



Stormwater Pollution Prevention Plan
for
City of Elko New Market, Minnesota

June 2008



BOLTON & MENK, INC.
Consulting Engineers & Surveyors

Stormwater Pollution Prevention Plan

For

Elko New Market, Minnesota

The City of Elko New Market fully intends to incorporate the processes described herein as a means of meeting the requirements of the NPDES Phase II stormwater permit. Should the City find itself unable to meet the goals set forth in this Stormwater Pollution Prevention Plan, the City intends to report the discrepancy and list the reasons why in its annual report to the Minnesota Pollution Control Agency.

By: _____
Tom Terry, City Administrator

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By: _____
Douglas Carter, P.E., LEED AP
License No. 43361

Date: June 2008

BOLTON & MENK, INC.
CONSULTING ENGINEERS & SURVEYORS
Mankato ♦ Fairmont ♦ Sleepy Eye ♦ Burnsville ♦ Willmar § Chaska
Ames, IA

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I. INTRODUCTION

A. Plan Intent

This Stormwater Pollution Prevention Plan has been prepared with the purpose of meeting the requirements of the NPDES Phase II permit as outlined in the Minnesota Pollution Control Agency general permit and in the most recent modifications to the Clean Water Act. This document describes the City's 5-year plan to meet each of the six minimum measures described by the permit.

For each minimum control measure, there is a list of appropriate Best Management Practices that have been reviewed and chosen by City staff because they have been deemed the most appropriate and cost effective method for meeting the requirements outlined in the general permit.

City Council adopted the original version of the Stormwater Pollution Prevention Plan (SWPPP) on April 11, 2006. Prior to a formal submittal to the MPCA it was discovered that changes were made to the BMP sheets that required all existing SWPPP's to be modified by June 1, 2006. This 5-year endeavor and will undoubtedly be modified throughout the period of the permit. The general public is welcome to review this plan and to submit recommendations for revision during the annual SWPPP hearing that is anticipated in either January or February. The Minnesota Pollution Control Agency is also anticipated to submit comments and recommendations for both mandatory and suggested plan revisions. These requested revisions will be made available to the general public for review and comment.

The City will document its relevant actions proving its efforts to comply with the conditions of the permit. The City intends to keep all documented actions, the most current rendition of this SWPPP and any requested revisions on file with the permit.

B. Key Water Resources

The dominant landform in the City of Elko New Market is "dead ice moraine" which refers to the remnants of the last of the glacier as it retreated. As the last ice melted it released huge piles of accumulated debris in a random pattern. The net result was creation of a vast number of both connected and isolated wetlands with few organized stream patterns, except for the Vermillion River and Credit River corridors. The preservation and any potential enhancement of the Vermillion River and the enhancement of Credit River are key components of the City's SWPPP.

The impacts of this geologic history on stormwater management are:

1. A lower than normal ratio of larger capacity stormwater movements (stormwater reaches its ultimate destination rather quickly)
2. A higher number of discharge points with their corresponding treatment BMP's
3. A very high percentage of wetland cover of the area

The City, through its consultant, has determined that the MS4 does not discharge into any of the following:

1. Prohibited waters as defined in Minnesota Rule 7050.0180 Subparts 3, 4 and 5
2. Restricted discharges as defined in Minnesota Rule 7050.0180 Subparts 6, 6a and 6b

Additionally, appropriate agencies were contacted with regard to existence and/or locations associated with:

1. Endangered or threatened species
2. Historic places
3. Archeological sites

C. Approach toward pollution prevention

The City's general approach is to map all of its significant discharges into its receiving waters and to utilize the Best Management Practice approach to limit pollutants and illicit discharges through these outfalls by both structural and non-structural methods. Engineered installations such as retention ponds, sedimentation basins and in-line sediment removal devices are generally considered to be structural methods. Educating the general public as well as the City's maintenance personnel in more pollution conscious methods of mowing, fertilizing, and proper waste disposal are generally considered to be non-structural methods.

D. Discussion

The remainder of this report details the proposed methods the City plans to utilize in meeting the requirements of the six Minimum Control Measures (MCM) outlined in the General Permit. The SWPPP was developed with consideration given to sources of pollutants, potential polluting activities and sensitivity of receiving waters.

II. EXECUTIVE SUMMARY

A. Stormwater Pollution Prevention Plan Goal

The goal of the Stormwater Pollution Prevention plan (SWPPP) is to comply with the requirements of the National Pollutant Discharge Elimination System (NPDES) Phase II requirements for Municipal Separate Storm Sewer Systems (MS4s) to maintain the chemical, physical, and biological integrity of the Waters of the State through management and treatment of urban stormwater runoff.

B. Stormwater Pollution Prevention Plan Purpose

The City's SWPPP is a local management plan that meets the requirements of NPDES Phase II. The purpose of this SWPPP is to maintain water quality standards where there is compliance and to help bring waters that do not meet water quality standards into containment or compliance.

C. Stormwater Pollution Prevention Plan Components

This document is divided into sections as follows:

1. Introduction
2. Executive Summary
3. Six separate sections addressing each of the minimum control measures (MCM) specified by the NPDES Phase II requirements.
4. Plan Modification procedures.
5. Evaluations, record keeping and reporting.
6. Appendices.
7. Stormwater Pollution Prevention Plan Requirements

In accordance with federal law, the City must develop, implement and enforce a plan that is designed to minimize the discharge of pollutants from its storm sewer system to protect the water quality of the receiving waters in accordance with the Federal Clean Water Act (CWA) and its recent amendments.

This program must be designed and managed to minimize the discharge of pollutants to the Maximum Extent Practicable (MEP). To meet this, the City's storm sewer system must be managed, operated and maintained in such a way that minimizes the discharge of pollutants. Best Management Practices (BMPs); including education, maintenance, pollution control techniques, system designs and engineering methods as well as local provisions deemed appropriate; are to be used to meet the minimum requirements of the NPDES Phase II permit.

The City must submit an annual report on the implementation of this SWPPP on or before June 30th of each year beginning in 2008.

When implementing the required BMPs, the City must consider the sources of the

targeted pollutants, the potential pollution creating activities in the various watersheds, and the sensitivity of the receiving waters. For the City of Elko New Market, the protection and enhancement of tributaries to the Vermillion River and Credit River are key concerns.

This SWPPP shall become an enforceable part of the NPDES Phase II permit upon approval by the Minnesota Pollution Control Agency (MPCA). Modifications as required by the agency and/or approved requests by the City shall also become enforceable provisions.

This SWPPP shall include six minimum control measures (MCM) as follows:

Measure No. 1 - Public Education And Outreach On Stormwater Impacts.

- i. Distributing educational materials or conducting outreach activities to encourage public participation in reducing pollutants in stormwater runoff.
- ii. The public education program must individually address each of the six minimum measures.
- iii. The City must hold at least one public meeting per year addressing the SWPPP annual report.
- iv. This SWPPP must describe how the education program is coordinated with and makes use of other entities in the area including community groups, nonprofit organizations, lake conservation districts, watershed districts, various levels of other governmental bodies, etc.

Measure No. 2 - Public Participation And Involvement.

- i. The annual meeting shall afford interested persons a reasonable opportunity to make statements concerning the SWPPP.
- ii. The City must consider all timely, relevant written materials submitted by interested persons concerning the SWPPP throughout the life of the permit.

Measure No. 3 - Illicit Discharge Elimination.

- i. The City must develop, implement and enforce a program to detect and eliminate illicit discharges.
- ii. The City must select and implement a program of appropriate BMPs and measurable goals relative to the elimination of any discovered illicit discharges.
- iii. The City must develop a storm sewer system map showing:
 - (a) Ponds, streams, lakes and wetlands within the City.
 - (b) Structural pollution control devices (i.e., grit chambers, separators, etc.).
 - (c) All pipes and conveyances that are 24 inches or greater.

- (d) Outfalls and/or discharges to Waters of the State or to other, adjacent jurisdictions.
- iv. The City must review its existing ordinances and, if necessary, adopt an **ordinance** prohibiting non-stormwater discharges into the City storm sewer system and that provides for appropriate enforcement procedures and actions.
- v. The City must develop and implement a program to detect and address non-stormwater discharges into the storm sewer system.
- vi. The City must inform and educate its employees, local businesses, and the general public of the hazards associated with illegal discharges and improper disposal of wastes.
- vii. The City must identify, from an existing list of potential pollution sources, significant contributors of pollutants.

Measure No. 4 - Construction Site Stormwater Runoff Control.

- i. The City must develop, implement and enforce a program to reduce pollutants in stormwater runoff from construction activities and common plan developments disturbing more than one acre. The City must implement a program of appropriate BMPs and measurable goals including the following minimums:
 - (a) The City must review its existing ordinances and, if necessary, adopt an **ordinance** requiring erosion and sediment controls as well as sanctions ensuring compliance. The **ordinance** must be in place within six months of extension of coverage.
 - (b) The City must institute a procedure for site plan review that incorporates procedures for water quality impacts.
 - (c) The City must institute site inspection and enforcement measures.

Measure No. 5 - Post-Construction Stormwater Management In New Development And Redevelopment.

- i. The City must develop, implement and enforce a program to address stormwater runoff from new development and redevelopment projects and common plan of developments that disturb more than one acre.
- ii. The program must include a set of appropriate BMPs and measurable goals, including the following minimum items:
 - (a) Developing and implementing strategies that include structural and non-structural BMPs.
 - (b) The City must review its existing ordinances and, if necessary, adopt an **ordinance** that addresses post-construction runoff.
 - (c) Ensure adequate long-term operation and maintenance of BMPs installed.

Measure No. 6 - Pollution Control And Good Housekeeping For Municipal Operations.

- i. The City must select and implement a program of appropriate BMPs and measurable goals for its municipal operations.
- ii. The City must develop and implement an operation and maintenance program that includes a training component with the goal of preventing or reducing pollutant runoff from its operations.
- iii. The City must also:
 - (a) Operate and maintain its storm sewer system in a manner that minimizes the discharge of pollutants.
 - (b) Annually inspect its pollution control devices and summarize the results in the annual report.
 - (c) Annually inspect at least 20 percent of the system outfalls and basins and summarize the results in the annual report.
 - (d) Maintain records of all annual reports.
 - (e) For each of the six MCMs listed, the City must list the applicable BMPs chosen to meet the measure, designate the department in charge of the responsibility, and implement a schedule of measurable goals determining the success or benefits of the BMPs.
 - (f) The City must list all discharges to the following as applies:
 1. Waters with prohibited discharges.
 2. Designated Trout Streams.
 3. Wetlands.
 4. Areas requiring Environmental Review.
 5. Areas where endangered species or their habitat are affected.
 6. Historical or archeological sites.
 7. Source water protection areas.

For each of the six MCMs listed, the City must list the applicable BMPs chosen to meet the control measure, designate the department in charge of the responsibility, and implement a schedule of measurable goals determining the success and benefits of the selected BMPs.

It is anticipated that this plan will be updated on an annual basis. The proposed updates will be made public prior to the annual hearing, which is planned in February or March. Updates will be made on the following basis:

1. Modifications may be required by the Commissioner based on the following factors:
 - a. Discharges from the MS4 are impacting the quality of the receiving water.

- b. More stringent requirements are necessary to comply with State or Federal regulations.
 - c. Additional conditions are deemed necessary to comply with the goals and requirements of the Clean Water Act.
2. Modification requirements shall be made in writing, set forth schedules for compliance and offer the City the opportunity to propose alternative program modifications, and comply with other requirements of law, to meet objectives of the requested modification.
 3. Reasonable modifications may be made as requested by the general public in the following formats:
 - a. Oral requests given at the annual hearing.
 - b. Written requests received within a reasonable time so that City staff can review the request and make the requested modification to the plan if deemed reasonable.
 4. Modifications may be made by the City without prior approval of the Commissioner, provided it is in accordance with the following:
 - a. A BMP is added and none are subtracted from the SWPPP.
 - b. A BMP that has failed is replaced with an alternate BMP that addresses the same or similar concerns.
 - c. The Commissioner is notified of the modification in the annual report for the year the modification was made, or in a technical report as needed.

D. Stormwater Pollution Prevention Program Monitoring, Record Keeping, and Reporting

- a. The SWPPP should be evaluated annually for compliance and progress towards achieving the identified measurable goals.
- a. Records required under the NPDES permit must be retained for a minimum of 3 years beyond the term of the permit and submitted to the Commissioner upon request. The SWPPP and required records should be available for public review.
- b. An annual report must be submitted to the MPCA by June 30th each year of the term of the permit and shall include the following:
 - i. Evaluation of compliance with identified measurable goals.
 - ii. Results of information collected and analyzed.
 - iii. Upcoming years' planned stormwater activities.
 - iv. Modifications to BMPs or measurable goals.
 - v. Notice that another entity will satisfy a portion of the permit obligations.

Stormwater Pollution Prevention Plan

1.0 PUBLIC EDUCATION AND OUTREACH

A. General

To meet the permit requirements, the City must implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities informing the public of the impact of stormwater discharges and the steps the public can take to reduce pollutants from stormwater runoff.

More specifically, the City must attempt to educate its citizens of each of the following six minimum measures:

1. Public education and outreach
2. Public participation
3. Illicit discharge detection and elimination
4. Construction site stormwater runoff control
5. Post-construction stormwater management in new and redevelopment
6. Pollution prevention and good housekeeping for municipal operations

In so doing, the City must identify:

1. The audiences involved.
2. The educational goals for each audience in terms of increased awareness, understanding, acquired skills and/or changes in behavior.
3. Activities used to reach the educational goals for each audience.
4. Activity implementation plans, including responsible department in charge, entities responsible for given activities, and schedules.
5. Available performance measures that can be used to determine success in reaching educational goals.

Additionally, the SWPPP must describe how the education program will be coordinated with and makes effective use of other stormwater education programs being conducted in Elko New Market, by other community groups, nonprofit organizations, lake conservation districts, soil and water conservation districts, watershed districts, watershed management organizations, school districts, University of Minnesota Extension, and county, regional, state and federal governments.

B. Approach

Since public education and outreach is an integral part of each of the remaining minimum control measures, this section uses a broader approach to meeting the permit requirements. For example, the hearing requirements of the next control measure, *Public Participation and Involvement*, will be described in detail. Similarly, the public education aspects of each of the other measures will be detailed for that measure. Accordingly, the stand-alone aspects of this minimum control measure include the attempts to identify and educate the various sectors of the general City

population about the various methods in which they can reduce stormwater pollution.

The City has identified the following proposed audiences, goals, proposed activities, implementation plan and performance measures:

Audience	Goals	Activity	Implementation	Performance Measures
General Public	Fertilizer and lawn care techniques	Flier information / web site	Spring, summer mailers	Advertisement to include comment opportunities at the City's Web site.
Building Contractors	Erosion control and waste management	Flier information / web site	Attach to Building Permits	Building inspector log of compliance. Repeat permit questionnaire.

The City plans to document and maintain a running log of all email, web site responses and building inspector notes to measure the performance of the educational techniques.

C. Other Entity Involvement

The City proposes to contact and involve several outside communities in the implementation of the SWPPP as necessary. Organizations to be contacted will include but will not be limited to the following:

1. Scott County Soil and Water Conservation District.
2. Scott County Watershed Management Organization.
3. Vermillion River Watershed Joint Powers Organization (VRWJPO)
4. Various community groups

These organizations will be invited to periodic meetings to inform them of this SWPPP and the opportunities for them to work with the City to obtain the mutual goal of cleaner water resources.

D. Goals

The following goals are set for next five years:

- Year 1 – Mail fliers to appropriate audience members listed above and/or post information on the City website.
 - Instruction on precisely what is illicit.
- Year 2 – Contact local organizations to determine the educational roles with regard to Elko New Market area SWPPP and participate as needed.
- Year 3 – Work with local organizations to facilitate new educational opportunities.

Year 4 – Implement some of the new educational programs through cooperative efforts with local organizations.

Year 5 – Continue to promote and work with local organizations for new and existing educational programs.

E. BMP Description Sheets

In the Appendix is a compilation of BMP Description Sheets that outline each BMP to be implemented. The BMP Description Sheets contain the following information:

1. Unique BMP identification number
2. MCM addressed
3. BMP title
4. BMP description
5. Measurable goals
6. Timeline/Implementation schedule
7. Specific components and notes
8. Responsible person
9. Responsible department
10. Educational components

2.0 PUBLIC PARTICIPATION AND INVOLVEMENT

A. General

To meet the permit requirements, the City must hold at least one public hearing per year addressing the annual report on this Stormwater Pollution Prevention Program. The meeting must be held prior to submitting the annual report to the MPCA.

Additionally:

1. This hearing should be held within the City.
2. Notice must be published at least 30 days prior to the hearing in the official City newspaper and provide a copy of the notice to the MPCA, Scott County officials and all other persons who have indicated an interest in the SWPPP.
3. The Notice must contain reference to this SWPPP, the date, time, and location of the public informational meeting.
4. The Notice must contain a concise description of the manner in which the meeting will be conducted.
5. The Notice shall indicate where a copy of this SWPPP is available for public review.
6. The meeting must solicit public opinion on the adequacy of the SWPPP.
7. Interested persons must be given a reasonable opportunity to make oral statements concerning the SWPPP.
8. Timely, relevant written material submitted concerning the SWPPP must be considered.
9. The City must consider the public input, oral or written, and make adjustments as deemed appropriate to the SWPPP.

B. Approach

The City plans to publish a Notice of Hearing at least 30 days prior to its first Council Meeting in either February or March. The hearing will take place at City Hall during its regularly scheduled meeting.

Complete minutes will be taken to document the hearing and any submitted written statements regarding the SWPPP.

The comments may be answered immediately if deemed appropriate by the Council and staff. If more review is necessary, the Council and staff may note the oral and/or written comments to be addressed at the next regularly scheduled meeting. All submitted comments will be addressed. A file of all comments and their conditions of acceptance and/or rejection will be kept on file and open for public review. Accepted amendments will be made part of the annual revision to the SWPPP.

The City will also welcome SWPPP comments all year. Comments received by the City will be reviewed and a record of decision documenting the response will be available for public review.

Goals

Year 1 – Hold annual public hearing prior to submittal of annual report

- Provide responses to any questions

Year 2 – Hold annual public hearing prior to submittal of annual report

- Provide responses to any questions

Year 3 – Hold annual public hearing prior to submittal of annual report

- Provide responses to any questions

Year 4 – Hold annual public hearing prior to submittal of annual report

- Provide responses to any questions

Year 5 – Hold annual public hearing prior to submittal of annual report

- Provide responses to any questions

C. **BMP Description Sheets**

In the Appendix is a compilation of BMP Description Sheets that outline each BMP to be implemented. The BMP Description Sheets contain the following information:

1. Unique BMP identification number
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7. Specific components and notes
8. Responsible person
9. Responsible department
10. Educational components

3.0 ILLICIT DISCHARGE ELIMINATION

A. General

To meet this control measure, the City must provide a storm sewer system map showing the location of:

1. Ponds, Streams, Lakes, Rivers and Wetlands that are part of the overall conveyance system.
2. Structural pollution control devices, including:
 - Retention ponds.
 - Grit chambers.
 - Stormceptors or similar devices.
 - Separators.
 - Filters.
3. Pipes and conveyances in the City System that are 24 inches or larger.
4. Outfalls into other MS4's or Waters of the State.

The City must also develop an ordinance prohibiting non-stormwater discharges into the storm sewer system and implement appropriate enforcement procedures and actions.

The City must develop a program to detect and address non-stormwater discharges, including illegal dumping into the storm sewer system.

Inform and educate employees, businesses, and the general public of the hazards associated with illegal discharges and improper disposal of waste.

The City must review the following list of potential illicit discharges, determine which ones are significant discharges and address BMPs to mitigate the pollutant source:

Water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, de-chlorinated swimming pool discharges, and street wash water, discharges or flows from fire fighting activities.

B. Approach

The City will develop a comprehensive storm sewer system map that outlines all ponds, streams, lakes, rivers, wetlands, storm sewer outfalls greater than 24 inches in diameter, and structural pollution control devices that comprise the overall conveyance system for the City.

The City will initiate the writing of a new ordinance that meets the NPDES requirements. The City intends to have a fully ratified ordinance for inclusion with its 2008 submittal of the SWPPP update.

An inspection program will be developed that outlines detection and analysis methods used to address non-stormwater discharges, including illegal dumping into the storm sewer system. Potential illicit discharges will be reviewed to determine which discharges are significant. The significant discharges will be addressed through implementation of BMPs or through ordinance penalties as deemed necessary.

Education programs will be initiated to inform and educate public employees, businesses and the general public of the hazards associated with illegal and improper disposal of waste.

C. Goals

The following goals are set for the next five years:

Year 1 – Collect information & conduct training

- Develop system map
- Review current ordinance language, acquire model ordinances and ordinances from surrounding communities with regard to illicit discharge
- Acquire examples or models of illicit discharge inspection and assessment procedures
- Acquire information on available educational programs for City personnel, businesses and general public
- Train field and supervisory staff

Year 2 – Draft ordinance and inspection procedures

- Draft ordinance by incorporating model ordinance information and drafting new language as required
- Prepare illicit discharge inspection and assessment program

Year 3 – Public Education

- Hold public meeting with regard to illicit discharge ordinance and public notice

- Adopt illicit discharge inspection and assessment program
- Perform training sessions for City personnel and inspection staff
- Post-educational information on web page
- Incorporate changes into ordinance as per comments and as directed by the Council
- Adopt ordinance

Year 4 – Ordinance adoption and implementation plan

- Conduct illicit discharge inspection and assessment as outlined.

Year 5 – Implementation and assessment

- Identify total amount of fines levied as a result of ordinances
- Conduct illicit discharge inspection and assessment as outlined

D. BMP Description Sheets

In the Appendix is a compilation of BMP Description Sheets that outline each BMP to be implemented. The BMP Description Sheets contain the following information:

1. Unique BMP identification number
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5. Measurable goals
6. Timeline/Implementation schedule
7. Specific components and notes
8. Responsible person
9. Responsible department
10. Educational components

4.0 CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

A. General

To meet the permit requirements, the City must develop, implement and enforce a program to reduce pollutants in stormwater runoff from construction activities that result in a land disturbance in excess of one acre. This requirement further applies to disturbances of less than one acre if the construction activity is part of a larger common plan of development that would disturb one or more acres.

The City must adopt an erosion and sediment control ordinance that requires the implementation of erosion and sediment control measures as well as sanctions to ensure compliance. The ordinance shall be adopted by June 2008 and should include the following:

1. Requirements for permittees to implement appropriate erosion and sediment control BMPs.
2. Requirements for permittees 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.
3. Procedures for site plan review, which incorporate consideration of potential water quality impacts.
4. Procedures for receipt and consideration of reports of non-compliance or other information on construction related issues submitted by the public.
5. Procedures for site inspection and enforcement control measures.
 - Implement penalties

The City is currently in the early stages of the development process for site stormwater inspections. The City currently requires a letter of credit in connection with grading and building permits. If, based on a site inspection, the site is deemed out of compliance the contractor is requested to make the required erosion control modifications to bring the site back into compliance with the permit. If action is not taken by the contractor within a reasonable time the City will draw on the letter of credit and have the site brought back into compliance at the contractor's expense.

B. Approach

The City will provide educational material to local contractors through informational fliers describing the adverse impact of uncontrolled construction site runoff. The fliers will be distributed with all building permit application forms.

The City will also initiate the writing of a new ordinance that meets the permit requirements. The City fully intends to have a fully ratified ordinance for inclusion with its 2008 submittal of the SWPPP update.

C. Goals

The following goals are set for the next five years:

Year 1 – Review current ordinance language; acquire model ordinances and ordinances from surrounding communities with regard to construction site stormwater runoff.

- Ensure compliance with existing construction permit.
- Distribute fliers for construction site erosion control with issuance of a building permit.
- Draft ordinance by incorporating model ordinance information and drafting new language as required.
- Ensure compliance with existing construction permit.
- Distribute fliers for construction site erosion control with issuance of a building permit.

Year 2 – Hold public meeting with regard to construction site stormwater runoff ordinance and publish notice.

- Incorporate changes into ordinance as per comments and as directed by the Council.
- Ensure compliance with existing construction permit.
- Prepare construction checklist that incorporates new ordinance requirements.
- Distribute fliers for construction site erosion control with issuance of a building permit.
- Adopt ordinance.

Year 3 – Ensure compliance with construction permit.

- Distribute fliers for construction site erosion control with issuance of a building permit.

Years 3-5 – Ensure compliance with construction permit.

- Distribute fliers for construction site erosion control with issuance of a building permit.

D. BMP Description Sheets

In the Appendix is a compilation of BMP Description Sheets, which outline each BMP to be implemented. The BMP Description Sheets contain the following information:

1. Unique BMP identification number
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7. Specific components and notes
8. Responsible person
9. Responsible department
10. Educational components

5.0 POST CONSTRUCTION STORMWATER MANAGEMENT IN NEW AND REDEVELOPMENT

A. General

To meet the permit requirements, the City must develop, implement and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb more than one acre. This includes projects that are less than one acre in size but are part of a larger common plan of development (i.e., individual house building permits in a new subdivision will also be required to ensure that controls are in place that would prevent or minimize water quality impacts).

The City must develop and adopt an ordinance that addresses post-construction runoff from new and redevelopment projects. The Ordinance must include the development and implementation of strategies that include a combination of structural and non-structural Best Management Practices (BMPs) that are deemed appropriate for the City's water resources.

The City must also develop a long-term operation and maintenance program for the structural BMPs that are installed.

B. Approach

The City will initiate the writing of a new ordinance that meets the permit requirements. The City will begin with the model ordinance provided by MPCA and attempt to tailor the ordinance with BMPs that fit the needs of the City and protect its unique water resources. The City fully intends to have a fully ratified ordinance for inclusion with its 2008 submittal of the SWPPP update.

The City will also provide educational material for the developers of subdivisions, planned unit developments, commercial sites, industrial sites, renovations, new buildings, etc. as well as any design consultants, using informational fliers describing the impact of new developments on the water quality of its runoff. These fliers will identify a multitude of BMPs the City recommends for both structural and non-structural practices.

The City will develop and implement a long-term operation and maintenance program for structural BMPs that are installed.

C. Goals

The following goals are set for the next five years:

Year 1 – Review current ordinance language, model ordinances from surrounding communities with regard to post construction stormwater management.

- Assess model ordinance for long-term operation and maintenance programs.

Year 2 – Draft ordinance by incorporating model ordinance information and drafting new language as required.

- Distribute fliers for post-construction stormwater management to developers and building permit applicants
- Draft long term operation and maintenance program.
- Draft policy on site plan review

Year 3 – Hold public meeting with regard to construction site stormwater runoff ordinance and publish notice.

- Incorporate changes into ordinance as per comments and as directed by the Council.
- Adopt post construction ordinance.

Years 4-5 – Distribute fliers for post-construction stormwater management to developers and building permit applicants

- Complete inspections and maintenance as outlined in the long-term operations and maintenance program.

D. BMP Description Sheets

In the Appendix is a compilation of BMP Description Sheets that outline each BMP to be implemented. The BMP Description Sheets contain the following information:

1. Unique BMP identification number
2. MCM addressed
3. BMP title
4. BMP description
5. Measurable goals
6. Timeline/Implementation schedule
7. Specific components and notes
8. Responsible person
9. Responsible department
10. Educational components

6.0 POLLUTION CONTROL AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

A. General

To meet the permit requirements, the City must develop an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from its municipal operations. The program must include employee training to prevent and reduce stormwater pollution from activities such as park and open space maintenance, fleet (vehicle) and building maintenance, new construction and land disturbances, and stormwater system maintenance.

The City must also:

1. Operate and maintain its storm sewer system in a manner that will minimize pollutants.
2. Annually inspect all structural pollution control devices such as trap manholes, grit chambers, sumps, skimmers, separators, and other settling or filtering devices.
3. Inspect at least 20% of the stormwater outfalls, sediment basins, and retention ponds each year on a rotating basis.
4. The inspections shall be summarized in the annual report and shall include inspection dates and the completion of major additional protection measures.
5. Records shall be kept of inspection results, date, antecedent weather conditions, sediment storage remaining, and any maintenance recommended and performed.
6. Repair, replace or affect maintenance measures to ensure proper operation of the inspected items. These measures should be completed in the same year as the discovered need. If not, the reason for the delay must be submitted in the annual report.
7. If maintenance or sediment removal is required as a result of each of the first two annual inspections, the inspection frequency shall be increased to at least two times per year to ensure that the pollution removal properties of the inspected structure is maximized. If no maintenance is required after two years of inspections, the inspection frequency may be reduced to once every two years.

B. Approach

The City will provide materials and training courses designed to educate and train its maintenance personnel in the BMPs that will limit pollutants from entering the storm sewer system relative to mowing operations, park and open space management, roadway maintenance practices, street sweeping, etc. This education may include:

1. Obtaining available tapes and brochures that are available from the MPCA, EPA, other jurisdictions and/or vendors regarding City maintenance practices and requiring mandatory review by all City maintenance personnel.
2. Internal training key City maintenance personnel in the inspection, maintenance and proper documentation of the City's outfalls and structural pollution control devices.

The City will review its mapped system storm sewer system and:

1. Coordinate a schedule to systematically review at least 20 percent of its outfalls.
2. Coordinate and schedule the inspection of all of structural BMPs annually.
3. Keep records of all inspections and maintenance efforts.
4. Increase or decrease the inspections based on the frequency of needed maintenance.
5. Submit inspection and maintenance records with the annual report.

C. Goals

The following goals are set for the next five years:

Year 1 – Review model long-term operation and maintenance programs

- Develop standardized forms

Year 2 – Draft long-term operation and maintenance program

- Train City personnel for implementation of the long-term operation and maintenance program.
- Develop a computerized database to track all information relevant with this SWPPP

Year 3 – Adopt long-term operation and maintenance program.

Year 4 – Complete the inspection and maintenance as outlined in the long-term operation and maintenance program.

Year 5 – Complete the inspection and maintenance as outlined in the long-term operation and maintenance program.

D. BMP Description Sheets

In the Appendix is a compilation of BMP Description Sheets, which outline each BMP to be implemented. The BMP Description Sheets contain the following information:

1. Unique BMP identification number

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7. Specific components and notes
8. Responsible person
9. Responsible department
10. Educational components

7.0 PLAN MODIFICATIONS

A. General

It is anticipated that this plan will be updated on an annual basis. The proposed updates will be made public prior to the annual hearing, which is planned in February or March. Updates will be made on the following basis:

1. Modifications may be required by the Commissioner based on the following factors:
 - a. Discharges from the MS4 are impacting the quality of the receiving water.
 - b. More stringent requirements are necessary to comply with State or Federal regulations.
 - c. Additional conditions are deemed necessary to comply with the goals and requirements of the Clean Water Act.
2. Modification requirements shall be made in writing, set forth schedules for compliance and offer the City the opportunity to propose alternative program modifications, and comply with other requirements of law, to meet objectives of the requested modification.
3. Reasonable modifications may be made as requested by the general public in the following formats:
 - a. Oral requests given at the annual hearing.
 - b. Written requests received within a reasonable time so that City staff can review the request and make the requested modification to the plan if deemed reasonable.
4. Modifications may be made by the City without prior approval of the Commissioner, provided it is in accordance with the following:
 - a. A BMP is added and none are subtracted from the SWPPP.
 - b. A BMP that has failed is replaced with an alternate BMP that addresses the same or similar concerns.
 - c. The Commissioner is notified of the modification in the annual report for the year the modification was made, or in a technical report as needed.

8.0 MONITORING, RECORD KEEPING AND REPORTING

A. General

To meet the permit requirements, the City must evaluate program compliance, assess identified BMPs and identify progress towards achieving the measurable goals.

The City must keep records required by the NPDES permit for at least 3 years beyond the term of the permit and make the SWPPP and records available to the public during regular business hours.

B. Approach

The status of program compliance, assessment of identified BMPs and progress of achieving the measurable goals will be documented in an annual report that is submitted to MPCA by June 30th of each year covered under the term of the permit. The report will include the following:

1. Evaluation and assessment of the SWPPP.
2. Results of information collected and analyzed regarding the effectiveness of the SWPPP.
3. A summary of next years' stormwater activities planned.
4. Any proposed changes to BMPs or measurable goals.
5. A notice that another entity will satisfy some of the permit obligations.

The City will retain a copy of the SWPPP, which includes a copy of the permit application and all supporting information at City Hall that can be viewed by interested persons during business hours. A copy of the SWPPP may be acquired from the City for a fee equal to cost of plan reproduction. In addition, all data and information used to complete the application, annual reports, records and additional information requested by the Commissioner will be retained at City Hall for a period of at least 3 years beyond the data of permit expiration.

APPENDICES

ACRONYMS

GLOSSARY

EDUCATIONAL PROGRAM TERMS

BMP SUMMARY SHEETS – PUBLIC EDUCATION AND OUTREACH

BMP SUMMARY SHEETS – PUBLIC PARTICIPATION AND INVOLVEMENT

BMP SUMMARY SHEETS – ILLICIT DISCHARGE ELIMINATION

BMP SUMMARY SHEETS – CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

***BMP SUMMARY SHEETS – POST CONSTRUCTION STORMWATER MANAGEMENT IN
NEW AND REDEVELOPMENT***

***BMP SUMMARY SHEETS - POLLUTION CONTROL AND GOOD HOUSEKEEPING FOR
MUNICIPAL OPERATIONS***

ACRONYMS

As the regulatory world develops, it becomes increasingly difficult to remember acronyms. The following list has been prepared as part of the League of Minnesota Cities (LMC) NPDES Guide Plan and contains acronyms used within the NPDES permit document, the LMC Guide Plan Material and this Stormwater Pollution Prevention Plan.

- BAT**Best Available Technology Economically Achievable (applies to non-conventional and toxic pollutants)
- BCT**Best Conventional Pollutant Control Technology (applies to conventional pollutants)
- BMP**Best Management Practice
- BPJ**Best Professional Judgment
- BPT**Best Practicable Control Technology Currently Available (generally applies to conventional pollutants and some metals)
-
- CFR**Code of Federal Regulations
- COD**Chemical Oxygen Demand
- CSO**Combined Sewer Overflow
- CWA**Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972)
- CZARA** ...Coastal Zone Act Reauthorization Amendments
-
- D.O.**Dissolved Oxygen
- DMR**Discharge Monitoring Report
-
- ELG**Effluent Limitations Guidelines
- EPA**Environmental Protection Agency
-
- FR**Federal Register
-
- GIS**Geographic Information Systems
-
- HAZMAT** Hazardous Material
-
- LMC**The League of Minnesota Cities
-
- MCD**Minor Civil Division
- MCM**Minimum Control Measure
- MEP**Maximum Extent Practicable
- MEPA**Minnesota Environmental Policy Act
- MPCA**Minnesota Pollution Control Agency
- MS4**Municipal Separate Storm Sewer System
- MSGP**Multi Sector General Permit

NEPANational Environmental Policy Act
NOINotice of Intent
NOTNotice of Termination
NPDESNational Pollutant Discharge Elimination System
NPSNon-point Source

O&MOperation and Maintenance
OWOffice of Water
OWMOffice of Wastewater Management
ORVWOutstanding Resource Value Waters

PAPermitting Authority
POTWPublicly Owned Treatment Works

SICStandard Industrial Classification
SWPPPStormwater Pollution Prevention Program

TMDLTotal Maximum Daily Load
TSSTotal Suspended Solids

UAUrbanized Area
USEPAUnited States Environmental Protection Agency
USGSUnited States Geological Survey

GLOSSARY

The following glossary has been prepared as part of the League of Minnesota Cities (LMC) NPDES Guide Plan and contains terms used within the NPDES permit document, the LMC Guide Plan Material, and this Stormwater Pollution Prevention Plan. Although some specific terms have been added from the Minnesota Pollution Control Agency (MPCA) pertaining to the general permit requirements, most came directly from the Environmental Pollution Control Agency (EPA) Compliance Assistance Guide.

Best Available Treatment (BAT)/Best Control Technology (BCT): A level of technology based on the very best (state of the art) control and treatment measures that have been developed or are capable of being developed and that are economically achievable within the appropriate industrial category.

Best Management Practices (BMPs): Activities or structural improvements that help reduce the quantity and improve the quality of stormwater runoff. BMPs include treatment requirements, operating procedures, and practices to control site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

Clean Water Act (Water Quality Act): (formerly the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972). Public law 92-500; 33 U.S.C. 1251 et seq.; legislation which provides statutory authority for the NPDES program. Also known as the Federal Water Pollution Control Act.

Common Plan of Development or Sale: Means a contiguous area where multiple separate and distinct construction activities are planned to occur at different times on different schedules under one plan, e.g., a housing development of five ¼ acre lots (40 CFR Sec. 122.26 (b)(15)(i)).

Conveyance: The process of water moving from one place to another.

Discharge: The volume of water (and suspended sediment if surface water) that passes a given location within a given period of time.

Discharge Monitoring Report: The required annual report to be submitted by an MS4.

Discretionary MS4: A small MS4 who is required to comply with the NPDES Phase II permit due to the permitting agency's (MPCA's) designated criteria.

Dry Weather Flow: Continued flow through the storm sewer system drains during dry weather conditions that usually indicate illicit connections into the storm sewer system.

Erosion: When land is diminished or worn away due to wind, water, or glacial ice. Often the eroded debris (silt or sediment) becomes a pollutant via stormwater runoff. Erosion occurs naturally but can be intensified by land clearing activities such as farming, development, road building, and timber harvesting.

Excavation: The process of removing earth, stone, or other materials from land.

General Permit: A permit issued under the NPDES program to cover a certain class or category of stormwater discharges whose operations, emissions, discharges, or facilities are the same or substantially similar. These permits reduce the administrative burden of permitting stormwater discharges.

Grading: The cutting and/or filling of the land surface to a desired slope or elevation.

Illicit Connection: Any discharge to a municipal separate storm sewer that is not composed entirely of stormwater and is not authorized by a separate NPDES permit or included in an approved SWPPP, with some exceptions (e.g., discharges due to fire fighting activities).

Industrial Activity: Any activity that is directly related to manufacturing, processing, or raw materials storage at an industrial plant.

Large Municipal Separate Storm Sewer System (MS4): An MS4 located in an incorporated place or county with a population of 250,000 or more, as determined by Appendix A Page A-3 Stormwater Phase II Compliance Assistance Guide the latest U.S. Census.

Light Manufacturing Facilities: Described under Category (xi) of the definition of "stormwater discharges associated with industrial activity." [40 CFR 122.26(b)(14)(xi)] Under the Phase I NPDES Stormwater Program, these facilities were eligible for exemption from stormwater permitting requirements if certain areas and activities were not exposed to stormwater. As a result of the Phase II Final Rule, these facilities must now certify to a condition of no exposure.

Mandatory MS4: A small MS4 who is required to comply with the NPDES Phase II permit due to the criteria set by the USEPA. Any publicly owned MS4 with a population greater than 10,000 located in an UA (Urbanized Area).

Maximum Extent Practicable (MEP): A standard for water quality protection that applies to all MS4 operators regulated under the NPDES Stormwater Program. Since no precise definition of MEP exists, it allows for flexibility on the part of MS4 operators as they develop and implement their programs.

Measurable Goals: Goals required for the NPDES Phase II permit under each Minimum Control Measure and intended to gauge permit compliance and program effectiveness.

Medium Municipal Separate Storm Sewer System (MS4): MS4 located in an incorporated place or county with a population of 100,000 or more but less than 250,000, as determined by the latest U.S. Census.

Minimum Control Measure: If coverage is obtained under a general permit or an individual permit under the Phase II regulations, the operator of a regulated small MS4 is required to implement a stormwater management program that includes, at a minimum, the six minimum control measures.

Municipal Separate Storm Sewer System (MS4): A publicly-owned conveyance or system of conveyances that discharges to waters of the U.S. or waters of the State, and is designed or used for collecting or conveying stormwater, is not a combined sewer, and is not part of a publicly-owned treatment works (POTW).

No exposure: All industrial materials or activities that are protected by a storm resistant shelter to prevent exposure to rain, snow, snowmelt, and/or runoff. Industrial materials or activities include, but are not limited to, material handling equipment or activities, industrial machinery, raw materials, intermediate products, by-products, final products, or waste products. Material handling activities include the storage, loading and unloading, transportation, or conveyance of any raw material, intermediate product, final product or waste product.

Non-authorized States: Any State that does not have the authority to regulate the NPDES Stormwater Program.

Non-point Source (NPS) Pollutants: Pollutants from many diffuse sources. NPS pollution is caused by rainfall or snowmelt moving over and through the ground. As the runoff moves, it picks up and carries away natural and human-made pollutants, finally depositing them into lakes, rivers, wetlands, coastal waters, and even our underground sources of drinking water.

Notice of Intent (NOI): An application to notify the permitting authority of a facility's intention to be covered by a general permit; exempts a facility from having to submit an individual or group application.

NPDES (National Pollutant Discharge Elimination System): The name of the surface water quality program authorized by Congress as part of the 1987 Clean Water Act. This is EPA's program to control the discharge of pollutants to waters of the United States (see 40 CFR 122.2). In Minnesota, the MPCA is the permitting authority and also controls the discharge of pollutants to the waters of the State.

O&M Expenditures: The operating and maintenance costs associated with the continual workings of a project.

Outfall: The point where stormwater discharges from a sewer pipe, ditch, or other conveyance to a receiving body of water.

Permitting Authority (PA): The NPDES-authorized state agency or EPA regional office that administers the NPDES Stormwater Program. PAs issue permits, provide compliance assistance, and inspect and enforce the program.

Physically interconnected MS4: This refers to an MS4 that is connected to a second MS4 in such a way that it allows for direct discharges into the second system.

Point Source Pollutant: Pollutants from a single, identifiable source such as a factory or refinery.

Pollutant Loading: The total quantity of pollutants in stormwater runoff discharged to receiving waters.

Regulated MS4: Any MS4 covered by the NPDES Stormwater Program (regulated small, medium, or large MS4s).

Retrofit: The modification of stormwater management systems through the construction and/or enhancement of wet ponds, wetland plantings, or other BMPs designed to improve water quality.

Runoff: Surface water drainage or flood discharge that leaves an area as surface flow or as pipeline flow and can reach a channel or pipeline by either surface or sub-surface routes.

Sanitary Sewer: A system of underground pipes that carries sanitary waste or process wastewater to a treatment plant.

Sediment: Soil, sand, and minerals washed from land into water, usually after rain and snowmelt. Sediment can destroy fish-nesting areas and clog animal habitats. It can also cloud waters so that sunlight does not reach aquatic plants, predators cannot find prey, and water temperatures increase.

Sheet flow: The portion of precipitation that moves initially as diffuse overland flow in very shallow depths before eventually reaching a stream channel.

Site Plan: A graphical representation of a layout of buildings and facilities on a parcel of land.

Site Runoff: Any surface drainage or flood discharge that is released from a specified area.

Small Municipal Separate Storm Sewer System (MS4): Any MS4 that is not regulated under Phase I of the NPDES Stormwater Program and Federally-owned MS4s.

Stakeholder: An entity that holds a special interest in an issue or program -- such as the stormwater program -- since it is or may be affected by it.

Standard Industrial Classification (SIC) Code: A four-digit number, which is used to identify various types of industries.

Storm Drain: A slotted opening leading to an underground pipe or an open ditch intended to carry surface water runoff, such as a catch basin.

Stormwater Management: Functions associated with planning, designing, constructing, maintaining, financing, and regulating the facilities (both constructed and natural) that collect, store, control, and/or convey stormwater.

Stormwater Pollution Prevention Program (SWPPP): A program to describe a process whereby an MS4 thoroughly evaluates potential pollutant sources and selects and implements appropriate measures designed to prevent or control the discharge of pollutants in stormwater runoff.

Surface Water: Water that remains on the surface of the ground, including rivers, lakes, reservoirs, streams, wetlands, impoundments, seas, estuaries, etc.

Total Maximum Daily Load (TMDL): The maximum amount of pollutants that can be released into a water body without adversely affecting the water quality.

Tool Box: A term to describe the activities and materials that EPA plans to perform/produce to facilitate implementation of the stormwater program in an effective and cost-efficient manner. The eight components include: 1) fact sheets; 2) guidance documents; 3) menu of BMPs; 4) compliance assistance; 5) information clearing house; 6) training and outreach efforts; 7) technical research; and 8) support for demonstration projects.

Urbanized Area (UA): A Census Bureau determination of a central place (or places) and the adjacent densely settled surrounding territory that together have a minimum residential population of 50,000 people and a minimum average density of 1,000 people/square mile. This is a simplified definition of a UA, the full definition is very complex.

Urban Runoff: Stormwater from urban areas, which tends to contain heavy concentrations of pollutants from urban activities.

Watershed: That geographical area which drains to a specified point on a watercourse, usually a confluence of streams or rivers (also known as drainage area, catchment, or river basin).

Waters of the State: All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.

Waters of the US: All waters that are currently used, or were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to the ebb and flow of the tide and all interstate waters including interstate wetlands. For a full description, visit the US Army Corps of Engineering website (40 CFR 122.2) at www.usace.army.mil

Wet Weather Flows: Flow that enters storm drains during rainstorms or wet weather events.

EDUCATIONAL PROGRAM TERMS

Activity/Educational Activity: Method used to produce changes in awareness, understanding, skills, and behavior in an audience.

Activity Implementation Plan: Provides details (e.g.: who, what, when) on how activities will be carried out.

Audience/Target Audience: Individuals or groups to whom education is directed. Audiences can often be divided into those who need to take action and those who can support action.

Awareness: Know that an issue or concern exists.

Changes in Behavior: Regular adoption of a preventive or corrective action.

Educational Goal: Information or an informed action that is desired for a given audience to know, be able to do, or actually be doing.

Educational Program: For this document, an overall educational effort which is made up of individual educational strategies.

Educational Strategy: For this document, an educational effort directed at a specific Minimum Control Measure.

Measurable Goal: Measuring educational goals can be difficult. How do you measure changes in knowledge of the public? A measurable goal is an educational goal that is practical for a Phase II program to measure.

Skills/Abilities: Using one's knowledge to effectively implement preventive or corrective actions.

Understanding/Knowledge: Understand the cause and effect of an issue or concern. Understand sufficiently to explain the issue or concern to others.

Table of Best Management Practices (BMP's) Identified

1-PUBLIC EDUCATION AND OUTREACH

Distribute Educational Materials	2
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Education Program: Public Education and Outreach	4
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BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

***BMP Title:** Distribute Educational Materials

***BMP Description:**

Create and/or select written educational materials that introduce storm water management issues to residential and non-residential system users.

- Utility bill stuffers
- City's web site
- City Hall

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

- Number of months and pieces of information included with utility bills.
- Number of pieces of literature distributed at City Hall.
- Number of hits on City web site.

***Timeline/Implementation Schedule:**

- 2006-07: Begin with materials in utility bills and City Hall.
2007: Post materials and create links on City web site.
2007-10: Educational material will be updated yearly as necessary.

Specific Components and Notes:

Watershed awareness.

***Responsible Party for this BMP:**

Name: Tom Terry, City Administrator
Department: Administration
Phone: 952-461-2710
E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

***BMP Title:** Implement an Education Program

***BMP Description:**

-Implement an education program that involves distributing educational materials to the community and making educational presentations at the annual public meeting.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

- Development of an educational program.
- Number of educational materials distributed.

***Timeline/Implementation Schedule:**

- 2006: Develop a stormwater education program.
- 2007-10: Implement the educational program that has been developed.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Tom Terry, City Administrator
Department: Administration
Phone: 952-461-2710
E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

*BMP Title: Education Program: Public Education and Outreach
*Audience(s) Involved: <ul style="list-style-type: none">-City Council-City Staff-Homeowners-Businesses-Developers and Contractors
*Educational Goals for Each Audience: <ul style="list-style-type: none">-NPDES regulations-SWPPP provisions
*Activities Used to Reach Educational Goals: <ul style="list-style-type: none">-Targeted fliers-City web site-Annual presentation
*Activity Implementation Plan: <p>2006: Determine the target audience and appropriate literature. 2007-10: Distribute fliers on an annual basis to the target audience. 2006-10: Annual SWPPP presentation.</p>
*Performance Measures: <ul style="list-style-type: none">-Integrate audience comments into annual SWPPP revisions.
*Responsible Party for this BMP: <p>Name: Tom Terry, City Administrator Department: Administration Phone: 952-461-2710 E-mail: tterry@newmarketcity.com</p>

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

***BMP Title:** Education Program: Public Participation

***Audience(s) Involved:**

The following methods will be utilized to educate the public, developers, and contractors about opportunities and materials provided or conducted either by the City or outside entities:

- City Newsletter
- 30-day public notice for annual stormwater public meeting
- City website
- Local access cable channels
- Annual stormwater public meeting

***Educational Goals for Each Audience:**

City Newsletter – To keep residents and business owners informed of activities, issues, policy changes, and volunteer opportunities. Stormwater related articles are intended to raise public awareness about stormwater management and water quality. Activities may include Adopt-A-Highway events or community meetings.

30 Day Public Notice – To inform the residents of the stormwater meeting, date, time, and issues and to provide them an opportunity to participate.

City Website – Bring awareness and understanding of various issues facing the City including stormwater issues, volunteer opportunities, contact information, resources, and regulations.

Local Access Cable Channels – Provide general and seasonally appropriate stormwater related information as well as modifications to City ordinance.

Annual Stormwater Public Meeting – Provide residents the opportunity for input on the NPDES Phase II SWPPP program.

***Activities Used to Reach Educational Goals:**

City Newsletter – The newsletter is distributed to all residents. It includes information on a variety of subjects that are of interest to the local population including lawn care, recycling, fall litter pick up schedules, street sweeping schedules, ordinance modifications, volunteer opportunities, phone numbers to call for complaints and other stormwater related information related to the six minimum control measures. The City will obtain materials from outside entities and develop new material as needed.

30 Day Public Notice – The City will post a 30-day public notice prior to the annual stormwater meeting. The notice will contain a reference to the SWPPP, the date, time, protocol and location of the meeting and will indicate where a copy of the SWPPP is available for public review. The meeting notice will be posted at City Hall, the City website, the local newspaper, and any other location or by any means the City may deem necessary or appropriate.

City Website – The City will develop its website and make available articles on a variety of subjects that are of interest to residents including stormwater-related articles, City Ordinances, and other links to stormwater related sites. The City will provide information of links to other sites with information regarding each of the minimum control measures. In order to improve the website, the City will solicit material from outside sources and develop new material internally as necessary.

Local Access Cable Channels – The City plans to periodically air segments related to issues of interest to residents including stormwater. Programs will be aired based on the time of year, activity, and relevance to viewers. The City will solicit material from outside entities and develop new material, as necessary.

Annual Stormwater Public Meeting – The City will conduct an annual stormwater meeting to discuss stormwater issues and allow for public input to the SWPPP. The meeting may be combines with another public meeting. At the meeting, any interested persons will be provided the opportunity to make oral statements regarding the SWPPP. Procedures may be established for each speakers presentation. The City will accept written and oral comments made anytime throughout the year regarding the SWPPP, not just at the annual meeting. A record of decision will be developed and submitted with the annual report to the MPCA annually if any comments are recorded.

***Activity Implementation Plan:**

City Newsletter

2006 – 2011: Currently in place and will continue

2006 – 2011: Identify target audience, develop new materials if necessary, and define measurable goals.

30 Day Public Notice

2006 – 2011: This is an established activity within the City and it will continue.

City Website

2006 – 2011: The City website is established and will continue to be updated.

2006 – 2011: Solicit stormwater material from outside entities.

Local Access Cable Channels

2006 – 2011: This is an established activity and implementation is on-going.

Annual Stormwater Public Meeting

2006 – 2011: Meetings will be conducted annually prior to Annual Report

***Performance Measures:**

City Newsletter

- Number of stormwater-related articles
- Track publication frequency
- Number of households newsletter was sent to
- Document material received from outside entities

30 Day Public Notice

- Completed public notice requirement (Y/N)
- Number of locations the Notice was posted

City Website

- Number of stormwater-related articles and links
- Track number of hits

Local Access Cable Channels

- Stormwater-related material developed/obtained for airing on cable (Y/N)
- Number of stormwater-related segments aired

Annual Stormwater Public Meeting

- 30-day public notice requirement completed (Y/N)
- Meeting completed (Y/N)
- Number of attendees

***Responsible Party for this BMP:**

Name: Tom Terry, City Administrator

Department: Administration

Phone: 952-461-2710

E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-3

*BMP Title: Education Program: Illicit Discharge Detection and Elimination
*Audience(s) Involved: -General public
*Educational Goals for Each Audience: -Improve understanding of the dangers of household hazardous wastes to the environment.
*Activities Used to Reach Educational Goals: -Direct residents to the information provided by Scott County on household hazardous wastes.
*Activity Implementation Plan: 2006-10: Methodology and frequency of information provided.
*Performance Measures: -Quantity of information distribution efforts.
*Responsible Party for this BMP: Name: Tom Terry, City Administrator Department: Administration Phone: 952-461-2710 E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-4

*BMP Title: Education Program: Construction Site Run-off Control
*Audience(s) Involved: -Contractors -Developers -Building Inspectors
*Educational Goals for Each Audience: -Educate contractors, developers and building inspectors about acceptable BMP's for stormwater pollution prevention at construction sites.
*Activities Used to Reach Educational Goals: -Erosion and Sediment Control Information Workshop held by Scott County every other Wednesday in the Spring. -Provide materials with each exterior building permit request. -Annually prepare a packet of information including the MPCA permit transfer form and fact sheet and mail it to area realtors.
*Activity Implementation Plan: 2006-07: Develop educational materials to be included with building permits. 2007-10: Provide educational materials with building permits. 2006-10: Promote the Erosion and Sediment Control Information Workshop.
*Performance Measures: -Evaluation of proper erosion control measures at construction sites. -Number of attendees at the Erosion and Sediment Control Informational Workshops. -Number of building permits with materials attached that were issued.
*Responsible Party for this BMP: Name: Tom Terry Department: Administration Phone: 952-471-2710 E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-5

*BMP Title: Education Program: Post-Construction Stormwater Management in New Development and Redevelopment
*Audience(s) Involved: -Homeowners -Builders -Contractors and Developers -Engineers
*Educational Goals for Each Audience: Homeowners, contractors and builders: -The importance of disconnecting roof gutters from impervious surfaces. -The importance of preserving wetland buffers. Engineers and developers: -Ability to recognize the importance of post-construction maintenance of BMP's.
*Activities Used to Reach Educational Goals: Homeowners, contractors and builders: -Fliers to be included with building permits. Engineers and developers: -Preapplication meeting to discuss post construction BMP's.
*Activity Implementation Plan: 2006-10: Distribute fliers with building permits and hold preapplication meetings with engineers, developers and contractors to discuss the importance of post-construction BMP's.
*Performance Measures: -Number of building permits issued with fliers. -Number of preapplication meetings held for new development projects.
*Responsible Party for this BMP: Name: Tom Terry Department: Administration Phone: 952-471-2710 E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-6

*BMP Title: Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
*Audience(s) Involved: <ul style="list-style-type: none">-City Council-City Staff-Public Works vendors
*Educational Goals for Each Audience: <ul style="list-style-type: none">- Capable of recognizing improperly operating BMP's, ability to describe corrective measures, capable of implementing the corrective measures.- Capable of recognizing improperly operating BMP's, ability to describe corrective measures, identify all materials necessary to correct the situation; knowledge of where those materials are available, capable of communicating with field staff the required corrective plan.
*Activities Used to Reach Educational Goals: <ul style="list-style-type: none">-With staff, develop a list of activities commonly seen locally that could contribute to pollution and methods used to control them.-At beginning of each season hold training meeting to educate appropriate City personnel in the proper use and functioning of the various BMP's.
*Activity Implementation Plan: <p>2006: Prepare training materials. 2007: Begin seasonal training on activities inclined to release pollution during the coming season. 2008-10: Continue educational training.</p>
*Performance Measures: <p>Attendance list at all training sessions and documented in the annual report.</p>
*Responsible Party for this BMP: <p>Name: Tom Terry Department: Administration Phone: 952-471-2710 E-mail: tterry@newmarketcity.com</p>

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

***BMP Title:** Coordination of Education Program

***BMP Description:**

- Identify all other MS4 communities in the area and identify all resources to publicize information in each one's area. Contact each of them in an effort to eliminate any duplication that could confuse the public.
- Hold discussions with local water resources educators to discuss the delivery of storm water educational BMPs, inventory local existing programs, develop educational priorities and implementation opportunities for consideration during the development of the 2006-2010 Education Plan; develop agreements with willing partners.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

- 2006-2010 Education Plan.

***Timeline/Implementation Schedule:**

- 2006: Identify other MS4 communities in the vicinity
- 2007: Contact local organizations to determine the educational roles with regards to the SWPPP and participate as needed.
- 2008: Work with local organizations to facilitate new educational opportunities.
- 2009: Implement some of the new educational programs through cooperative efforts with local org.
- 2010: Continue to promote and work with local organizations for new and existing educational programs.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Tom Terry
Department: Administration
Phone: 952-471-2710
E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

***BMP Title:** Annual Public Meeting

***BMP Description:**

- Complete meeting notice to public, MPCA, county officials and all other persons who have indicated interest in the SWPPP. The public notice will be completed a minimum of 30 days prior to the first Council meeting in January or February.
- Issue press release of upcoming meeting with an approximate agenda.
- Place notices in city newsletter and utility bill stuffers.
- The hearing will be held prior to the regularly scheduled council meeting.
- Document attendance at public hearing.
- Document public input with regard to the adequacy of the SWPPP, whether written or oral opinion.
- Adjust SWPPP according to comments and as directed by the Council.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

- Number of attendees
- Promptness of start and end
- Number of comments from the public

***Timeline/Implementation Schedule:**

2006-10: Begin annual meetings - Meeting scheduled annually sometime in January or February throughout the term of the permit.

Specific Components and Notes:

- If issues are expected to be contentious, utilization of a court reporter could be necessary.
- The notice will contain the following information: reference to the SWPPP, date, time and location of the public hearing, concise description of the manner in which the public hearing is to be conducted and where a copy of the SWPPP is available for the public to review.
- All timely and relevant comments will be considered in adjusting the SWPPP.

***Responsible Party for this BMP:**

Name: Tom Terry

Department: Administration

Phone: 952-471-2710

E-mail: tterry@newmarketcity.com

Table of Best Management Practices (BMP's) Identified

2-PUBLIC PARTICIPATION/INVOLVEMENT

Comply with Public Notice Requirements..... 2

Solicit Public Input and opinion on the Adequacy of the SWPPP..... 3

Consider Public Input..... 4

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2a-1

***BMP Title:** Comply with Public Notice Requirements

***BMP Description:**

30-day Public Notice for Annual Stormwater Public Meeting – The City will post a 30-day public notice prior to the annual stormwater meeting. The notice will contain a reference to the SWPP, the date, time, protocol, and location of the meeting and will indicate where a copy of the SWPPP is available for public review. The meeting will be posted at City Hall, the City website and in the local newspaper and any other location or by any means the City may deem necessary or appropriate. A copy of the meeting notice will be made available to the MPCA, appropriate City and County officials and all other interested persons.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

***Measurable Goals:**

30-day Public Notice for Annual Stormwater Public Meeting

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

***Timeline/Implementation Schedule:**

30-day Public Notice for Annual Stormwater Public Meeting

- 2006 – 2011: This is an established activity within the City and will continue.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Tom Terry

Department: Administration

Phone: 952-471-2710

E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2b-1

*BMP Title: Solicit Public Input and opinion on the Adequacy of the SWPPP
*BMP Description: <ul style="list-style-type: none">- Include in the annual hearing notice language invites public participation and input on the adequacy of the SWPPP. - All external communication and publicity should include contact name of the MS4 staff person responsible, MS4 mailing address, and MS4 general email address. The email address should be the MS4's general address where the communication can be inventoried and assigned. Follow-up tracking of assignments is required. <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
*Measurable Goals: <ul style="list-style-type: none">- Count of each type of communication received.- Measure the percentage of materials without the appropriate contact information. May indicate a need to adjust communication.- Number of each material sent in response to inquiries.
*Timeline/Implementation Schedule: 2006-10: Continuing throughout permit period
Specific Components and Notes:
*Responsible Party for this BMP: Name: Tom Terry Department: Administration Phone: 952-471-2710 E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

*BMP Title: Consider Public Input
*BMP Description: <ul style="list-style-type: none">- Maintain a file of all comments received throughout the year with documentation to indicate final resolution.- Request, but do not require, all materials be submitted in writing for the annual meeting.- Prepare a summary of input received throughout the year.- Assign a skilled dedicated note taker to document all conversation during the annual meeting.- As discussion proceeds and corrective actions are described, assign a specific individual to follow-up on the issue. <p style="margin-top: 20px;">Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
*Measurable Goals: <ul style="list-style-type: none">-Annual summary of yearly input received from the public regarding the SWPPP.
*Timeline/Implementation Schedule: <p>2006-10: Continue to receive public input.</p>
Specific Components and Notes:
*Responsible Party for this BMP: <p style="margin-left: 20px;">Name: Tom Terry Department: Administration Phone: 952-471-2710 E-mail: tterry@newmarketcity.com</p>

Table of Best Management Practices (BMP's) Identified

3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Storm Sewer System Map	2
Regulatory Control Program	3
Illicit Discharge Detection and Elimination Plan	4
Public and Employee Illicit Discharge Information Program	5
Identification of Non Stormwater Discharges and Flows.....	6

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3a-1

<p>*BMP Title: Storm Sewer System Map</p>
<p>*BMP Description:</p> <p>*</p> <ul style="list-style-type: none">- Develop map of the storm sewer system with locations of each structure.- Place all utility maps on a computerized system.- Print out any record drawing and provide it to street field staff for review.- Update Map. <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p>*Measurable Goals:</p> <p>*</p> <ul style="list-style-type: none">- Report whether or not map was updated yearly.
<p>*Timeline/Implementation Schedule:</p> <p>2006-07: Begin mapping the system or begin capturing the missing information. 2006-10: Annual map update.</p>
<p>Specific Components and Notes:</p> <p>-Complete storm sewer map by June 2008.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Tom Terry Department: Administration Phone: 952-471-2710 E-mail: tterry@newmarketcity.com</p>

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3b-1

<p>*BMP Title: Regulatory Control Program</p>
<p>*BMP Description:</p> <ul style="list-style-type: none">- An Illicit Discharge Ordinance will be drafted, adopted and implemented. This will be derived from model ordinances, ordinances used by surrounding communities and language deemed necessary by the City.- Review current ordinance language; acquire model ordinances and surrounding community ordinances.- Draft and adopt City ordinance, including policies for enforcement and penalties .- Educate the staff and public on the requirements of the ordinance.- Through inspections, enforce the ordinance, including penalties. <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">-Draft City ordinance.-Complete public hearing notice.-Document attendance at public hearing.-Document public input with regard to the adequacy of the ordinance, whether written or oral opinion.-Adjust the ordinance according to comments and as directed by the Council-Adopt illicit discharge ordinance.-Track fines levied by implementation of ordinance.
<p>*Timeline/Implementation Schedule:</p> <p>2006-07: Information gathering on model and existing ordinances. 2007-08: Drafting of illicit discharge ordinance. 2007-08: Public hearing for public input on illicit discharge ordinance. 2008: Adoption of the illicit discharge ordinance. 2009-10: Implementation of illicit discharge ordinance.</p>
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">- Complete the illicit discharge ordinance by June 2008.
<p>*Responsible Party for this BMP:</p> <p>Name: Tom Terry Department: Administration Phone: 952-471-2710 E-mail: tterry@newmarketcity.com</p>

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3c-1

<p>*BMP Title: Illicit Discharge Detection and Elimination Plan</p>
<p>*BMP Description:</p> <ul style="list-style-type: none">- Develop map of the storm sewer system with locations of each structure.- Identify - policies (watershed district, state and regional) that already exist.- Identify criminal code (state of Minnesota) that exists.- Adopt necessary rules to fill-in any gaps that exist in existing codes and rules.- Develop field procedures for identifying and eliminating illicit connections.- Develop administrative procedures for notifying and enforcing non-compliance. <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">- Identify illicit discharge issues and concerns.- Quantify illicit discharge types, locations, etc.- Develop and implement an illicit discharge inspection and assessment program.- Incorporate the illicit discharge inspection program into the SWPPP.- Perform inspections as outlined in illicit discharge inspection program.
<p>*Timeline/Implementation Schedule:</p> <p>2006-07: Information gathering on model and existing ordinances. 2007-08: Drafting of illicit discharge ordinance. 2007-08: Public hearing for public input on illicit discharge ordinance. 2008: Adoption of the illicit discharge ordinance. 2009-10: Enforcement of illicit discharge ordinance.</p>
<p>Specific Components and Notes:</p> <p>-In the first two years of permit coverage, an illicit discharge inspection and assessment program will be drafted. Adjustments will be made to the inspection program according to the public comment and as directed by the Council.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Tom Terry Department: Administration Phone: 952-471-2710 E-mail: tterry@newmarketcity.com</p>

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3d-1

<p>*BMP Title: Public and Employee Illicit Discharge Information Program</p>
<p>*BMP Description:</p> <ul style="list-style-type: none">- Training will be held for City personnel and inspection staff for enforcement of the illicit discharge inspection and assessment program.- Brochures specifically describing illicit discharges will be added to other materials for distribution to the general public. <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">- Keep a listing of individuals attending training.- Document any responses to the illicit discharge ordinance.
<p>*Timeline/Implementation Schedule:</p> <p>2006-10: Training will be conducted with the appropriate staff.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Tom Terry Department: Administration Phone: 952-471-2710 E-mail: tterry@newmarketcity.com</p>

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3e-1

<p>*BMP Title: Identification of Non Stormwater Discharges and Flows</p>
<p>*BMP Description:</p> <p>During the initial self-assessment process to determine the appropriate BMPs necessary to meet the MEP standard, City staff considered the following non-stormwater discharges and determined they should not be identified as significant contributors of pollutants to the City's stormwater system at this time.</p> <ul style="list-style-type: none">• Water line flushing• Landscape irrigation• Diverted stream flows• Rising ground waters• Uncontaminated groundwater infiltration• Uncontaminated pumped groundwater• Discharges from potable water sources• Foundation drains• Air conditioner condensation• Irrigation water• Springs• Water from crawl space pumps• Footing drains• Lawn watering• Individual residential car washing• Flows from riparian habitats and wetlands• Street water wash• Discharge or flows from fire fighting activities <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p>*Measurable Goals:</p> <p>Not Applicable</p>
<p>*Timeline/Implementation Schedule:</p> <p>Not Applicable</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Tom Terry Department: Administration Phone: 952-471-2710 E-mail: tterry@newmarketcity.com</p>

Table of Best Management Practices (BMP's) Identified

4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Ordinance or other Regulatory Mechanism.....	2
Construction Site Implementation of Erosion and Sediment Control BMPs.....	3
Waste Controls for Construction Site Operators.....	4
Procedure for Site Plan Review	5
Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance	6
Establishment of Procedures for Site Inspections and Enforcement	7

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4a-1

<p>*BMP Title: Ordinance or other Regulatory Mechanism</p>
<p>*BMP Description:</p> <ul style="list-style-type: none">- Identify policies (City, watershed district, state and regional) that already exist.- Review current ordinance language; acquire model ordinances and surrounding community ordinances.- Revise existing ordinance or draft a new ordinance as necessary.- Complete public hearing notice.- Document attendance at public hearing.- Document public input with regard to the adequacy of the ordinance, whether written or oral opinion.- Adjust the ordinance according to comments and as directed by the Council.- Adopt construction site storm water runoff control ordinance. <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">- Conformance with the timetable for this BMP.- Enactment of policies at the department level.- Enforcement for ordinance violations.
<p>*Timeline/Implementation Schedule:</p> <p>2006: Information gathering on model and review existing ordinances. 2006-07: Drafting revisions to the construction site storm water runoff control ordinance as necessary. 2007: Public hearing for public input on construction site storm water runoff control ordinance. 2007-08: Adoption of the construction site storm water runoff control ordinance (June 2008). 2008-10: Enforcement of ordinance.</p>
<p>Specific Components and Notes: Ordinance adoption by June 2008.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Tom Terry Department: Administration Phone: 952-471-2710 E-mail: tterry@newmarketcity.com</p>

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4b-1

<p>*BMP Title: Construction Site Implementation of Erosion and Sediment Control BMPs</p>
<p>*BMP Description:</p> <p>- The Public Works/Engineering Departments will review existing BMP's. Of all the BMPs available in the literature, the top ten (10) found to be the most effective in keeping erosion under control and containing sediment on the construction site and off the streets will be identified. These ten (10) BMPs will be outlined in an Erosion and Sediment Control Handbook that the City will give to all builders, contractors, and developers.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">- Develop initial erosion and sediment control BMP handout.- Annual review and update of erosion and sediment control BMP handout.- Number of fliers distributed with building permits.
<p>*Timeline/Implementation Schedule:</p> <p>2006-07: Develop an erosion and sediment control information sheet. 2007-10: Distribution of erosion and sediment control BMP handout.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Tom Terry Department: Administration Phone: 952-471-2710 E-mail: tterry@newmarketcity.com</p>

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4c-1

***BMP Title:** Waste Controls for Construction Site Operators

***BMP Description:**

- Implementation of new site inspection procedures to incorporate water quality considerations for construction site operators.
- Carefully examine site specific BMP's for adequate waste control management during inspections.

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

- Implementation of new inspections.
- Number of incidents recorded in the inspection log.
- Number of inspections performed per year.

***Timeline/Implementation Schedule:**

2006: Incorporate water quality considerations into the site inspection checklist.
2007-10: Perform site inspections.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Tom Terry

Department: Administration

Phone: 952-471-2710

E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

<p>*BMP Title: Procedure for Site Plan Review</p>
<p>*BMP Description:</p> <p>Procedures will be developed for three types of site plan review:</p> <ol style="list-style-type: none">1. New subdivision or commercial development.2. Construction / Reconstruction of municipal infrastructure.3. Construction initiated through a local building permit for exterior construction. <p>The requirements to set an organized procedure will be included in the storm water ordinance but the actual procedures will be in departmental rules</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP</p>
<p>*Measurable Goals:</p> <p>-Number of each type of plan reviewed annually</p>
<p>*Timeline/Implementation Schedule:</p> <p>Develop criteria and educate staff for site plan reviews:</p> <p>2006-07: For new development and municipal infrastructure 2007-08: For building permit site plan review</p>
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">- Procedures need to describe the MPCA stormwater rules and site plan review criteria.- Plan review must include evaluating BMP's specified in SWPPP for the project.
<p>*Responsible Party for this BMP:</p> <p>Name: Tom Terry Department: Administration Phone: 952-471-2710 E-mail: tterry@newmarketcity.com</p>

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4e-1

<p>*BMP Title: Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance</p>
<p>*BMP Description:</p> <p>Formally adopt a policy on the procedure to receive and process noncompliance reports. Procedure shall include</p> <ul style="list-style-type: none">- Immediate response to the source of the report- Maintain a log of all reports, the assignment, estimated completion date and current status. <p>Items may be referred to administration, field staff, council or outside consultants for recommendations and/or resolution</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">- Number of reports received - annually.- Time required to bring non-compliance issues into compliance.
<p>*Timeline/Implementation Schedule:</p> <p>2006-07: Identify all actions that could result in noncompliance. 2007-08: Draft procedure for non-compliance issue resolution. 2008-10: Initiate non-compliance procedures and enforcement.</p>
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">- Develop a procedure to receive and process noncompliance reports.
<p>*Responsible Party for this BMP:</p> <p>Name: Tom Terry Department: Administration Phone: 952-471-2710 E-mail: tterry@newmarketcity.com</p>

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1

<p>*BMP Title: Establishment of Procedures for Site Inspections and Enforcement</p>
<p>*BMP Description:</p> <ul style="list-style-type: none">- Construction sites 1 acre or larger, or with the potential to pollute storm water, will be required to have stormwater pollution prevention plans in place prior to commencement of earth-disturbing activities.- Establish procedures and time frames for conducting site inspections.- Initiate site inspection and enforcement programs.- Provide training for building code enforcement officials. <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">- All sites 1 acre or larger will have issued permits and SWPP Plans in place; smaller sites will be evaluated by the responsible party to determine if a SWPPP and state permit will be required- All sites will:<ul style="list-style-type: none">Be visited at least once by MS4 personnel near the beginning of work and once as the work is closing.Have to abide by erosion and sediment control guidelines.
<p>*Timeline/Implementation Schedule:</p> <p>2006: Develop an inspection checklist form and filing procedure. 2006-07: Begin implementing the SWPPP requirement for all sites over 1 acre 2008-10: Initiate inspection and enforcement program</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Tom Terry Department: Administration Phone: 952-471-2710 E-mail: tterry@newmarketcity.com</p>

Table of Best Management Practices (BMP's) Identified

5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Development and Implementation of Structural and/or Non-structural BMPs 2

Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment..... 3

Long-term Operation and Maintenance of BMPs 4

Discharges to Waters with Prohibited or Restricted Discharges Assessment.....5

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN
NEW DEVELOPMENT AND REDEVELOPMENT

Unique BMP Identification Number: 5a-1

***BMP Title:** Development and Implementation of Structural and/or Non-structural BMPs

***BMP Description:**

- Review and amend development standards as necessary to include provision for low impact development (LID).
- Review stormwater utility fee to insure that sufficient funds are being collected to fund the City requirements.
- Develop educational materials describing the impact new development has on the water quality runoff to be distributed with building permits.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP

***Measurable Goals:**

- Stormwater utility fund operating in the black.
- Development standards reviewed and amended.
- Number of building permits issued with fliers.

***Timeline/Implementation Schedule:**

2006-10: Review and amend development standards.

2006: Develop educational materials to be included with building permits

2007-10: Distribute post-construction stormwater management fliers to developers and include with building permits.

2008-10: Review and adjust stormwater utility fees as necessary.

Specific Components and Notes:

- * Develop educational materials describing the impact new development has on water quality runoff.

***Responsible Party for this BMP:**

Name: Tom Terry

Department: Administration

Phone: 952-471-2710

E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Unique BMP Identification Number: 5b-1

***BMP Title:** Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment

***BMP Description:**

- Review existing ordinance to see provisions to regulate runoff from development and redevelopment are adequate, amend as necessary.

- Review existing BMP's and evaluate their effectiveness.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP

***Measurable Goals:**

- Review current ordinance language; acquire model ordinances and surrounding community ordinances.
- Draft City ordinance changes.
- Complete public hearing notice and document attendance at public hearing.
- Document public input with regard to the adequacy of the ordinance, whether written or oral opinion.
- Adjust the ordinance according to comments and as directed by the Council.
- Adopt post construction storm water management ordinance.

***Timeline/Implementation Schedule:**

2006-07: Information gathering on model and existing ordinances.

2006-07: Draft of post construction storm water management ordinance.

2007-08: Public hearing for public input on post construction storm water management ordinance.

2008: Adoption of the post construction storm water management ordinance.

2008-10: Enforcement and implementation of post construction storm water management ordinance.

Specific Components and Notes:

-Complete post construction storm water management ordinance by June 30, 2008.

***Responsible Party for this BMP:**

Name: Tom Terry

Department: Administration

Phone: 952-471-2710

E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Unique BMP Identification Number: 5c-1

***BMP Title:** Long-term Operation and Maintenance of BMPs

***BMP Description:**

- Create a database with sites of all BMP's listed with dates of inspections, evaluations, and digital photos.
- Assign responsibility to maintain the database.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP

***Measurable Goals:**

- Inventory structural runoff controls.
- Establish and implement a preventive maintenance schedule for all structures.
- Establish a maintenance schedule.

***Timeline/Implementation Schedule:**

2006-10: Inventory existing runoff controls.
2006-10: Post-construction inspections.

Specific Components and Notes:

- Responsibilities for maintenance of database should not be a rotating task or a non-priority.

***Responsible Party for this BMP:**

Name: Tom Terry
Department: Administration
Phone: 952-471-2710
E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: IX. Appendix C, Part A and/or Part B

Unique BMP Identification Number: IX.A and/or IX. B

***BMP Title:** Discharges to Waters with Prohibited or Restricted Discharges Assessment

***BMP Description:**

1. Identify all stormwater discharges to the watersheds contributing to the Cannon River (ORVW).
2. Map (in appropriate detail) watersheds from identified discharge points and routes to the Cannon River waters.
3. Evaluate past and future changes in the City watersheds, from the date the Cannon River was designated and ORVW and projected out at least through the year 2020. This evaluation should include changes in the land use, hydrology, and modifications to the City system or other changes. Estimate the change in and the magnitude of the potential changes in flow and pollutant loading discharge that has and will occur (modeling may be appropriate here).
4. Determine if there are feasible and prudent alternatives to the discharge. If the City determines that they cannot eliminate the discharge entirely it will propose BMPs that will allow the existing high quality of the Cannon River to be maintained. BMPs may include diversion from the Cannon River watershed, ponding, low impact design ordinances, infiltration, and other measures that will preserve the wilderness, scientific, recreational, and other special characteristics that make the Cannon River an ORVW.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP

***Measurable Goals:**

- Identification of all City stormwater discharges to the Cannon River watershed.
- Map of City watersheds that ultimately discharge to the Cannon River watershed.
- Identification of past and future land use changes and an estimation of potential changes in pollutant loading as a result of changes in land use.
- Development of BMPs that will permit the existing high quality of the Cannon River to be maintained.

***Timeline/Implementation Schedule:**

2008 – 09: Identify City stormwater discharges to the Cannon River watershed.

2009 – 10: Map City watersheds that ultimately discharge to the Cannon River watershed.

2008 – 11: Identify past and future land use and changes in pollutant loading where the City discharges to the Cannon River watershed.

2010 – 11: Determine if there are alternatives to discharging to the Cannon River watershed. If not develop BMPs.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Tom Terry

Department: Administration

Phone: 952-471-2710

E-mail: tterry@newmarketcity.com

Table of Best Management Practices (BMP's) Identified
6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Municipal Operations and Maintenance Program 2

Street Sweeping 3**

Annual Inspection of All Structural Pollution Control Devices 4

Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis..... 5

Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas 6

Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures 7

Record Reporting and Retention of All Inspections and Responses to the Inspections 8

Evaluation of Inspection Frequency..... 9

Compliance with Approved and Future TMDL's..... 10

Impaired Waters Review Process..... Error! Bookmark not defined.

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

***BMP Title:** Municipal Operations and Maintenance Program

***BMP Description:**

- A long-term operation and maintenance program will be developed and implemented to minimize the discharge of pollutants from MS4 outfalls.
- Establish a clear line of authority and responsibility for compliance with this SWPPP. If possible, make it a separate responsibility from other maintenance tasks of city equipment and infra structure.
- Train maintenance personnel on importance of performing good housekeeping as a part of every day's activities.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP

***Measurable Goals:**

- Keep records of all inspections and maintenance measures.
- Submit inspection and maintenance records with annual report.

***Timeline/Implementation Schedule:**

- 2006-07: Review models of long-term operation and maintenance programs from other MS4's
2007-08: Draft long-term operation and maintenance program
2007-08: Adopt long-term operation and maintenance program
2008-10: Perform inspections and maintenance as outlined.

Specific Components and Notes:

- Develop a consistent inspection, maintenance and documentation through training.
- Maintain a log of all training received by MS4 personnel.
- Include a discussion of training needs and accomplishments in annual reviews.
- Submit inspection maintenance documentation annually with SWPPP annual report.

***Responsible Party for this BMP:**

Name: Tom Terry

Department: Administration

Phone: 952-471-2710

E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

***BMP Title:** Street Sweeping**

***BMP Description:**

- Sweep streets a minimum of twice per year.
- Target areas for more frequent street sweeping, if applicable. Also indicate the reason for selecting the specific target area and how the frequency differs.
- Overview of street sweeping waste management plan.
- Require street sweeping as a condition on all soil disturbing building permits issued. May include a fee to perform the sweeping on the building permit. The MS4 would then do the work.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP

***Measurable Goals:**

- Total length of pavement swept.
- Number of building permits issued with required street sweeping.
- Number of tons of material removed each sweeping scheduled (could be kept for areas of the MS4).
- Non-compliance citations issued for sweeping requirements on private property.

***Timeline/Implementation Schedule:**

- 2006-07: Develop/revise a street sweeping plan and schedule.
- 2007-08: Implement the plan.
- 2007-08: Develop the building permit sweeping requirements.
- 2008-10: Implement the building permit requirements.

Specific Components and Notes:

- Street sweeping will be conducted a minimum of twice per year during the spring and fall with a broom type sweeper. Street sweepings will either be disposed of directly in a licensed or stockpiled in a manner to prevent sediment migration and disposed at a later date in a landfill.

***Responsible Party for this BMP:**

Name: Tom Terry

Department: Administration

Phone: 952-471-2710

E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-2

***BMP Title:** Annual Inspection of All Structural Pollution Control Devices

***BMP Description:**

- In the spring inspect all structural BMPs, including, as appropriate:
 - Storage practices such as wet ponds and extended-detention outlet structures.
 - Filtration practices such as grassed swales, bioretention cells, sand filters, and filter strips.
 - Infiltration practices such as infiltration basins and trenches.
- Initiate appropriate maintenance efforts to restore the effectiveness of the structures.
- Once every five years measure and document the volume of sediment build up in detention and retention ponds.
- Inspection will include photographs to illustrate the condition of the device.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP

***Measurable Goals:**

- Report and photograph inspection of each structural BMP inspected.
- Place digital photographs in database.
- Ratio of each type requiring maintenance.

***Timeline/Implementation Schedule:**

2006-10: Maintain annual inspections.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Tom Terry

Department: Administration

Phone: 952-471-2710

E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-3

***BMP Title:** Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis

***BMP Description:**

- Inspect 20% of all outfalls 24" and larger, sediment basins and ponds on an annual basis.
- Initiate appropriate maintenance.
- All inspections include digital photographs to be included in the database.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP

***Measurable Goals:**

- Number of outfalls inspected each year.
- Completion of updating the database.

***Timeline/Implementation Schedule:**

2006: Identify locations of all outfalls and ponds requiring inspection & develop an inspection schedule.
2007-10: Conduct the inspections.

Specific Components and Notes:

- Detailed inspection logs.

***Responsible Party for this BMP:**

Name: Tom Terry

Department: Administration

Phone: 952-471-2710

E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-4

***BMP Title:** Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas

***BMP Description:**

- Create a procedure and an inventory to register and track stockpile sites (material, temp or perm, location, BMPs used), inspection results.
- Add to exterior building permit request forms a question where soil materials will be stockpiled and the BMP to be used to prevent erosion.
- .
- From the registry inventory create a list for inspection.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP

***Measurable Goals:**

- Number of permanent and temporary stockpiles of record.
- Minimize the time required for inspection.
- Actions recommended for non-compliance.

***Timeline/Implementation Schedule:**

2006-10: Conduct routine annual inspections.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Tom Terry

Department: Administration

Phone: 952-471-2710

E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-5

***BMP Title:** Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures

***BMP Description:**

- Based upon the annual inspections of stormwater structures and stockpiles, determine if repair, replacement or maintenance measures are necessary for proper operation and erosion control measures are functioning. Create a database of sites that need follow-up inspections and repair work.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP

***Measurable Goals:**

- Completed repairs.
- Inspection log records.

***Timeline/Implementation Schedule:**

- 2006-07: Establish the database to log events.
2008: Implement inspection and resolution process.
2009-10: Continue using the database to track performance.

Specific Components and Notes:

- Inspection log records.
- Corrective actions will get follow-up visits.

***Responsible Party for this BMP:**

Name: Tom Terry

Department: Administration

Phone: 952-471-2710

E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

***BMP Title:** Record Reporting and Retention of All Inspections and Responses to the Inspections

***BMP Description:**

- Develop standardized forms for the inspectors to use.
- A spreadsheet or database should be used to log all reports and communication (incoming and outgoing).

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP

***Measurable Goals:**

- Compliance with schedule for implementation
- Proper record retention.

***Timeline/Implementation Schedule:**

- 2006: Develop standardized forms.
2006-07: Train inspectors.
2007-10: Initiate and maintain recordkeeping program.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Tom Terry
Department: Administration
Phone: 952-471-2710
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BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

***BMP Title:** Evaluation of Inspection Frequency

***BMP Description:**

- At a minimum each year 20% of all outfalls 24" and larger, sediment basins and ponds will be inspected.
- Construction sites 1 acre or larger will be inspected once near the beginning of work and once the project is near closing.
- The frequency of conducting inspections is somewhat dependent on the diligence of the various members of the community in practicing and maintaining the BMP's.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP

***Measurable Goals:**

- Total number of sites inspected on an annual basis
- Evaluation of inspection frequency on an annual basis.

***Timeline/Implementation Schedule:**

2006-10: Annual report evaluating overall inspection frequency and make adjustments as necessary.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Tom Terry

Department: Administration

Phone: 952-471-2710

E-mail: tterry@newmarketcity.com

BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6c-1

***BMP Title:** Compliance with Approved and Future TMDL's

***BMP Description:**

- Periodically, in the future Total Maximum Daily Loads (TMDL) will be approved that address specific pollutants along specific reaches of a river. These studies will establish the TMDL for the river and allocate the load among the various sources within the watershed. The TMDL research will also specify tasks required for each MS4 community.
- At this time, Credit River has been identified as being impaired by turbidity. No TMDL study plan has been approved by EPA at this time, the estimated completion date for creating the TMDL plan is 2010.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP

***Measurable Goals:**

- Keep records of all guidance materials received and adjustments made.

***Timeline/Implementation Schedule:**

2006-10: Receipt of new approved TMDL's will occur throughout the permit period and changes will be necessary.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Tom Terry

Department: Administration

Phone: 952.461.2710

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BMP Summary Sheet

MS4 Name: Elko New Market, MN

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6c-2

***BMP Title:** Impaired Waters Review Process

***BMP Description:**

In this review Elko New Market will:

- Identify the impaired waters, as defined by the current USEPA approved 303(d) list, that are likely to be impacted by the City's stormwater discharge.
- Use storm sewer maps and field surveys to identify all potential stormwater discharges to impaired waters.
- Delineate the watershed areas that contribute to the above discharges.
- Evaluate the hydrology, land use, and other characteristics of the watershed areas that may impact the impaired water as a result of a stormwater discharge.

If modifications to the SWPPP are necessary, the City will submit those modifications to the MPCA with the current year's annual report. All assumptions, reasoning, and justification used to reach a conclusion on whether or not SWPPP revisions are required will be documented in the decision making process.

Location(s) in SWPPP of detailed information relating to this BMP:

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP

***Measurable Goals:**

- Establish a baseline of information– determine what processes are in place and what has already been accomplished that will help meet permit conditions.
- Prepare a written inventory of all impaired waters within and 2000' downstream of the jurisdictional boundaries of the MS4; compile as much detail about the stormwater discharges they receive from the MS4 as is available.
- Prepare a map that includes all impaired waters that the MS4 discharge may impact, all MS4 discharge points that may impact these water(s), and delineated watershed(s) that may contribute to the impairment

Complete a written overview of the conclusions reached through this review, including the decision making process used to determine what SWPPP revisions may be needed

***Timeline/Implementation Schedule:**

2006-08: Establish baseline information

2008-11: Identify and locate impaired waters receiving likely impacts from stormwater discharges from City.

2009-11: Delineate watersheds contributing runoff to impaired waters and develop a Map of discharges.

2010-11: Complete an Evaluation of hydrology and land use within delineated watersheds.

Specific Components and Notes:

This process is to be reassessed annually over the course of the permit cycle. As new 303(d) lists with additional impaired waters listed are published in the future, the City will review changes to the list and conduct the necessary review of additional listed waters likely to be impacted by the our stormwater discharges.

***Responsible Party for this BMP:**

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