



2030 COMPREHENSIVE PLAN – APPENDIX III



City of Lake Elmo, Minnesota

SEPTIC SYSTEM MONITORING PROGRAM

Individual Sewage Treatment Systems

The City of Lake Elmo monitors ISTS through the cooperative effort of its Building, Planning, and Public Works Departments.

Education

A major component of ISTS Monitoring Program within the City is the education of residents. New residents are provided a *Septic System Owner's Guide* when they come to city hall. Recycling materials often share a message for the appropriate use of water and septic systems (See Sample 1). The City web site has helpful data, colorful literature, and links for more information. Nearly every newsletter contains a message regarding pumping requirements and the City's continuously looping cable slide show runs a message for pumping requirements and the appropriate, gentle use of water. In addition, because of an ongoing relationship with Boards of Directors for Homeowner's Associations, neighborhood associations are encouraged to educate their neighbors on the appropriate use and maintenance of septic systems.

Data Collection

The City maintains a database of ISTS. Monthly, the Building Department delivers a list of new Certificates of Occupancy issued to the ISTS Clerk. That information is used to add new addresses with septic systems to the database. Building Permits issued for septic system alteration or replacement, are delivered to the ISTS Clerk monthly in order to update the database.

In accordance with Code Requirements, Septic Pumping Contractors must submit *monthly* reports for inspections and pumpings performed within City limits (See Sample 2). Local pumping contractors, licensed in the city, supply a monthly report *whether or not they pump within city limits* during the course of a month.

Data collected and entered is analyzed and sorted to only include households that have become past due for pumping in the last quarter, and should not include households that might become overdue in the coming quarter. Households that have no record of being pumped within the last two years will receive a notice from the City (See Sample 3).

Pumping Contractors

Special attention is paid to ISTS in lakeshore districts. Specific streets are reviewed (See Sample 4) both for delinquent pumping as well as for too frequent pumping (that can be an indicator of a failing system). In the event of too frequent pumping, the Building Official/Code Enforcement Officer will send a warning letter to the homeowner.

Emergency Pumping

During road weight restrictions, pumpers may apply for emergency pumping permits that are authorized only by the Building Official or Zoning Administrator.

Summary of ISTS Monitoring Program

Quarterly warning notices result in a surge of pumping activity. An analysis of maintenance compliance for delinquent residents reveals that approximately 40% of delinquent systems will be pumped after one warning notice and 25% more after a second notice is mailed. A third Notice informs home owners that if their septic system is not pumped within a specified period, the City will contract for the pumping work and invoice/assess the property owner.

City-managed Septic Systems

The City of Lake Elmo Department of Public Works monitors flows within the City's 201 systems three times per week and inspects the drainfields quarterly. They perform mechanical repairs on lift stations, pumps, grinders, etc. Some of these systems have alarms to alert staff to the need for attention. A City map depicting those City-managed septic systems is attached.

Community Septic Systems

The City of Lake Elmo hosts community septic systems of varying types that are managed by Homeowner Associations. A City map depicting the location of those systems is attached. A management plan for such a community system is created by the developer and approved by the City Engineer prior to final plat approval. Discharge Monitoring Reports are submitted to the City Engineer and the Building Official on a monthly basis.

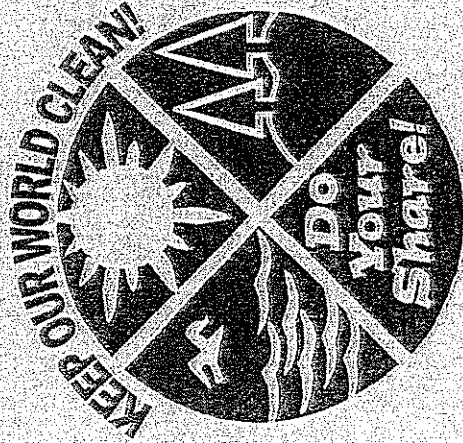
The City has actively encouraged the Homeowner Associations to contract with system and financial planning professionals to ensure adequate HOA capital resources are available to address system repairs and replacements in the future. All HOA's now owning/operating community septic systems have complied with the City's suggestions in this regard.

In an ongoing educational effort, the City Administrator and City Planner meet periodically with a septic system representative from each of these neighborhoods to share information, concerns, and to assist with budget planning for capital improvement and replacement costs. On occasion a licensed professional is invited to attend to present educational information to the group and to answer technical questions.

IT IS YOUR DRINKING WATER

In Lake Elmo, what you flush down the toilet and what you pour down the drain ends up in your drinking water. Use your water gently.

In Lake Elmo, every curb is a shoreline. What we pour on the ground ends up in a lake.



Dear Resident:

Lake Elmo Municipal Code 700.03—Subd. 1, E, states, "Sewage tanks shall be pumped at minimum every 2 years."

Licensed septic pumpers are required to provide septic pumping reports to the City. As of this notice, City records indicate that your sewage tank

has not been pumped in the last two years.

Please, make arrangements to have your septic system pumped.

If this information is incorrect, please, contact your septic pumper, and they will provide the City with the date of pumping.

Should you have questions or concerns, please, contact the City at the number below.

Thank you for your cooperation.



3800 Laverne Avenue North
Lake Elmo, Minnesota 55042

Phone: 651-777-5510
Fax: 651-777-9615

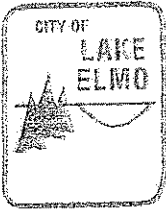


City Of Lake Elmo
3800 Laverne Avenue N
Lake Elmo MN 55042

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PERMIT 19
LAKE ELMO, MN
55042

**CITY OF LAKE ELMO
SEPTIC SYSTEM MONITORING PROGRAM
STREETS ON LAKES**

1. 10th Street Lane
2. 21st Street (East side)
3. 32nd Street
4. 50th Street (West side)
5. 53rd Street
6. Birchbark Trail
7. Cherrywood Trail
8. Dēmontreville Trail (all)
9. Hidden Bay Trail
10. Hill Trail (all)
11. Jane Road
12. Jasper
13. Jewel
14. Lake Elmo Avenue (between 20th & 32nd)
15. Lake Jane Trail
16. Legion (all)
17. Olson Lake Trail



City of Lake Elmo

651/777-5510

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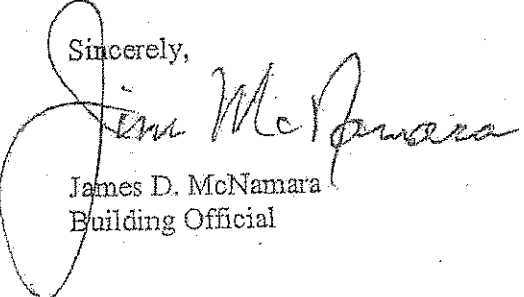
March 30, 2004

BY CERTIFIED RETURN RECEIPT MAIL

City code mandates that septic pumping contractors provide the city with monthly reports of their pumping activity within the municipal boundary of Lake Elmo. According to those pumping records, your septic drainfield appears to be failing and may need an upgrade. Please, give me a call to discuss your options and a plan for updating your septic system.

Thank you for your attention in this regard.

Sincerely,


James D. McNamara
Building Official