us/index.php/view-document.html?gid=17815> for guidance on stormwater management approaches. *The TSD can be found on the MPCA website at <https://www.pca.state.mn.us/water/municipal-stormwater-ms4> (refer to the Post Construction Stormwater Management section under the 'Guidance and BMPs' tab).*

- ☒ Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surfaces on-site
- ☐ Retain the post-construction runoff volume on site for the 95th percentile storm
- ☒ Match the pre-development runoff conditions
- ☐ Adopt the Minimal Impact Design Standards
- ☐ An approach has not been selected
- ☒ Other method (Must be technically defensible - e.g., based on modeling, research and acceptable engineering practices)

If 'Other method,' describe:

City has adopted volume control standards in north west area that require no increase in runoff volume from the site for the 5-yr, 24-hr rainfall event.

58. Do you have written ERPs to compel compliance with your post-construction stormwater management regulatory mechanism(s)? [Part III.B.] ☒ Yes ☐ No
59. Between January 1, 2021, and December 31, 2021, did you modify your BMPs, measurable goals, or future plans for your post-construction stormwater management program? [Part IV.B.] ☐ Yes ☒ No

If 'Yes,' describe those modifications.

MCM 6: Pollution prevention/good housekeeping for municipal operations

The following questions refer to Part III.D.6. of the Permit.

60. Enter the total number of **structural stormwater BMPs, outfalls** (excluding underground outfalls), and **ponds** within your MS4 (exclude privately owned). Enter the number for each category below:

Structural stormwater BMPs: 465

Outfalls: 311

Ponds: 760

61. Enter the total number of **structural stormwater BMPs, outfalls** (excluding underground outfalls), and **ponds** that were inspected from January 1, 2021 to December 31, 2021 within your MS4 (exclude privately owned) [Part III.D.6.e.]. Enter the number for each category below:

Structural stormwater BMPs: 465

Outfalls: 44

Ponds: 80

62. Have you developed an alternative inspection frequency for any structural stormwater BMPs, as allowed in Part III.D.6.e.(1) of the Permit? ☐ Yes ☒ No

63. Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)] ☒ Yes ☐ No

64. If 'Yes' in Q63, briefly describe the maintenance that was conducted:

Sediment and debris removal, rip-rap maintenance, tree clearing, brush removal, weeding and replanting.

65. Do you own or operate any stockpiles, and/or storage and material handling areas? [Part III.D.6.e.(3)] ☒ Yes ☐ No

66. If 'Yes' in Q65, did you inspect all stockpiles and storage and material handling areas quarterly? [Part III.D.6.e.(3)] ☒ Yes ☐ No

67. If 'Yes' in Q66, based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas? ☒ Yes ☐ No

68. If 'Yes' in Q67, briefly describe the maintenance that was conducted:

Ensure temporary sweepings stockpiles are clean and orderly before screening material and then hauling them to a landfill to be used as clean cover material. Asphalt, concrete, and soil from water main breaks and other repairs are also temporarily stockpiled. This material is then sorted and the asphalt and concrete are hauled to a private company for recycling. The remaining granular materials are reused.

69. Between January 1, 2021, and December 31, 2021, did you modify your BMPs, measurable goals, or future plans for your pollution prevention/good housekeeping for municipal operations program? [Part IV.B.]

☒ Yes ☐ No

If 'Yes,' describe those modifications:

Created a facilities list.

Discharges to impaired waters with a EPA-approved TMDL that includes an applicable WLA

If you have been assigned a Waste Load Allocation (WLA) in a TMDL that was approved by the U.S. Environmental Protection Agency (EPA) prior to August 1, 2013, and were not meeting WLA(s) at the time of your permit application, you must complete the **TMDL Annual Report Form**, available on the MPCA website at: https://stormwater.pca.state.mn.us/index.php?title=Download_page_with_TMDL_forms.

Attach your completed TMDL Annual Report Form to the actual Annual Report as instructed within that document. [Part III.E.]

71. [question left blank for you to attach a file]

Alum or Ferric Chloride Phosphorus Treatment Systems

The following questions refer to Part III.F.3.a. of the Permit. Provide the information below as it pertains to your alum or ferric chloride phosphorus treatment system.

72. Date(s) of operation:

Month	Date(s) of operation (mm/dd/yyyy – mm/dd/yyyy)
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

Month	Q73 Chemical(s) used for treatment	Q74 Gallons of alum or ferric chloride treatment	Q75 Gallons of water treated	Q76 Calculated pounds of phosphorus removed
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				

Month	Q73 Chemical(s) used for treatment	Q74 Gallons of alum or ferric chloride treatment	Q75 Gallons of water treated	Q76 Calculated pounds of phosphorus removed
November				
December				

77. Any performance issues and corrective action(s), including date(s) when corrective action(s) were taken, between January 1, 2021, and December 31, 2021:

Partnerships

78. Did you rely on any other regulated MS4s to satisfy one or more permit requirements? ☒ Yes ☐ No

79. If 'Yes' in Q78, describe the agreements you have with other regulated MS4s and which permit requirements the other regulated MS4s help satisfy: [Part IV.B.6.]

Inver Grove Heights is a member of the LMRWMO and of Eagan-IGH WMO per Joint Powers Agreements. They assisted with MCM 1: Public Outreach and Education.

Additional information

If you would like to provide any additional files to accompany your Annual Report, use the space below to upload those files. For each space, you may attach one file.

80. [Optional space for you to attach a file]
81. [Optional space for you to attach a file]
82. [Optional space for you to attach a file]
83. Optional, describe the file(s) uploaded:

Owner or Operator Certification

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

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

By typing my name in the following space, I certify the above statements to be true and correct, to the best of my knowledge, and that information can be used for the purpose of processing my MS4 Annual Report.

Name of certifying official: The certifying official must electronically sign the online Annual Report form.

Title: City Engineer

Date: _____
(mm/dd/yyyy)

Note: In the online form, you will be prompted to provide the email(s) of the individual(s) you would like to receive the MS4 Annual Report for 2021 submittal confirmation email from the MPCA. After you submit the form, please allow up to three business days to receive this confirmation email.

Email (1) pmerchleicz@ighmn.gov

Email (2) sdodge@ighmn.gov

Email (3) nportugal@ighmn.gov

Inver Grove Heights Environmental Advisory Commission
8150 Barbara Avenue
Thursday, February 22, 2024, at 7:00 p.m.

Meeting Minutes

1. Call to Order

The Environmental Advisory Commission of Inver Grove Heights met in City Council Chambers on Thursday, February 22, 2024. Chair Goodman called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

2. Roll Call

Present: Chair Sara Goodman; Commissioners: Nick Ruiz, Nichole Boehmke, Ted Trenzeluk, Marjorie Savage,

Absent: Kevin Sathre, Brian Barner, Vacancy; Unexcused: Patti Mikulski

3. Presentations

A. Metropolitan Airports Commission Noise Oversight Committee Update

Michele Ross, Community Relations Manager for Metropolitan Airports Commission (MAC), presented an update 2023-2024 update on MAC, the MAC Noise Oversight Committee and MSP airport. The PowerPoint presentation reviewed the following topics:

Metropolitan Airports Commission

- Purpose is to provide exceptional airport experiences so Minnesota thrives
- The MAC operates Minneapolis-St. Paul International Airport (or MSP) and six general aviation airports.

The MAC Airport System

- The MAC was established in 1943 by the State of Minnesota.
- With 7 airports, MAC operates one of the largest airport systems in US
- 652,370 system-wide operations
- MSP Airport is 19th largest commercial airport in North America
- Delta's second largest hub
- Sun Country home base
- Legislated purpose:
 - Promote efficient, safe, economical air commerce
 - Develop the full potentialities of the metropolitan area as an aviation center
 - Minimize the environmental impact from air transportation and the public's exposure to noise and safety hazards around airports
- Can own airports within 35 miles of downtown Minneapolis and St. Paul

Current Commission

- The MAC is governed by a 15-member policy board.
- The chair and 12 commissioners are appointed by Minnesota's governor (8 from the Twin Cities metro and 4 from greater Minnesota).
- The mayors of Minneapolis and St. Paul each appoint one commissioner.

Operations

- 700+ employees
- Operates much like a city, with its own Police, Fire, 9-1-1 dispatch, Building inspection, Planning, Maintenance Department
- Funded by rents and fees paid by airport users, not by general tax dollars
- Safety & Security are priorities
- Provide the amenities needed to accommodate more than 100,000 travelers each day

Air Service

- North America domestic travel fully recovered last year from the impacts of the pandemic, and international travel had a strong rebound year in 2023.
- Non-stop international destinations from MSP next year will surpass pre-pandemic levels (31 direct flights).
- Sun Country announced new service to 12 domestic markets from MSP that will operate between May and June through early fall of 2024.
- Sun Country will be the only airline serving three of those nonstop destinations:
- Houston Hobby - TX, Oakland - CA, Syracuse - NY
- Those new flights will increase Sun Country's total destinations next year from MSP to 98. That's compared to about 40 destinations when Jude Bricker took over as CEO in 2017.
- By March of 2024, Sun Country will provide an additional 320,000 seats out of MSP, year-over-year.
- And just announced yesterday, Frontier Airlines is doubling its activity at MSP, with the launch of five seasonal destinations this spring- including new routes to Atlanta, Dallas and Philadelphia.

MSP Infrastructure Investments

- Constantly evolving and improving the customer journey as we invest in facilities to sustain growth and create a more positive passenger experience.

Reviewed updates to:

- Terminal 1 Departure and Arrival Area Improvements
- Concourse G Expansion and New Delta Sky Club
- Terminal 2 North Expansion

Innovating the Travel Experience

- Focused on positioning the MAC for changes in the aviation industry and elevating the travel experience through new services and innovation.

Review accessibility and accreditation updates

Aircraft Noise Basics

- Residents can learn more about who makes flight decisions, or file noise complaints at: <https://metroairports.org/community-connection/aircraft-noise>

Roles & Responsibilities

- U.S. Congress: Creates laws that govern aviation in the U.
- Federal Aviation Administration: Regulates airports, regulates airlines, operates Air Traffic Control (ATC) facilities
- Airlines: Transport people and products domestically and internationally, determine number of flights, aircraft types and flight times based on customer travel preferences
- Metropolitan Airports Commission: Owns and operates MSP and six reliever airports, provides a facility for airlines to conduct air commerce activities and does not determine where aircraft fly, runway use, or flight procedures

MSP Noise Oversight Committee

- Established in 2002
- 6 Community Representatives
- 6 Airline Industry Representatives
- Preceded by the Metropolitan Aircraft Sound Abatement Council (MASAC), established in 1969
- Balanced forum and advisory committee to the MAC Board
- Bimonthly meetings
- Roles include:
 - Provide policy recommendations or options regarding airport noise issues to the MAC PD&E Committee and full Commission regarding airport noise issues
 - Identify, study and analyze airport noise issues
 - Monitor compliance with established noise policy at MSP

NOC Work Plan and Accomplishments

- Quarterly Listening Sessions
- Received updates on on-going outreach activities including the Meet the Fleet series.
- Passed a resolution honoring Jeff Hart for his service to the MSP Airport noise community.
- Received an update on the MSP Long Term Plan and associated Stakeholder Engagement Program.
- Celebrated the 20-year anniversary since the NOC first met in 2002.

NOC 2024 Work Plan

- Residential Noise Mitigation Program
 - Review Residential Noise Mitigation Program Implementation Status
- MSP Community Relations Specific Efforts
 - 2023 Actual Noise Contour Report
 - MSP Fleet Mix and Nighttime Operations Assessment
 - MSP Annual Aircraft Noise Complaint Data Assessment
 - Runway 30L and 30R Departure Analysis. 12L/30R will be closed for construction from June - September 2024. Aircraft will be directed to use

open runways at that time. Inver Grove Heights residents may notice unusual activity during this timeframe. A project website will be created and the MAC NOC will receive updates throughout the construction period. Updates will also be shared by MAC through email distribution updates and a press release. This is the first phase of a two-year project. Next summer, 30L/12R will be closed but for a shorter duration. Updates will continue to be shared in the same manner as the first construction phase.

- Status of FAA Center of Excellence/ASCENT, TRB, and FICAN Research Initiatives
- Guest Speaker: Brian Ryks, MAC Executive Director / CEO
- MSP Construction Updates
- Converging Runway Operations at MSP
- Noise Policy Review
- VOR-MON Program and RNAV Procedure Development
- Continue review of public input

2023 MSP Update

- Reviewed the following updates
 - Changes in operations from 1990-2024
 - MSP Runway Use
 - MSP Average Passengers per Flight
 - IGH Complaints

Commissioner Trenzeluk asked how the runway closures will be communicated to the public. Mrs. Ross stated MAC NOC is developing a project website with project details, schedule, potential impacts. MAC will also share updates at the NOC meetings, email updates, press releases, and news articles. Commissioner Trenzeluk requested the City share this information with the public as it's received.

Commissioner Trenzeluk asked why there was a reduction in complaints in 2023. Mrs. Ross responded that it is challenging to speculate but it could be due to a variety of factors such as different weather patterns affecting which runways were used for extended periods. This resulted in more complaints for some communities and less complaints for others.

Commissioner Ruiz asked what the process is when someone complains about noise. Mrs. Ross explained that MAC NOC has a website, phone number and email for people to submit complaints to. Staff review all complaints and follow up with all questions received. Some items may also be added to a NOC agenda. Mrs. Sutherland what the website URL is for residents to submit a complaint. Mrs. Ross said complaints can be submitted at www.macnoms.com or www.customers.macnoms.com/customers. Both pages require that you first create or sign into your account, then submit the complaint.

Commissioner Boehmke asked how a resident could determine if they are eligible for household noise reduction mitigation related to aircraft noise. Mrs. Ross stated MAC has a sound insulation program for residential units available through 2032. Homes built before 2007 that are within the annually approved noise contour boundary are eligible for this program. There are some homes in Inver Grove Heights that were mitigated in the past through this program.

Commissioner Savage asked what MAC NOC's noise policy includes. Mrs. Ross stated NOC does not develop policy but instead advises the MAC board on noise issues. The mission of the NOC is to understand and disseminate information on airport noise at MSP airport, and to coordinate and collaborate with communities to share that information and hear their concerns. The FAA regulates the noise policy which dictates noise levels.

Chair Goodman reiterated that the press release and project information on the planned runway construction should be shared by the City.

Commissioner Ruiz asked if there is any information on the jets continuing to be quieter. Mrs. Ross shared that the aircraft fleets have been transforming over the pandemic. At that time, a lot of airlines retired their older aircraft and transitioned to newer aircraft. These are much quieter and more efficient which translates to fewer carbon emissions. The amount of newer and quieter aircraft being utilized continues to increase.

4. Approval of Minutes

A. Approval of Minutes from the Thursday, October 26, 2023, and Thursday, November 16, 2023 Environmental Advisory Commission Meetings.

Motion by Chair Goodman, second by Commissioner Trenzeluk, to approve the minutes from Thursday, October 26, 2023 and Thursday, November 16, 2023 meetings, as submitted.

Ayes: 5

Nays: 0 Motion carried.

5. Regular Agenda

A. 2024 EAC Agenda Calendar Discussion

Item is tabled until the March 28, 2024 Environmental Advisory Commission meeting.

6. Public Comment

7. Commissioner and Staff Comments

8. Adjourn

Motion by Commissioner Goodman, second by Commissioner Trenzeluk, to adjourn the meeting at 7:40 p.m.

Ayes: 6

Nays: 0 Motion carried.

Inver Grove Heights Environmental Advisory Commission
8150 Barbara Avenue
Thursday, March 28, 2024, at 7:00 p.m.

Meeting Minutes

1. Call to Order

The Environmental Advisory Commission of Inver Grove Heights met in City Council Chambers on Thursday, March 28, 2024. Chair Goodman called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

2. Roll Call

Present: Chair Sara Goodman; Commissioners: Nichole Boehmke, Ted Trenzeluk, Patti Mikulski, Marjorie Savage, Nick Ruiz, Kevin Sethre, Brian Barner
Absent: Vacancy

3. Presentations

None.

4. Approval of Minutes

None.

5. Regular Agenda

A. Ally Sutherland, Environmental Specialist, presented on 2023 EAC Work Plan progress.

The PowerPoint presentation reviewed the following topics:

2023 EAC Work Plan Progress

#1) Extend Xcel Energy Partners in Energy MOU through 2023 to achieve Energy Action Plan goals

- Status: Complete
- 01/2023: EAC recommended City Council approval
- 02/2023: City Council approved MOU
- 01/2023-12/2023: Energy Action Plan implementation
- Energy Action Plan Purpose: Reduce community energy costs and emissions related to buildings and transportation.
- Residential outreach included: 50 Free Home Energy Squad visits, Green Living Series presentation and event table, Earth Day Renewable Energy Challenge, IGH Days event table, Free LED light bulb kits and education, Shared payment assistance, tax credits, rebates, utility programs Lots of residential outreach, including Home Energy Squad visits and presentations at events.
- Developed Sustainable IGH Community Recognition Program for residents and businesses.

#2) Support development of a Dakota County Organics Drop-Off located in IGH

- Status: Complete
- 05/2023: City Council approved JPA for Inver Glen Library Organics Drop-Off
- 07/2023-09/2023: County and city promotions
- 08/2023: Inver Glen Library Organics Drop-Off opened
- 2 cubic-yard dumpsters are picked up 3 times a week at Inver Glen Library (one of 11 Dakota County sites)
- At the end of 2023 (first year of the program), 934 households in Inver Grove Heights had registered for organics drop-off with Dakota County, exceeding expectations.

#3) Support solar development in IGH by joining SolSmart

- Status: In progress
- 04/2023: EAC recommended City Council approval
- 05/2023: City Council approved joining SolSmart
- 07/2023: Program liaison assigned to the city
- Present: Working to achieve bronze certification. Update zoning code and permit processes to support solar development.

#4) Recognize IGH residents and businesses taking environmentally friendly actions by developing a recognition program

- Status: In progress
- 06/2023: EAC recommended City Council approval
- 07/2023: City Council approved development of Sustainable IGH
- Present: 2024 EAC Work Plan includes launching program. Actions types include Energy, Landscaping, Water, Waste, and Community. Program is now launched and applications open for IGH residents and businesses on www.ighmn.gov/SustainableIGH.

#5) Explore how the city can support electric vehicle readiness

- 02/2023: City Council approved joining EV Smart
- 07/2023: EAC recommended EECBG be used towards a fleet electric vehicle
- 08/2023: City Council selected different use for EECBG funds
- Present: City staff have been working on creating educational materials for installing EV chargers, doing outreach at events, and including EV communications in newsletters.

Commissioner Ruiz mentioned that raising organics drop-off participation would decrease landfill needs.

Commissioner Sethre added that increased organics drop-off would also help reduce methane generated in landfills.

2024 EAC Work Plan

2024 EAC Work Plan - Purpose

- Expand on City Code language that currently includes "...advise the city council on environmental issues" and "...promote public awareness and understanding of local environmental issues"
- High-level overview, specifies EAC's focus-items for calendar year
- City Council weigh-in on and pre-approve focus-items
- 2024 is the 2nd work plan. Opportunity for the EAC to expand on work plan goals/purpose.
- In Nov. 2023, EAC recommended developing annual agenda calendar.

Review of 2024 EAC Work Plan

- Support Energy Action Plan Implementation
 - 2024 Xcel Energy Partners In Energy MOU. \$2,000 of funding available for outreach and no-cost to the city
 - Residential outreach including energy burdened households, multifamily property owners and renters, and renewable energy
 - Business outreach including collaborating with Chamber of Commerce and promoting energy efficiency and renewable energy.
 - Electric vehicle charger installation and incentives
 - Track Federal and State incentives
 - Implement Sustainable IGH, SolSmart, and EV SmartCollaboration with Chamber of Commerce on business outreach, incentives, etc.
- Support Solid Waste Abatement Program
- Support new Sustainable IGH recognition program
- Support SolSmart implementation as related items arise
- Review landfill expansion applications related to the anticipated Pine Bend Landfill proposed expansion
- Incorporate stormwater and groundwater educational items into EAC agendas
- Incorporate natural resources-related educational items into EAC agendas
- Other business as usual items

Review of Tentative 2024 EAC Agenda Calendar

- April - Annual Water Pollution Prevention Presentation by City Engineering staff
- May - Sustainable IGH applications review and Energy Action Plan 2023 Data Review
- June - Commissioner appointments, 2025 EAC Work Plan Discussion
- July - 2025 EAC Work Plan Approval, Pine Bend Landfill Annual Gas Migration and Operations Update

Staff Recommendations

- EAC asked to provide comments and/or items for 2024 agenda calendar.

Commissioner Mikulski commended City staff and the EAC for the progress already achieved on the Work Plan.

Commissioner Savage mentioned she would like to work on City-subsidized ash tree removal. Ally Sutherland, Environmental Specialist, responded that right now she has been told by the Parks Department there is a lack of staff available to oversee these kinds of grant programs, but the EAC can invite the Brian Swoboda, Parks Superintendent, to present on the topic. Commissioner Sethre mentioned that Parks Superintendent Swoboda is knowledgeable about parks and boulevard tree removal and recommended him as a potential speaker about the City's emerald ash borer management plan and funding sources.

Commissioner Sethre asked if there will be additional energy squad visits from Xcel for 2024. Mrs. Sutherland said she anticipated some would continue to be available.

Commissioner Sethre mentioned that new commissioner applications are due May 1.

Chair Goodman seconded the idea of having Parks Superintendent Swoboda visit the EAC. She also mentioned her experience with removing an ash tree that was in the right-of-way and not being able to replace it with another tree. She asked if April's presentation will include information about landscaping for clean water. Mrs. Sutherland confirmed it will.

Commissioner Boehmke asked whether businesses are being encouraged to look at EV charging station grants. Mrs. Sutherland responded that engaging with more businesses about energy topics, including EV charging opportunities, is part of the 2024 Energy Action Plan work plan.

Commissioner Ruiz expressed interest in consulting with other cities on how they expanded participation in organics recycling. He also raised light pollution as an EAC topic for future meetings. He shared ideas for using sand or chicken grit, which are recyclable, as salt replacements.

Commissioner Boehmke mentioned cherry stone grit as another environmentally-friendly alternative.

Mrs. Sutherland mentioned that she welcomes Commissioner input regarding a potential light pollution 2025 Work Plan item during the discussions planned for the June 2024 EAC meeting.

Commissioner Trenzeluk commended Mrs. Sutherland's presentation and asked about EAC involvement in No-Mow May. Mrs. Sutherland mentioned that research supporting No-Mow May has been retracted due to data quality concerns and said that the City is focusing on promoting managed natural landscapes to increase pollinator habitat and raising awareness that the 8-inch turf height limit does not apply to these (bee lawns, pollinator gardens, rain gardens.) She shared the City website's new Yard and Garden page with information about creating these (www.ighmn.gov/YardandGarden). Commissioner Ruiz mentioned buffalo grass as a sustainable option for low-maintenance turf, naming Prairie Moon and Prairie Restorations as Minnesota sources.

Commissioner Trenzeluk is interested in finding out more about EVs' lifespan environmental impact, including battery creation and disposal, and mentioned the potential future impact on parking structures due to increased weight of electric vehicles. Mrs. Sutherland mentioned that she is open to speaker suggestions but pointed out that EVs are not a focus item for the 2024 EAC Work Plan and additional research on these questions has been shared with the EAC via email.

Commissioner Sethre suggested that the EAC attend a Park and Recreation Advisory Commission meeting in the future. Mrs. Sutherland said the calendars are set for the year, so a joint session is not possible, but the Commissioners are welcome to attend and/or watch a meeting. Commissioner Sethre offered to keep an eye on agendas and keep the Commission posted about upcoming relevant topics.

Motion by Commissioner Savage, second by Commissioner Sethre, to invite Parks Superintendent Swoboda to present to the EAC about topics such as EAB and the City's tree nursery.

Ayes: 8

Nays: 0 Motion carried.

6. Public Comment

None.

7. Commissioner and Staff Comments

Chair Goodman announced the launch of the IGH Sustainable Recognition Program to reward IGH residents and businesses who have taken actions that promote energy efficiency, renewable energy, native landscaping, waste reduction, water conservation, strong community, and more.

The application is now open at IGHmn.gov/SustainableIGH. All awardees will receive a printed certificate, digital awards, and recognition from City Council, with a limited number of yard signs also available. One resident and one business will receive special recognition for significant sustainable achievements.

Commissioner Ruiz mentioned Dakota Electric's efforts to promote homeowner battery storage and City efforts to reduce costs.

8. Adjourn

Motion by Commissioner Savage, second by Commissioner Ruiz, to adjourn the meeting at 8:12 p.m.

Ayes: 8

Nays: 0 Motion carried.