

2335 Highway 36 W
St. Paul, MN 55113

Tel 651-636-4600
Fax 651-636-1311

www.bonestroo.com



04/30/08

Minnesota Pollution Control Agency
Attention: Scott Fox, Stormwater Staff
520 Lafayette Road North
St. Paul, MN 55155

Re: SWPPP Revisions
City of Spring Lake Park
Client Project No.: n/a
Bonestroo File No.: 000018-06000-0

Dear Scott,

On behalf of the City of Spring Lake Park, the following revised BMP Summary Sheets are provided for your files. These documents have been revised based on comments from your office and reflect the most recent electronic version sent on April 29th, 2008.

If you have any questions, comments, or need additional information for the City's MS4 Permit prior to the statewide public notice, please feel free to contact me directly at (651) 604-4792.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Halverson".

Greg Halverson

CC: Joe Rhein, Bonestroo
Barb Nelson, Spring Lake Park

City of Spring Lake Park



MS4 Permit Summary Sheets

Last Revision Date: 04/29/08

City of Spring Lake Park SWPPP Summary Sheets

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

***BMP Title:** Distribute Educational Materials

***BMP Description:**

BMP 1-1: City Newsletter

BMP 1-2: 30 day public notice for annual stormwater public meeting

BMP 1-3: Public information kiosk

BMP 1-4: City website

BMP 1-5: Local access cable channels

BMP 1-6: Special inserts/utility stuffers and brochures

BMP 1-7: Pet waste signage in parks and open spaces

BMP 2-4: Community complaint hotline

BMP 2-5: Annual Storm Water Public Meeting

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

BMP 1-1, 1-2, 1-3, 1-4, 1-5, 1-6, 1-7, 2-4, 2-5 descriptions in the SWPPP provide more detail regarding information for each minimum control measure.

***Measurable Goals:**

BMP 1-1: City Newsletter

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

BMP 1-2: 30 day public notice for annual stormwater public meeting

- Completed public notice requirement (y/n)
- Number of locations notice was posted

BMP 1-3: Public information kiosk

- Number of stormwater-related informational sheets posted

BMP 1-4: City website

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

BMP 1-5: Local access cable channels

- Stormwater related material developed for airing on cable (y/n)
- Number of storm water related segments aired

BMP 1-6: Special inserts/utility stuffers and brochures

- Stormwater-related inserts/utility stuffers, brochures created (y/n)
- Number of different types of inserts/utility stuffers distributed

BMP 1-7: Pet waste signage in parks and open spaces

- Pet waste ordinance exists (y/n)
- Number of signs posted in parks and open spaces

BMP 2-4: Community complaint hotline

- Number of complaints
- Number of corrective actions taken

BMP 2-5: Annual Storm Water Public Meeting

- 30-day notice requirement completed (y/n)
- Meeting completed (y/n)
- Number of attendees

***Timeline/Implementation Schedule:**

BMP 1-1: City Newsletter

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

BMP 1-2: 30 day public notice for annual stormwater public meeting

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

BMP 1-3: Public information kiosk

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

1-4: BMP 1-4: City website

- 2006-2011: The City website is established and will continue to be updated.
- 2006: Solicit storm water related material from outside entities

BMP 1-5: Local access cable channels

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

BMP 1-6: Special inserts/utility stuffers and brochures

- 2006-2011: This activity currently takes place and will continue.

BMP 1-7: Pet waste signage in parks and open spaces

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

BMP 2-4: Community complaint hotline

- 2006-2011: Currently in place and will continue

BMP 2-5: Annual Storm Water Public Meeting

- Meetings will be conducted annually prior to the SWPPP submittal

Specific Components and Notes:

BMP 1-1: City Newsletter

- File copies of newsletter
- Retain mailing list and date of publications

BMP 1-3: Public information kiosk

- File stormwater-related material posted on kiosk

BMP 1-4: BMP 1-4: City website

- Information on the website could include: general information, contact information, volunteer opportunities, updates on leaf litter pick-up, snow removal, information on storm water issues and ordinances
- Document solicitation material and responses

BMP 1-5: Local access cable channels

- Document solicitation material and responses

BMP 2-4: Community complaint hotline

- A database of complaints/queries and responses will be maintained by the City
- Illicit discharge complaints
- Construction site violations complaints
- Public input to SWPPP

BMP 2-5: Annual Storm Water Public Meeting

- Availability of SWPPP for public review
- Consideration of oral and written input to SWPPP

***Responsible Party for this BMP:**

Name: Barb Nelson

Department: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@spring-lakepark.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

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

***BMP Description:**

BMP 1-1: City Newsletter

BMP 1-2: 30 day public notice for annual stormwater public meeting

BMP 1-3: Public information kiosk

BMP 1-4: City website

BMP 1-5: Local access cable channels

BMP 1-6: Special inserts/utility stuffers and brochures

BMP 1-7: Pet waste signage in parks and open spaces

BMP 2-4: Community complaint hotline

BMP 2-5: Annual Storm Water Public Meeting

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

BMP 1-1, 1-2, 1-3, 1-4, 1-5, 1-6, 1-7, 2-4, 2-5 descriptions in the SWPPP provide more detail regarding information for each minimum control measure.

***Measurable Goals:**

BMP 1-1: City Newsletter

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

BMP 1-2: 30 day public notice for annual stormwater public meeting

- Completed public notice requirement (y/n)
- Number of locations notice was posted

BMP 1-3: Public information kiosk

- Number of stormwater-related informational sheets posted

BMP 1-4: City website

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

BMP 1-5: Local access cable channels

- Stormwater related material developed for airing on cable (y/n)
- Number of storm water related segments aired

BMP 1-6: Special inserts/utility stuffers and brochures

- Stormwater-related inserts/utility stuffers, brochures created (y/n)
- Number of different types of inserts/utility stuffers distributed

BMP 1-7: Pet waste signage in parks and open spaces

- Pet waste ordinance exists (y/n)
- Number of signs posted in parks and open spaces

BMP 2-4: Community complaint hotline

- Number of complaints
- Number of corrective actions taken

BMP 2-5: Annual Storm Water Public Meeting

- 30-day notice requirement completed (y/n)
- Meeting completed (y/n)
- Number of attendees

***Timeline/Implementation Schedule:**

BMP 1-1: City Newsletter

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

BMP 1-2: 30 day public notice for annual stormwater public meeting

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

BMP 1-3: Public information kiosk

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

1-4: BMP 1-4: City website

- 2006-2011: The City website is established and will continue to be updated.
- 2006: Solicit storm water related material from outside entities

BMP 1-5: Local access cable channels

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

BMP 1-6: Special inserts/utility stuffers and brochures

- 2006-2011: This activity currently takes place and will continue.

BMP 1-7: Pet waste signage in parks and open spaces

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

BMP 2-4: Community complaint hotline

- 2006-2011: Currently in place and will continue

BMP 2-5: Annual Storm Water Public Meeting

- Meetings will be conducted annually prior to the SWPPP submittal

Specific Components and Notes:

BMP 1-1: City Newsletter

- File copies of newsletter
- Retain mailing list and date of publications

BMP 1-3: Public information kiosk

- File stormwater-related material posted on kiosk

BMP 1-4: BMP 1-4: City website

- Information on the website could include: general information, contact information, volunteer opportunities, updates on leaf litter pick-up, snow removal, information on storm water issues and ordinances
- Document solicitation material and responses

BMP 1-5: Local access cable channels

- Document solicitation material and responses

BMP 2-4: Community complaint hotline

- A database of complaints/queries and responses will be maintained by the City
- Illicit discharge complaints
- Construction site violations complaints
- Public input to SWPPP

BMP 2-5: Annual Storm Water Public Meeting

- Availability of SWPPP for public review
- Consideration of oral and written input to SWPPP

***Responsible Party for this BMP:**

Name: Barb Nelson

Department: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@spring-lakepark.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

***BMP Title:** Education Program: Public Education and Outreach

***Audience(s) Involved:**

BMP 1-1: City Newsletter

- General Public, Contractors, Developers, Business Owners

BMP 1-2: 30 day public notice for annual stormwater public meeting

- General Public, Contractors, Developers, Business Owners

BMP 1-3: Public information kiosk

- General Public, Contractors, Developers, Business Owners

BMP 1-4: City website

- General Public, Contractors, Developers, Business Owners

BMP 1-5: Local access cable channels

- General Public, Contractors, Developers, Business Owners

BMP 1-6: Special inserts/utility stuffers and brochures

- General Public, Contractors, Developers, Business Owners

BMP 2-4: Community complaint hotline

- General Public

BMP 2-5: Annual Storm Water Public Meeting

- General Public, Contractors, Developers, Business Owners

***Educational Goals for Each Audience:**

BMP 1-1: City Newsletter

- To keep residents and business owners informed of activities, issues, policy changes and volunteer opportunities in general. Storm water related articles are intended to raise public awareness about storm water management and water quality issues.

BMP 1-2: 30 day public notice for annual stormwater public meeting

- To inform the audience of the storm water meeting, date, time and issues and to provide them an opportunity to participate.

BMP 1-3: Public information kiosk

- To provide information to the public of issues surrounding storm water, volunteer opportunities as well as subjects of a general nature.

BMP 1-4: City website

- Bring awareness and understanding of various issues facing the City including storm water issues, volunteer opportunities, contact information, resources and regulations.

BMP 1-5: Local access cable channels

- Provide general/seasonally appropriate storm water related information as well as changes and updates to City regulations.

BMP 1-6: Special inserts/utility stuffers and brochures

- To provide public with information on practices to improve the quality of storm water and the environment in general.

BMP 2-4: Community complaint hotline

- To provide opportunity for public input and participation and to increase awareness of the hazards associated with illicit discharges and construction site ESC violations

BMP 2-5: Annual Storm Water Public Meeting

- To provide the public opportunity for input on the NPDES Phase II SWPPP.

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

BMP 1-1: City Newsletter

- This 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 changes, volunteer opportunities, phone number to call in for complaints and other storm water related information related to each of the six minimum control measures. In order to improve the newsletter, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-2: 30 day public notice for annual stormwater public meeting

- The City will post a 30-day public notice prior to the annual storm water meeting (2-11). The notice will contain a reference to the SWPPP, the date, time, protocol and location of meeting and will indicate where a copy of the SWPPP is available for public review. The meeting will be posted on the information kiosk at City Hall, City website, published in the local newspaper (The Focus) 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 Agency, appropriate City and county officials and all other interested persons.

BMP 1-3: Public information kiosk

- A variety of information, including stormwater-related material, is posted on the information kiosk in City Hall. The City will attempt to provide information relevant to each minimum control measure. In order to improve the information kiosk, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-4: 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 links to other storm water related sites. The City will provide information or 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 entities and develop new material internally, as necessary.

BMP 1-5: 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 time of year, activity and relevance to viewers. In order to improve the stormwater cable programming, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-6: Special inserts/utility stuffers and brochures

- The City will create a variety of stormwater-related inserts and brochures to use as utility bill stuffers. In order to improve the stormwater inserts and brochures, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 2-4: Community complaint hotline

- Designated staff is accessible to residents during and after office hours to help deal with emergencies and help address concerns and answer questions about illicit discharge, illicit connections, construction site runoff, the SWPPP, and any other stormwater issues. The City will document any comments received and the respective action taken regarding a given comment. The city will provide awareness to the public on the City website and periodically in the newsletter.

BMP 2-5: Annual Storm Water Public Meeting

- The City will conduct an annual storm water meeting to discuss stormwater issues and allow for public input to the SWPPP. The meeting may be combined with another public meeting. At the meeting, interested persons will be provided the opportunity to make oral statements regarding the SWPPP. Procedures may be established for each speaker's presentation. The City will accept written and oral comments made anytime throughout the year regarding the SWPPP, not just at the annual stormwater 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:**

BMP 1-1: City Newsletter

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

BMP 1-2: 30 day public notice for annual stormwater public meeting

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

BMP 1-3: Public information kiosk

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

1-4: BMP 1-4: City website

- 2006-2011: The City website is established and will continue to be updated.
- 2006: Solicit storm water related material from outside entities

BMP 1-5: Local access cable channels

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

BMP 1-6: Special inserts/utility stuffers and brochures

- 2006-2011: This activity currently takes place and will continue.

BMP 2-4: Community complaint hotline

- 2006-2011: Currently in place and will continue

BMP 2-5: Annual Storm Water Public Meeting

- Meetings will be conducted annually prior to the SWPPP submittal

***Performance Measures:**

BMP 1-1: City Newsletter

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

BMP 1-2: 30 day public notice for annual stormwater public meeting

- Completed public notice requirement (y/n)
- Number of locations notice was posted

BMP 1-3: Public information kiosk

- Number of stormwater-related informational sheets posted

BMP 1-4: City website

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

BMP 1-5: Local access cable channels

- Stormwater related material developed for airing on cable (y/n)
- Number of storm water related segments aired

BMP 1-6: Special inserts/utility stuffers and brochures

- Stormwater-related inserts/utility stuffers, brochures created (y/n)
- Number of different types of inserts/utility stuffers distributed

BMP 2-4: Community complaint hotline

- Number of complaints
- Number of corrective actions taken

BMP 2-5: Annual Storm Water Public Meeting

- 30-day notice requirement completed (y/n)
- Meeting completed (y/n)
- Number of attendees

***Responsible Party for this BMP:**

Name: Barb Nelson

Department: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@spring-lakepark.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

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

***Audience(s) Involved:**

The following BMPs educate the public, developers and contractors about volunteer opportunities conducted either by the City or outside entities.

- BMP 1-1: City Newsletter
- BMP 1-2: 30 day public notice for annual stormwater public meeting
- BMP 1-3: Public information kiosk
- BMP 1-4: City website
- BMP 1-5: Local access cable channels
- BMP 1-6: Special inserts/utility stuffers and brochures
- BMP 2-5: Annual Storm Water Public Meeting

The following BMP from the City SWPPP provides volunteer opportunities for the target audiences listed above.

- BMP 2-1: Volunteer partnerships

***Educational Goals for Each Audience:**

BMP 1-1: City Newsletter

- To keep residents and business owners informed of activities, issues, policy changes and volunteer opportunities in general. Storm water related articles are intended to raise public awareness about storm water management and water quality issues.

BMP 1-2: 30 day public notice for annual stormwater public meeting

- To inform the audience of the storm water meeting, date, time and issues and to provide them an opportunity to participate.

BMP 1-3: Public information kiosk

- To provide information to the public of issues surrounding storm water, volunteer opportunities as well as subjects of a general nature.

BMP 1-4: City website

- Bring awareness and understanding of various issues facing the City including storm water issues, volunteer opportunities, contact information, resources and regulations.

BMP 1-5: Local access cable channels

- Provide general/seasonally appropriate storm water related information as well as changes and updates to City regulations.

BMP 1-6: Special inserts/utility stuffers and brochures

- To provide public with information on practices to improve the quality of storm water and the environment in general.

BMP 2-5: Annual Storm Water Public Meeting

- To provide the public opportunity for input on the NPDES Phase II SWPPP.

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

BMP 1-1: City Newsletter

- This 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 changes, volunteer opportunities, phone number to call in for complaints and other storm water related information related to each of the six minimum control measures. In order to improve the newsletter, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-2: 30 day public notice for annual stormwater public meeting

- The City will post a 30-day public notice prior to the annual storm water meeting (2-11). The notice will contain a reference to the SWPPP, the date, time, protocol and location of meeting and will indicate where a copy of the SWPPP is available for public review. The meeting will be posted on the information kiosk at City Hall, City website, published in the local newspaper (The Focus) 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 Agency, appropriate City and county officials and all other interested persons.

BMP 1-3: Public information kiosk

- A variety of information, including stormwater-related material, is posted on the information kiosk in City Hall. The City will attempt to provide information relevant to each minimum control measure. In order to improve the information kiosk, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-4: 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 links to other storm water related sites. The City will provide information or 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 entities and develop new material internally, as necessary.

BMP 1-5: 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 time of year, activity and relevance to viewers. In order to improve the stormwater cable programming, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-6: Special inserts/utility stuffers and brochures

- The City will create a variety of stormwater-related inserts and brochures to use as utility bill stuffers. In order to improve the stormwater inserts and brochures, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 2-1: Volunteer partnerships

- The City establishes relationships with various community/educational /business/interest groups. A number of the relationships result in programs that benefit the community at large and increase awareness of stormwater issues. Examples of past and existing partnerships include: park cleanups and plantings with private citizen groups, and the Lions club. At a minimum, park cleanups will be scheduled annually.
- Also, the City has a Environmental Quality Commission that meets quarterly. This commission allows community members the opportunity to become involved in decision making for recycling and also organize the annual cleanup day. The annual cleanup day allows residents to drop off appliances and other hazardous material that the normal municipal solid waste collection provider doesn't pick up.
- The City has currently ordered storm drain stencils and will be using volunteers such as the boy scouts to stencil the city storm drains over the next five years.

BMP 2-5: Annual Storm Water Public Meeting

- The City will conduct an annual storm water meeting to discuss stormwater issues and allow for public input to the SWPPP. The meeting may be combined with another public meeting. At the meeting, interested persons will be provided the opportunity to make oral statements regarding the SWPPP. Procedures may be established for each speaker's presentation. The City will accept written and oral comments made anytime throughout the year regarding the SWPPP, not just at the annual stormwater 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:**

BMP 1-1: City Newsletter

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

BMP 1-2: 30 day public notice for annual stormwater public meeting

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

BMP 1-3: Public information kiosk

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

1-4: BMP 1-4: City website

- 2006-2011: The City website is established and will continue to be updated.
- 2006: Solicit storm water related material from outside entities

BMP 1-5: Local access cable channels

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

BMP 1-6: Special inserts/utility stuffers and brochures

- 2006-2011: This activity currently takes place and will continue.

BMP 2-5: Annual Storm Water Public Meeting

- Meetings will be conducted annually prior to the SWPPP submittal

***Performance Measures:**

BMP 1-1: City Newsletter

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

BMP 1-2: 30 day public notice for annual stormwater public meeting

- Completed public notice requirement (y/n)
- Number of locations notice was posted

BMP 1-3: Public information kiosk

- Number of stormwater-related informational sheets posted

BMP 1-4: City website

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

BMP 1-5: Local access cable channels

- Stormwater related material developed for airing on cable (y/n)
- Number of storm water related segments aired

BMP 1-6: Special inserts/utility stuffers and brochures

- Stormwater-related inserts/utility stuffers, brochures created (y/n)
- Number of different types of inserts/utility stuffers distributed

BMP 2-1: Volunteer Partnerships

- Number of groups with which a partnership exists
- Number of projects or activities due to partnering with volunteer groups
- Number of storm drains stenciled
- Amount of material collected at Annual Cleanup Day

BMP 2-5: Annual Storm Water Public Meeting

- 30-day notice requirement completed (y/n)
- Meeting completed (y/n)
- Number of attendees

***Responsible Party for this BMP:**

Name: Barb Nelson

Department: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@spring-lakepark.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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:**

BMP 1-1: City Newsletter

- General Public, Contractors, Developers, Business Owners

BMP 1-2: 30 day public notice for annual stormwater public meeting

- General Public, Contractors, Developers, Business Owners

BMP 1-3: Public information kiosk

- General Public, Contractors, Developers, Business Owners

BMP 1-4: City website

- General Public, Contractors, Developers, Business Owners

BMP 1-5: Local access cable channels

- General Public, Contractors, Developers, Business Owners

BMP 1-6: Special inserts/utility stuffers and brochures

- General Public, Contractors, Developers, Business Owners

BMP 1-7: Pet waste signage in parks and open spaces

- General Public

BMP 2-4: Community complaint hotline

- General Public

BMP 2-5: Annual Storm Water Public Meeting

- General Public, Contractors, Developers, Business Owners

***Educational Goals for Each Audience:**

BMP 1-1: City Newsletter

- To keep residents and business owners informed of activities, issues, policy changes and volunteer opportunities in general. Storm water related articles are intended to raise public awareness about storm water management and water quality issues.

BMP 1-2: 30 day public notice for annual stormwater public meeting

- To inform the audience of the storm water meeting, date, time and issues and to provide them an opportunity to participate.

BMP 1-3: Public information kiosk

- To provide information to the public of issues surrounding storm water, volunteer opportunities as well as subjects of a general nature.

BMP 1-4: City website

- Bring awareness and understanding of various issues facing the City including storm water issues, volunteer opportunities, contact information, resources and regulations.

BMP 1-5: Local access cable channels

- Provide general/seasonally appropriate storm water related information as well as changes and updates to City regulations.

BMP 1-6: Special inserts/utility stuffers and brochures

- To provide public with information on practices to improve the quality of storm water and the environment in general.

BMP 1-7: Pet waste signage in parks and open spaces

- Pet waste ordinance exists (y/n)
- Number of signs posted in parks and open spaces

BMP 2-4: Community complaint hotline

- To provide opportunity for public input and participation and to increase awareness of the hazards associated with

illicit discharges and construction site ESC violations

BMP 2-5: Annual Storm Water Public Meeting

- To provide the public opportunity for input on the NPDES Phase II SWPPP

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

BMP 1-1: City Newsletter

- This 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 changes, volunteer opportunities, phone number to call in for complaints and other storm water related information related to each of the six minimum control measures. In order to improve the newsletter, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-2: 30 day public notice for annual stormwater public meeting

- The City will post a 30-day public notice prior to the annual storm water meeting (2-11). The notice will contain a reference to the SWPPP, the date, time, protocol and location of meeting and will indicate where a copy of the SWPPP is available for public review. The meeting will be posted on the information kiosk at City Hall, City website, published in the local newspaper (The Focus) 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 Agency, appropriate City and county officials and all other interested persons.

BMP 1-3: Public information kiosk

- A variety of information, including stormwater-related material, is posted on the information kiosk in City Hall. The City will attempt to provide information relevant to each minimum control measure. In order to improve the information kiosk, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-4: 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 links to other storm water related sites. The City will provide information or 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 entities and develop new material internally, as necessary.

BMP 1-5: 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 time of year, activity and relevance to viewers. In order to improve the stormwater cable programming, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-6: Special inserts/utility stuffers and brochures

- The City will create a variety of stormwater-related inserts and brochures to use as utility bill stuffers. In order to improve the stormwater inserts and brochures, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-7: Pet waste signage in parks and open spaces

- The City currently has an ordinance requiring proper disposal of pet waste in parks and open spaces. Signs will be posted in certain parks and open areas that inform the public of the City ordinance and requires them to retrieve and dispose of pet waste appropriately.

BMP 2-4: Community complaint hotline

- Designated staff is accessible to residents during and after office hours to help deal with emergencies and help address concerns and answer questions about illicit discharge, illicit connections, construction site runoff, the SWPPP, and any other stormwater issues. The City will document any comments received and the respective action taken regarding a given comment. The city will provide awareness to the public on the City website and periodically in the newsletter.

BMP 2-5: Annual Storm Water Public Meeting

- The City will conduct an annual storm water meeting to discuss stormwater issues and allow for public input to the SWPPP. The meeting may be combined with another public meeting. At the meeting, interested persons will be provided the opportunity to make oral statements regarding the SWPPP. Procedures may be established for each speaker's presentation. The City will accept written and oral comments made anytime throughout the year regarding the SWPPP, not just at the annual stormwater 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:**

BMP 1-1: City Newsletter

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

BMP 1-2: 30 day public notice for annual stormwater public meeting

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

BMP 1-3: Public information kiosk

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

1-4: BMP 1-4: City website

- 2006-2011: The City website is established and will continue to be updated.
- 2006: Solicit storm water related material from outside entities

BMP 1-5: Local access cable channels

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

BMP 1-6: Special inserts/utility stuffers and brochures

- 2006-2011: This activity currently takes place and will continue.

BMP 1-7: Pet waste signage in parks and open spaces

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

BMP 2-4: Community complaint hotline

- 2006-2011: Currently in place and will continue

BMP 2-5: Annual Storm Water Public Meeting

- Meetings will be conducted annually prior to the SWPPP submittal

***Performance Measures:**

BMP 1-1: City Newsletter

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

BMP 1-2: 30 day public notice for annual stormwater public meeting

- Completed public notice requirement (y/n)
- Number of locations notice was posted

BMP 1-3: Public information kiosk

- Number of stormwater-related informational sheets posted

BMP 1-4: City website

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

BMP 1-5: Local access cable channels

- Stormwater related material developed for airing on cable (y/n)
- Number of storm water related segments aired

BMP 1-6: Special inserts/utility stuffers and brochures

- Stormwater-related inserts/utility stuffers, brochures created (y/n)
- Number of different types of inserts/utility stuffers distributed

BMP 1-7: Pet waste signage in parks and open spaces

- Pet waste ordinance exists (y/n)
- Number of signs posted in parks and open spaces

BMP 2-4: Community complaint hotline

- Number of complaints
- Number of corrective actions taken

BMP 2-5: Annual Storm Water Public Meeting

- 30-day notice requirement completed (y/n)
- Meeting completed (y/n)

- Number of attendees

***Responsible Party for this BMP:**

Name: Barb Nelson

Department: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@spring-lakepark.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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:**

BMP 1-1: City Newsletter

- General Public, Contractors, Developers, Business Owners

BMP 1-2: 30 day public notice for annual stormwater public meeting

- General Public, Contractors, Developers, Business Owners

BMP 1-3: Public information kiosk

- General Public, Contractors, Developers, Business Owners

BMP 1-4: City website

- General Public, Contractors, Developers, Business Owners

BMP 1-5: Local access cable channels

- General Public, Contractors, Developers, Business Owners

BMP 1-6: Special inserts/utility stuffers and brochures

- General Public, Contractors, Developers, Business Owners

BMP 2-4: Community complaint hotline

- General Public

BMP 2-5: Annual Storm Water Public Meeting

- General Public, Contractors, Developers, Business Owners

***Educational Goals for Each Audience:**

BMP 1-1: City Newsletter

- To keep residents and business owners informed of activities, issues, policy changes and volunteer opportunities in general. Storm water related articles are intended to raise public awareness about storm water management and water quality issues.

BMP 1-2: 30 day public notice for annual stormwater public meeting

- To inform the audience of the storm water meeting, date, time and issues and to provide them an opportunity to participate.

BMP 1-3: Public information kiosk

- To provide information to the public of issues surrounding storm water, volunteer opportunities as well as subjects of a general nature.

BMP 1-4: City website

- Bring awareness and understanding of various issues facing the City including storm water issues, volunteer opportunities, contact information, resources and regulations.

BMP 1-5: Local access cable channels

- Provide general/seasonally appropriate storm water related information as well as changes and updates to City regulations.

BMP 1-6: Special inserts/utility stuffers and brochures

- To provide public with information on practices to improve the quality of storm water and the environment in general.

BMP 2-4: Community complaint hotline

- To provide opportunity for public input and participation and to increase awareness of the hazards associated with illicit discharges and construction site ESC violations

BMP 2-5: Annual Storm Water Public Meeting

- To provide the public opportunity for input on the NPDES Phase II SWPPP.

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

BMP 1-1: City Newsletter

- This 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 changes, volunteer opportunities, phone number to call in for complaints and other storm water related information related to each of the six minimum control measures. In order to improve the newsletter, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-2: 30 day public notice for annual stormwater public meeting

- The City will post a 30-day public notice prior to the annual storm water meeting (2-11). The notice will contain a reference to the SWPPP, the date, time, protocol and location of meeting and will indicate where a copy of the SWPPP is available for public review. The meeting will be posted on the information kiosk at City Hall, City website, published in the local newspaper (The Focus) 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 Agency, appropriate City and county officials and all other interested persons.

BMP 1-3: Public information kiosk

- A variety of information, including stormwater-related material, is posted on the information kiosk in City Hall. The City will attempt to provide information relevant to each minimum control measure. In order to improve the information kiosk, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-4: 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 links to other storm water related sites. The City will provide information or 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 entities and develop new material internally, as necessary.

BMP 1-5: 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 time of year, activity and relevance to viewers. In order to improve the stormwater cable programming, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-6: Special inserts/utility stuffers and brochures

- The City will create a variety of stormwater-related inserts and brochures to use as utility bill stuffers. In order to improve the stormwater inserts and brochures, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 2-4: Community complaint hotline

- Designated staff is accessible to residents during and after office hours to help deal with emergencies and help address concerns and answer questions about illicit discharge, illicit connections, construction site runoff, the SWPPP, and any other stormwater issues. The City will document any comments received and the respective action taken regarding a given comment. The city will provide awareness to the public on the City website and periodically in the newsletter.

BMP 2-5: Annual Storm Water Public Meeting

- The City will conduct an annual storm water meeting to discuss stormwater issues and allow for public input to the SWPPP. The meeting may be combined with another public meeting. At the meeting, interested persons will be provided the opportunity to make oral statements regarding the SWPPP. Procedures may be established for each speaker's presentation. The City will accept written and oral comments made anytime throughout the year regarding the SWPPP, not just at the annual stormwater 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:**

BMP 1-1: City Newsletter

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

BMP 1-2: 30 day public notice for annual stormwater public meeting

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

BMP 1-3: Public information kiosk

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

1-4: BMP 1-4: City website

- 2006-2011: The City website is established and will continue to be updated.
- 2006: Solicit storm water related material from outside entities

BMP 1-5: Local access cable channels

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

BMP 1-6: Special inserts/utility stuffers and brochures

- 2006-2011: This activity currently takes place and will continue.

BMP 2-4: Community complaint hotline

- 2006-2011: Currently in place and will continue

BMP 2-5: Annual Storm Water Public Meeting

- Meetings will be conducted annually prior to the SWPPP submittal

***Performance Measures:**

BMP 1-1: City Newsletter

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

BMP 1-2: 30 day public notice for annual stormwater public meeting

- Completed public notice requirement (y/n)
- Number of locations notice was posted

BMP 1-3: Public information kiosk

- Number of stormwater-related informational sheets posted

BMP 1-4: City website

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

BMP 1-5: Local access cable channels

- Stormwater related material developed for airing on cable (y/n)
- Number of storm water related segments aired

BMP 1-6: Special inserts/utility stuffers and brochures

- Stormwater-related inserts/utility stuffers, brochures created (y/n)
- Number of different types of inserts/utility stuffers distributed

BMP 2-4: Community complaint hotline

- Number of complaints
- Number of corrective actions taken

BMP 2-5: Annual Storm Water Public Meeting

- 30-day notice requirement completed (y/n)
- Meeting completed (y/n)
- Number of attendees

***Responsible Party for this BMP:**

Name: Barb Nelson

Department: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@spring-lakepark.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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:**

BMP 1-1: City Newsletter

- General Public, Contractors, Developers, Business Owners

BMP 1-2: 30 day public notice for annual stormwater public meeting

- General Public, Contractors, Developers, Business Owners

BMP 1-3: Public information kiosk

- General Public, Contractors, Developers, Business Owners

BMP 1-4: City website

- General Public, Contractors, Developers, Business Owners

BMP 1-5: Local access cable channels

- General Public, Contractors, Developers, Business Owners

BMP 1-6: Special inserts/utility stuffers and brochures

- General Public, Contractors, Developers, Business Owners

BMP 2-4: Community complaint hotline

- General Public

BMP 2-5: Annual Storm Water Public Meeting

- General Public, Contractors, Developers, Business Owners

***Educational Goals for Each Audience:**

BMP 1-1: City Newsletter

- To keep residents and business owners informed of activities, issues, policy changes and volunteer opportunities in general. Storm water related articles are intended to raise public awareness about storm water management and water quality issues.

BMP 1-2: 30 day public notice for annual stormwater public meeting

- To inform the audience of the storm water meeting, date, time and issues and to provide them an opportunity to participate.

BMP 1-3: Public information kiosk

- To provide information to the public of issues surrounding storm water, volunteer opportunities as well as subjects of a general nature.

BMP 1-4: City website

- Bring awareness and understanding of various issues facing the City including storm water issues, volunteer opportunities, contact information, resources and regulations.

BMP 1-5: Local access cable channels

- Provide general/seasonally appropriate storm water related information as well as changes and updates to City regulations.

BMP 1-6: Special inserts/utility stuffers and brochures

- To provide public with information on practices to improve the quality of storm water and the environment in general.

BMP 2-4: Community complaint hotline

- To provide opportunity for public input and participation and to increase awareness of the hazards associated with illicit discharges and construction site ESC violations

BMP 2-5: Annual Storm Water Public Meeting

- To provide the public opportunity for input on the NPDES Phase II SWPPP.

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

BMP 1-1: City Newsletter

- This 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 changes, volunteer opportunities, phone number to call in for complaints and other storm water related information related to each of the six minimum control measures. In order to improve the newsletter, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-2: 30 day public notice for annual stormwater public meeting

- The City will post a 30-day public notice prior to the annual storm water meeting (2-11). The notice will contain a reference to the SWPPP, the date, time, protocol and location of meeting and will indicate where a copy of the SWPPP is available for public review. The meeting will be posted on the information kiosk at City Hall, City website, published in the local newspaper (The Focus) 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 Agency, appropriate City and county officials and all other interested persons.

BMP 1-3: Public information kiosk

- A variety of information, including stormwater-related material, is posted on the information kiosk in City Hall. The City will attempt to provide information relevant to each minimum control measure. In order to improve the information kiosk, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-4: 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 links to other storm water related sites. The City will provide information or 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 entities and develop new material internally, as necessary.

BMP 1-5: 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 time of year, activity and relevance to viewers. In order to improve the stormwater cable programming, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-6: Special inserts/utility stuffers and brochures

- The City will create a variety of stormwater-related inserts and brochures to use as utility bill stuffers. In order to improve the stormwater inserts and brochures, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 2-4: Community complaint hotline

- Designated staff is accessible to residents during and after office hours to help deal with emergencies and help address concerns and answer questions about illicit discharge, illicit connections, construction site runoff, the SWPPP, and any other stormwater issues. The City will document any comments received and the respective action taken regarding a given comment. The city will provide awareness to the public on the City website and periodically in the newsletter.

BMP 2-5: Annual Storm Water Public Meeting

- The City will conduct an annual storm water meeting to discuss stormwater issues and allow for public input to the SWPPP. The meeting may be combined with another public meeting. At the meeting, interested persons will be provided the opportunity to make oral statements regarding the SWPPP. Procedures may be established for each speaker's presentation. The City will accept written and oral comments made anytime throughout the year regarding the SWPPP, not just at the annual stormwater 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:**

BMP 1-1: City Newsletter

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

BMP 1-2: 30 day public notice for annual stormwater public meeting

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

BMP 1-3: Public information kiosk

- 2006-2011: Currently in place and will continue

- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

1-4: BMP 1-4: City website

- 2006-2011: The City website is established and will continue to be updated.
- 2006: Solicit storm water related material from outside entities

BMP 1-5: Local access cable channels

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

BMP 1-6: Special inserts/utility stuffers and brochures

- 2006-2011: This activity currently takes place and will continue.

BMP 2-4: Community complaint hotline

- 2006-2011: Currently in place and will continue

BMP 2-5: Annual Storm Water Public Meeting

- Meetings will be conducted annually prior to the SWPPP submittal

***Performance Measures:**

BMP 1-1: City Newsletter

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

BMP 1-2: 30 day public notice for annual stormwater public meeting

- Completed public notice requirement (y/n)
- Number of locations notice was posted

BMP 1-3: Public information kiosk

- Number of stormwater-related informational sheets posted

BMP 1-4: City website

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

BMP 1-5: Local access cable channels

- Stormwater related material developed for airing on cable (y/n)
- Number of storm water related segments aired

BMP 1-6: Special inserts/utility stuffers and brochures

- Stormwater-related inserts/utility stuffers, brochures created (y/n)
- Number of different types of inserts/utility stuffers distributed

BMP 2-4: Community complaint hotline

- Number of complaints
- Number of corrective actions taken

BMP 2-5: Annual Storm Water Public Meeting

- 30-day notice requirement completed (y/n)
- Meeting completed (y/n)
- Number of attendees

***Responsible Party for this BMP:**

Name: Barb Nelson

Department: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@spring-lakepark.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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:**

BMP 1-1: City Newsletter

- General Public, Contractors, Developers, Business Owners

BMP 1-2: 30 day public notice for annual stormwater public meeting

- General Public, Contractors, Developers, Business Owners

BMP 1-3: Public information kiosk

- General Public, Contractors, Developers, Business Owners

BMP 1-4: City website

- General Public, Contractors, Developers, Business Owners

BMP 1-5: Local access cable channels

- General Public, Contractors, Developers, Business Owners

BMP 1-6: Special inserts/utility stuffers and brochures

- General Public, Contractors, Developers, Business Owners

BMP 2-4: Community complaint hotline

- General Public

BMP 2-5: Annual Storm Water Public Meeting

- General Public, Contractors, Developers, Business Owners

***Educational Goals for Each Audience:**

BMP 1-1: City Newsletter

- To keep residents and business owners informed of activities, issues, policy changes and volunteer opportunities in general. Storm water related articles are intended to raise public awareness about storm water management and water quality issues.

BMP 1-2: 30 day public notice for annual stormwater public meeting

- To inform the audience of the storm water meeting, date, time and issues and to provide them an opportunity to participate.

BMP 1-3: Public information kiosk

- To provide information to the public of issues surrounding storm water, volunteer opportunities as well as subjects of a general nature.

BMP 1-4: City website

- Bring awareness and understanding of various issues facing the City including storm water issues, volunteer opportunities, contact information, resources and regulations.

BMP 1-5: Local access cable channels

- Provide general/seasonally appropriate storm water related information as well as changes and updates to City regulations.

BMP 1-6: Special inserts/utility stuffers and brochures

- To provide public with information on practices to improve the quality of storm water and the environment in general.

BMP 2-4: Community complaint hotline

- To provide opportunity for public input and participation and to increase awareness of the hazards associated with illicit discharges and construction site ESC violations

BMP 2-5: Annual Storm Water Public Meeting

- To provide the public opportunity for input on the NPDES Phase II SWPPP.

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

BMP 1-1: City Newsletter

- This 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 changes, volunteer opportunities, phone number to call in for complaints and other storm water related information related to each of the six minimum control measures. In order to improve the newsletter, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-2: 30 day public notice for annual stormwater public meeting

- The City will post a 30-day public notice prior to the annual storm water meeting (2-11). The notice will contain a reference to the SWPPP, the date, time, protocol and location of meeting and will indicate where a copy of the SWPPP is available for public review. The meeting will be posted on the information kiosk at City Hall, City website, published in the local newspaper (The Focus) 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 Agency, appropriate City and county officials and all other interested persons.

BMP 1-3: Public information kiosk

- A variety of information, including stormwater-related material, is posted on the information kiosk in City Hall. The City will attempt to provide information relevant to each minimum control measure. In order to improve the information kiosk, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-4: 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 links to other storm water related sites. The City will provide information or 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 entities and develop new material internally, as necessary.

BMP 1-5: 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 time of year, activity and relevance to viewers. In order to improve the stormwater cable programming, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 1-6: Special inserts/utility stuffers and brochures

- The City will create a variety of stormwater-related inserts and brochures to use as utility bill stuffers. In order to improve the stormwater inserts and brochures, the City will solicit material from outside entities and develop new material internally, as necessary.

BMP 2-4: Community complaint hotline

- Designated staff is accessible to residents during and after office hours to help deal with emergencies and help address concerns and answer questions about illicit discharge, illicit connections, construction site runoff, the SWPPP, and any other stormwater issues. The City will document any comments received and the respective action taken regarding a given comment. The city will provide awareness to the public on the City website and periodically in the newsletter.

BMP 2-5: Annual Storm Water Public Meeting

- The City will conduct an annual storm water meeting to discuss stormwater issues and allow for public input to the SWPPP. The meeting may be combined with another public meeting. At the meeting, interested persons will be provided the opportunity to make oral statements regarding the SWPPP. Procedures may be established for each speaker's presentation. The City will accept written and oral comments made anytime throughout the year regarding the SWPPP, not just at the annual stormwater 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:**

BMP 1-1: City Newsletter

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

BMP 1-2: 30 day public notice for annual stormwater public meeting

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

BMP 1-3: Public information kiosk

- 2006-2011: Currently in place and will continue

- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

1-4: BMP 1-4: City website

- 2006-2011: The City website is established and will continue to be updated.
- 2006: Solicit storm water related material from outside entities

BMP 1-5: Local access cable channels

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

BMP 1-6: Special inserts/utility stuffers and brochures

- 2006-2011: This activity currently takes place and will continue.

BMP 2-4: Community complaint hotline

- 2006-2011: Currently in place and will continue

BMP 2-5: Annual Storm Water Public Meeting

- Meetings will be conducted annually prior to the SWPPP submittal

***Performance Measures:**

BMP 1-1: City Newsletter

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

BMP 1-2: 30 day public notice for annual stormwater public meeting

- Completed public notice requirement (y/n)
- Number of locations notice was posted

BMP 1-3: Public information kiosk

- Number of stormwater-related informational sheets posted

BMP 1-4: City website

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

BMP 1-5: Local access cable channels

- Stormwater related material developed for airing on cable (y/n)
- Number of storm water related segments aired

BMP 1-6: Special inserts/utility stuffers and brochures

- Stormwater-related inserts/utility stuffers, brochures created (y/n)
- Number of different types of inserts/utility stuffers distributed

BMP 2-4: Community complaint hotline

- Number of complaints
- Number of corrective actions taken

BMP 2-5: Annual Storm Water Public Meeting

- 30-day notice requirement completed (y/n)
- Meeting completed (y/n)
- Number of attendees

***Responsible Party for this BMP:**

Name: Barb Nelson

Department: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@spring-lakepark.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

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

***BMP Description:**

The following BMPs from the City's SWPPP identify potential agencies for coordination regarding stormwater educational or volunteer opportunities for City residents.

BMP 1-8: Full-MCM material evaluation

The City will research stormwater-related material from outside entities, including, but not limited to: water conservation districts, watershed districts, watershed management organizations, school districts, University of MN extension and county, regional, state, and federal government. . The City will also solicit materials (if available) to use for in-house training from these entities.

BMP 2-1: Volunteer partnerships

The City establishes relationships with various community/educational /business/interest groups. A number of the relationships result in programs that benefit the community at large and increase awareness of stormwater issues. Examples of past and existing partnerships include: park cleanups and plantings with private citizen groups, and the Lions club. At a minimum, park cleanups will be scheduled annually.

Also, the City has a Environmental Quality Commission that meets quarterly. This commission allows community members the opportunity to become involved in decision making for recycling and also organize the annual cleanup day. The annual cleanup day allows residents to drop off appliances and other hazardous material that the normal municipal solid waste collection provider doesn't pick up.

The City has currently ordered storm drain stencils and will be using volunteers such as the boy scouts to stencil the city storm drains over the next five years.

BMP 2-2: Joint public/City boards/Commissions

The City has a number of boards and commissions in which residents are invited to participate, such as: Planning, Parks & Recreation, Environmental Quality.

BMP 2-3: Inter-City partnerships

The City establishes temporary alliances with other cities, watersheds or the county around issues of common interest, such as lake water quality. Citizens may contribute through volunteering. Examples of past partnerships include the Tri-City Partnership with neighboring communities that monitored Spring Lake, and the Spring Brook Clean Water Partnership.

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:**

BMP 1-8: Full-MCM material evaluation

- Maintain list of materials from outside entities

BMP 2-1: Volunteer partnerships

- Number of groups with which a partnership exists
- Number of projects or activities due to partnering with volunteer groups
- Number of storm drains stenciled
- Amount of material collected at Annual Cleanup Day

BMP 2-2: Joint public/City boards/Commissions

- Number of Commissions/Task forces on which the public is invited to be
- Number of citizens involved/appointed

BMP 2-3: Inter-City partnerships

- Document issues addressed through inter-city partnerships
- Document partnering cities

***Timeline/Implementation Schedule:**

BMP 1-8: Full-MCM material evaluation

- 2006-2011: Annually research new information and develop new materials for use by City

BMP 2-1: Volunteer partnerships

- 2006-2011: Continue existing programs with volunteers
- 2008: Order stencils and identify volunteer groups
- 2009-2011: Stencil storm drains with volunteers

BMP 2-2: Joint public/City boards/Commissions

- 2006-2011: Currently in place and will continue

BMP 2-3: Inter-City partnerships

- 2006-2011: Currently in place and will continue

Specific Components and Notes:

BMP 1-8: Full-MCM material evaluation

- Evaluation of content of educational material, including, but not limited to: articles, newsletters, videos, brochures, special packets, inserts and displays, in-house training

BMP 2-1: Volunteer partnerships

- Brochures on volunteering opportunities distributed

***Responsible Party for this BMP:**

Name: Barb Nelson

Department: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@spring-lakepark.mn.us

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

<p>*BMP Title: Annual Public Meeting</p>
<p>*BMP Description:</p> <p><u>BMP 1-2: 30 day public notice for annual stormwater public meeting</u> - The City will post a 30-day public notice prior to the annual storm water meeting (2-11). The notice will contain a reference to the SWPPP, the date, time, protocol and location of meeting and will indicate where a copy of the SWPPP is available for public review. The meeting will be posted on the information kiosk at City Hall, City website, published in the local newspaper (The Focus) 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 Agency, appropriate City and county officials and all other interested persons.</p> <p><u>BMP 2-5: Annual Stormwater Public Meeting</u> - The City will conduct an annual storm water meeting to discuss stormwater issues and allow for public input to the SWPPP. The meeting may be combined with another public meeting. At the meeting, interested persons will be provided the opportunity to make oral statements regarding the SWPPP. Procedures may be established for each speaker's presentation. The City will accept written and oral comments made anytime throughout the year regarding the SWPPP, not just at the annual stormwater meeting. A record of decision will be developed and submitted with the annual report to the MPCA annually if any comments are recorded.</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><u>BMP 1-2: 30 day public notice for annual stormwater public meeting</u></p> <ul style="list-style-type: none">• Completed public notice requirement• Number of locations notice is posted <p><u>BMP 2-5: Annual Stormwater Public Meeting</u></p> <ul style="list-style-type: none">• 30-day notice requirement completed (y/n)• Meeting completed (y/n)• Number of attendees
<p>*Timeline/Implementation Schedule:</p> <p><u>BMP 1-2: 30 day public notice for annual stormwater public meeting</u></p> <ul style="list-style-type: none">• 2006-2011: This an established activity within the City and will continue. <p><u>BMP 2-5: Annual Stormwater Public Meeting</u></p> <ul style="list-style-type: none">• 2006-2011: Meetings will be conducted annually prior to the SWPPP submittal
<p>Specific Components and Notes:</p> <p><u>BMP 2-5: Annual Stormwater Public Meeting</u></p> <ul style="list-style-type: none">• Availability of SWPPP for public review• Consideration of oral and written input to SWPPP
<p>*Responsible Party for this BMP:</p> <p>Name: Barb Nelson Department: City Administrator Phone: (763) 784-6491 E-mail: bnelson@spring-lakepark.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2a-1

*BMP Title: Comply with Public Notice Requirements
*BMP Description: <u>BMP 1-2: 30 day public notice for annual stormwater public meeting</u> - The City will post a 30-day public notice prior to the annual storm water meeting (2-11). The notice will contain a reference to the SWPPP, the date, time, protocol and location of meeting and will indicate where a copy of the SWPPP is available for public review. The meeting will be posted on the information kiosk at City Hall, City website, published in the local newspaper (The Focus) 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 Agency, 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: <u>BMP 1-2: 30 day public notice for annual stormwater public meeting</u> <ul style="list-style-type: none">• Completed public notice requirement• Number of locations notice is posted
*Timeline/Implementation Schedule: <u>BMP 1-2: 30 day public notice for annual stormwater public meeting</u> <ul style="list-style-type: none">• 2006-2011: This an established activity within the City and will continue.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Barb Nelson Department: City Administrator Phone: (763) 784-6491 E-mail: bnelson@spring-lakepark.mn.us

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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:**

BMP 1-2: 30 day public notice for annual stormwater public meeting - The City will post a 30-day public notice prior to the annual storm water meeting (2-11). The notice will contain a reference to the SWPPP, the date, time, protocol and location of meeting and will indicate where a copy of the SWPPP is available for public review. The meeting will be posted on the information kiosk at City Hall, City website, published in the local newspaper (The Focus) 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 Agency, 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:**

BMP 1-2: 30 day public notice for annual stormwater public meeting

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

***Timeline/Implementation Schedule:**

BMP 1-2: 30 day public notice for annual stormwater public meeting

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

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Barb Nelson

Department: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@spring-lakepark.mn.us

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

<p>*BMP Title: Consider Public Input</p>
<p>*BMP Description:</p> <p><u>BMP 2-5: Annual Stormwater Public Meeting</u> - The City will conduct an annual storm water meeting to discuss stormwater issues and allow for public input to the SWPPP. The meeting may be combined with another public meeting. At the meeting, interested persons will be provided the opportunity to make oral statements regarding the SWPPP. Procedures may be established for each speaker's presentation. The City will accept written and oral comments made anytime throughout the year regarding the SWPPP, not just at the annual stormwater meeting. A record of decision will be developed and submitted with the annual report to the MPCA annually if any comments are recorded.</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><u>BMP 2-5: Annual Stormwater Public Meeting</u></p> <ul style="list-style-type: none">• 30-day notice requirement completed (y/n)• Meeting completed (y/n)• Number of attendees
<p>*Timeline/Implementation Schedule:</p> <p><u>BMP 2-5: Annual Stormwater Public Meeting</u></p> <ul style="list-style-type: none">• 2006-2011: Meetings will be conducted annually prior to the SWPPP submittal
<p>Specific Components and Notes:</p> <p><u>BMP 2-5: Annual Stormwater Public Meeting</u></p> <ul style="list-style-type: none">• Availability of SWPPP for public review• Consideration of oral and written input to SWPPP
<p>*Responsible Party for this BMP:</p> <p>Name: Barb Nelson Department: City Administrator Phone: (763) 784-6491 E-mail: bnelson@spring-lakepark.mn.us</p>

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Additional BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1.1

*BMP Title: Additional Public Participation BMPs
*BMP Description: <u>BMP 1-7: Pet waste signage in parks and open spaces (ordinance)</u> The City currently has an ordinance requiring proper disposal of pet waste in parks and open spaces. Signs will be posted in certain parks and open areas that inform the public of the City ordinance and requires them to retrieve and dispose of pet waste appropriately. 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: <u>BMP 1-7: Pet waste signage in parks and open spaces (ordinance)</u> <ul style="list-style-type: none">• Pet waste ordinance exists (y/n)• Number of signs posted in parks and open spaces
*Timeline/Implementation Schedule: <u>BMP 1-7: Pet waste signage in parks and open spaces (ordinance)</u> <ul style="list-style-type: none">• 2006-2011: This is an established ordinance and implementation is on-going.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Barb Nelson Department: City Administrator Phone: (763) 784-6491 E-mail: bnelson@spring-lakepark.mn.us

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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><u>BMP 3-1: Storm Sewer Map</u></p> <p>The City will maintain up-to-date, electronic maps of the storm sewer system. Any changes/improvements to the system are included in periodic updates. The storm sewer map will show:</p> <ol style="list-style-type: none">1) Ponds, streams lakes & wetlands that are part of the MS42) Structural pollution devices that are part of the MS43) All pipes & conveyances in the MS4 system, as goal – but at minimum – those pipes \geq 24 inches in diameter4) Outfalls, including discharges from Spring Lake Park to other MS4s or waters and wetlands that are not part of Spring Lake Park (and do not have operational control); structures that discharge storm water directly into groundwater; overland discharge points and all other points of discharge from the MS4's system, not diffuse flows <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <p>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><u>BMP 3-1: Storm Sewer Map</u></p> <ul style="list-style-type: none">• Completed storm sewer map (y/n)• Number of updates
<p>*Timeline/Implementation Schedule:</p> <p><u>BMP 3-1: Storm Sewer Map</u></p> <ul style="list-style-type: none">• 2006: Complete mapping and verification of 75% of storm sewer system• 2007: Complete mapping and verification of 100% of storm sewer system• 2008-2011: Update storm sewer map, as necessary
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Barb Nelson</p> <p>Department: City Administrator</p> <p>Phone: (763) 784-6491</p> <p>E-mail: bnelson@spring-lakepark.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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> <p><u>BMP 3-2: Illegal dumping /nuisance (ordinance)</u> Presently, ordinances exist that:</p> <ul style="list-style-type: none">• Makes it unlawful for any person to deposit garbage from any source, rubbish, offal or body of a dead animal in any other place other than a sanitary landfill or a licensed disposal facility.• Declare a public nuisance the dumping of contents of any cesspool, privy vault or garbage can except at places authorized by law; or allowing any cesspool, or individual sewage system to overflow in any manner. <p><u>BMP 3-3: Illicit connection and illicit discharge to storm sewer (ordinance)</u> Presently an ordinance exists that prohibits any person from making any type of connection to the water system, sanitary sewer system, or storm sewer system, except upon receiving a permit from the City. The City plans to revise this ordinance to include the specific components listed below in addition to other typical provisions based on the review or similar communities regulations regarding illicit connections and illicit discharge enforcement.</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><u>BMP 3-2: Illegal dumping /nuisance (ordinance)</u></p> <ul style="list-style-type: none">• Illegal dumping/nuisance ordinance established (y/n) <p><u>BMP 3-3: Illicit connection and illicit discharge to storm sewer (ordinance)</u></p> <ul style="list-style-type: none">• Illicit connection/discharge ordinance established (y/n)
<p>*Timeline/Implementation Schedule:</p> <p><u>BMP 3-2: Illegal dumping /nuisance (ordinance)</u></p> <ul style="list-style-type: none">• 2006: Make changes to current ordinance, if necessary, based upon review of similar communities' ordinances and review of ordinance language by attorney in years prior.• 2007-2011: Implement new ordinance <p><u>BMP 3-3: Illicit connection and illicit discharge to storm sewer (ordinance)</u></p> <ul style="list-style-type: none">• 2008: Make changes to current ordinance, if necessary, based upon review of similar communities' ordinances and review of ordinance language by attorney in years prior.• 2008-2011: Implement new ordinance
<p>Specific Components and Notes:</p> <p><u>BMP 3-3: Illicit connection and illicit discharge to storm sewer (ordinance)</u></p> <ul style="list-style-type: none">• Right-to-entry provision (ordinance)• Provision for inspection of private connections to public sewers before and after construction (ordinance)• Enforcement provisions and associated penalties for noncompliance
<p>*Responsible Party for this BMP:</p> <p>Name: Barb Nelson Department: City Administrator Phone: (763) 784-6491 E-mail: bnelson@spring-lakepark.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3c-1

<p>*BMP Title: Illicit Discharge Detection and Elimination Plan</p>
<p>*BMP Description:</p> <p><u>BMP 3-6: Illicit discharge inspection and monitoring</u></p> <p>The City undertakes periodic tests, including camera tests, flow tests, physical inspections of storm sewers under dry flow conditions in order to detect illicit connection with or discharge to the storm sewer system.</p> <p>The City also provides staff training on proper inspections of the storm sewer system (see Summary Sheet 6a-1).</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <p>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><u>BMP 3-6: Illicit discharge inspection and monitoring</u></p> <ul style="list-style-type: none">• Document tests/studies conducted• Number of outfalls physically/visually inspected• Number of illicit discharges identified• Number of corrective actions taken
<p>*Timeline/Implementation Schedule:</p> <p><u>BMP 3-6: Illicit discharge inspection and monitoring</u></p> <ul style="list-style-type: none">• 2006-2011: This is an established activity within the City and will continue• By 2008: Inspect and document dry weather flow from 100% of stormwater outfalls annually
<p>Specific Components and Notes:</p> <p><u>BMP 3-6: Illicit discharge inspection and monitoring</u></p> <ul style="list-style-type: none">• Keep records of inspection
<p>*Responsible Party for this BMP:</p> <p>Name: Barb Nelson</p> <p>Department: City Administrator</p> <p>Phone: (763) 784-6491</p> <p>E-mail: bnelson@spring-lakepark.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3d-1

***BMP Title:** Public and Employee Illicit Discharge Information Program

***BMP Description:**

The City uses the following BMPs to provide public education to within the MS4 area of hazards associated with illegal discharges and improper disposal of waste.

BMP 1-1: City Newsletter

BMP 1-2: 30 day public notice for annual stormwater public meeting

BMP 1-3: Public information kiosk

BMP 1-4: City website

BMP 1-5: Local access cable channels

BMP 1-6: Special inserts/utility stuffers and brochures

BMP 2-4: Community complaint hotline

BMP 2-5: Annual Storm Water Public Meeting

City staff training is provided as described in Summary Sheet 6a-1

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

BMP 1-1, 1-2, 1-3, 1-4, 1-5,1-6, 2-4,2-5 descriptions in the SWPPP provide more detail regarding information for each minimum control measure.

***Measurable Goals:**

BMP 1-1: City Newsletter

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

BMP 1-2: 30 day public notice for annual stormwater public meeting

- Completed public notice requirement (y/n)
- Number of locations notice was posted

BMP 1-3: Public information kiosk

- Number of stormwater-related informational sheets posted

BMP 1-4: City website

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

BMP 1-5: Local access cable channels

- Stormwater related material developed for airing on cable (y/n)
- Number of storm water related segments aired

BMP 1-6: Special inserts/utility stuffers and brochures

- Stormwater-related inserts/utility stuffers, brochures created (y/n)
- Number of different types of inserts/utility stuffers distributed

BMP 2-4: Community complaint hotline

- Number of complaints
- Number of corrective actions taken

BMP 2-5: Annual Storm Water Public Meeting

- 30-day notice requirement completed (y/n)
- Meeting completed (y/n)
- Number of attendees

***Timeline/Implementation Schedule:**

BMP 1-1: City Newsletter

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

BMP 1-2: 30 day public notice for annual stormwater public meeting

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

BMP 1-3: Public information kiosk

- 2006-2011: Currently in place and will continue
- 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals

1-4: BMP 1-4: City website

- 2006-2011: The City website is established and will continue to be updated.
- 2006: Solicit storm water related material from outside entities

BMP 1-5: Local access cable channels

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

BMP 1-6: Special inserts/utility stuffers and brochures

- 2006-2011: This activity currently takes place and will continue.

BMP 2-4: Community complaint hotline

- 2006-2011: Currently in place and will continue

BMP 2-5: Annual Storm Water Public Meeting

- Meetings will be conducted annually prior to the SWPPP submittal

Specific Components and Notes:

BMP 1-1: City Newsletter

- File copies of newsletter
- Retain mailing list and date of publications

BMP 1-3: Public information kiosk

- File stormwater-related material posted on kiosk

BMP 1-4: BMP 1-4: City website

- Information on the website could include: general information, contact information, volunteer opportunities, updates on leaf litter pick-up, snow removal, information on storm water issues and ordinances
- Document solicitation material and responses

BMP 1-5: Local access cable channels

- Document solicitation material and responses

BMP 2-4: Community complaint hotline

- A database of complaints/queries and responses will be maintained by the City
- Illicit discharge complaints
- Construction site violations complaints
- Public input to SWPPP

BMP 2-5: Annual Storm Water Public Meeting

- Availability of SWPPP for public review
- Consideration of oral and written input to SWPPP

***Responsible Party for this BMP:**

Name: Barb Nelson

Department: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@spring-lakepark.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3e-1

*BMP Title: Identification of Non Stormwater Discharges and Flows
*BMP Description: 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. <ul style="list-style-type: none">• 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• dechlorinated swimming pool discharges• street wash water• discharge or flows from fire fighting 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: Not applicable
*Timeline/Implementation Schedule: Not applicable
Specific Components and Notes:
*Responsible Party for this BMP: Name: Barb Nelson Department: City Administrator Phone: (763) 784-6491 E-mail: bnelson@spring-lakepark.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3e-1.1

<p>*BMP Title: Additional Illicit Discharge Detection and Elimination BMPs</p>
<p>*BMP Description:</p> <p><u>BMP 3-4: Spill reduction and response program</u> The City of Spring Lake Park has a contract with a Fire Department of a neighboring City to respond to spills.</p> <p><u>BMP 3-5: Individual/private on-site sewage systems prohibited (ordinance)</u> An ordinance exists that prohibits on-site private sewage systems</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><u>BMP 3-4: Spill reduction and response program</u></p> <ul style="list-style-type: none">• Evaluate current procedures and responsibilities• Make recommendations (if necessary)• Implement recommendations <p><u>BMP 3-5: Individual/private on-site sewage systems prohibited (ordinance)</u></p> <ul style="list-style-type: none">• Private on-site sewage systems ordinance established (y/n)
<p>*Timeline/Implementation Schedule:</p> <p><u>BMP 3-4: Spill reduction and response program</u></p> <ul style="list-style-type: none">• 2006: Implement updated spill reduction and response program following previous years' evaluation of current procedures and recommendations for change• 2007-2011: Carry out objectives of spill reduction and response program and update, as necessary <p><u>BMP 3-5: Individual/private on-site sewage systems prohibited (ordinance)</u></p> <ul style="list-style-type: none">• 2006: Make changes to present ordinance, if necessary, based upon prior years' evaluation and review of language by an attorney..• 2007-2011: Implementation of new ordinance
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Barb Nelson Department: City Administrator Phone: (763) 784-6491 E-mail: bnelson@spring-lakepark.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4a-1

*BMP Title: Ordinance or other Regulatory Mechanism
*BMP Description: <u>BMP 4-2: Erosion & Sediment Control Ordinance/Regulatory Mechanism</u> The City will develop an erosion and sediment control ordinance that outlines criteria for a land alteration/disturbance permit. The City will also develop a list of minimum erosion and sediment control measures and criteria for application on construction sites and specify enforcement actions, which will be distributed to contractors and developers. The minimum requirements of the City's ordinance will require contractors and developers to meet the minimum requirements of the MPCA Construction General Permit. In addition, the ordinance will provide the City with a number of effective enforcement capabilities. 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: <u>BMP 4-2: Erosion & Sediment Control Ordinance/Regulatory Mechanism</u> <ul style="list-style-type: none">• ESC ordinance established (y/n)• Number of permits issued• Number of ESC BMP lists distributed
*Timeline/Implementation Schedule: <u>BMP 4-2: Erosion & Sediment Control Ordinance/Regulatory Mechanism</u> <ul style="list-style-type: none">• 2006-2008: This is an established ordinance and implementation is ongoing.• 2008: Revise and adopt new ordinance
Specific Components and Notes: <u>BMP 4-2: Erosion & Sediment Control Ordinance/Regulatory Mechanism</u> <ul style="list-style-type: none">• List of minimum ESC BMPs to be implemented• Connection with LSWMP• Connection with ESC measures as outlined by local agency• Non compliance penalty definition• Provision for enforcement procedures
*Responsible Party for this BMP: Name: Barb Nelson Department: City Administrator Phone: (763) 784-6491 E-mail: bnelson@spring-lakepark.mn.us

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4b-1

*BMP Title: Construction Site Implementation of Erosion and Sediment Control BMPs
*BMP Description: <u>BMP 4-3: Information sheet for developers/contractors</u> The City will develop an information sheet with a list and description of minimum erosion and sediment control measures/best management practices developed for temporary use on construction sites or permanent use in developments. This information sheet will be made available to developers/contractors/construction site personnel when applying for a building permit application. The sheet will also be distributed and discussed at private development preconstruction meetings. The City will update the information sheet, as necessary. 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: <u>BMP 4-3: Information sheet for developers/contractors</u> <ul style="list-style-type: none">• Number of information sheets distributed
*Timeline/Implementation Schedule: <u>BMP 4-5: Minimum Erosion and Sediment Control (ESC) BMP's</u> <ul style="list-style-type: none">• 2006-2011: Distribute information sheets and update, as necessary
Specific Components and Notes:
*Responsible Party for this BMP: Name: Barb Nelson Department: City Administrator Phone: (763) 784-6491 E-mail: bnelson@spring-lakepark.mn.us

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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: <u>BMP 4-4: Construction site waste control (ordinance)</u> The City will include a provision for construction site waste control in its ordinances. The provision will require all waste/debris and unused building materials to be properly disposed of and not allowed to be carried by runoff into a receiving channel or the stormwater system 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: <u>BMP 4-4: Construction site waste control (ordinance)</u> <ul style="list-style-type: none">• Construction site waste control ordinance established (y/n)
*Timeline/Implementation Schedule: <u>BMP 4-4: Construction site waste control (ordinance)</u> <ul style="list-style-type: none">• 2006-2011: This is an established City ordinance and implementation is on-going.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Barb Nelson Department: City Administrator Phone: (763) 784-6491 E-mail: bnelson@spring-lakepark.mn.us

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

*BMP Title: Procedure for Site Plan Review
*BMP Description: <u>BMP 4-1: Plan review procedure and requirements (ordinance)</u> The City has a review and permit process in place for all proposed land disturbances, meeting specified criteria, within the City. Applicants are required to replace disturbed landscaping by seeding or sodding within 30 days of completion of grading. 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: <u>BMP 4-1: Plan review procedure and requirements (ordinance)</u> <ul style="list-style-type: none">• Number of plans reviewed• Number of BMPs implemented as a result of plan review
*Timeline/Implementation Schedule: <u>BMP 4-1: Plan review procedure and requirements (ordinance)</u> <ul style="list-style-type: none">• 2006-2011: This ordinance is currently in place and will continue.
Specific Components and Notes: <u>BMP 4-1: Plan review procedure and requirements (ordinance)</u> <ul style="list-style-type: none">• Submission requirements, approval procedures• Approval standards• Minimum BMPs for ESC measures• Performance bond
*Responsible Party for this BMP: Name: Barb Nelson Department: City Administrator Phone: (763) 784-6491 E-mail: bnelson@spring-lakepark.mn.us

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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: <u>BMP 2-4: Community complaint hotline</u> Designated staff is accessible to residents during and after office hours to help deal with emergencies and help address concerns and answer questions about illicit discharge, illicit connections, construction site runoff, the SWPPP, and any other stormwater issues. The City will document any comments received and the respective action taken regarding a given comment. The city will provide awareness to the public on the City website and periodically in the newsletter. 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: <u>BMP 2-4: Community complaint hotline</u></p> <ul style="list-style-type: none">• Number of complaints• Number of corrective actions taken
<p>*Timeline/Implementation Schedule: <u>BMP 2-4: Community complaint hotline</u></p> <ul style="list-style-type: none">• 2006-2011: Currently in place and will continue
<p>Specific Components and Notes: <u>BMP 2-4: Community complaint hotline</u></p> <ul style="list-style-type: none">• A database of complaints/queries and responses will be maintained by the City• Illicit discharge complaints• Construction site violations complaints• Public input to SWPPP
<p>*Responsible Party for this BMP: Name: Terry Randall Department: Public Works Director Phone: (763) 784-6491 E-mail: trandall@ci.spring-lake-park.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1

*BMP Title: Establishment of Procedures for Site Inspections and Enforcement
*BMP Description: <u>BMP 4-5: Procedures for site inspection and enforcement</u> The City will formalize its construction site inspection program by outlining complaint and response procedures, specifying conditions that could lead to inspections and enforcement of control measures. The City will work to improve the procedures and document any changes made. 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: <u>BMP 4-5: Procedures for site inspection and enforcement</u> <ul style="list-style-type: none">• Established procedures for site inspection and enforcement (y/n)• Number of inspections• Number of ESC issues realized through inspections• Number of corrective actions taken
*Timeline/Implementation Schedule: <u>BMP 4-5: Procedures for site inspection and enforcement</u> <ul style="list-style-type: none">• 2006-2011: This is an established activity within the City and implementation is on-going.
Specific Components and Notes: <u>BMP 4-5: Procedures for site inspection and enforcement</u> <ul style="list-style-type: none">• Formalize procedures• Create inspection log sheet for documentation
*Responsible Party for this BMP: Name: Terry Randall Department: Public Works Director Phone: (763) 784-6491 E-mail: trandall@ci.spring-lake-park.mn.us

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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:**

BMP 5-3: Vegetative stabilization

The City uses vegetative stabilization techniques where appropriate to stabilize, channels, slopes or banks on City property.

BMP 5-4: Structural stabilization

The City uses structural stabilization techniques where appropriate to stabilize, channels, slopes, banks and pond outlets on City property.

BMP 5-5: Surface Water Management Plan

The City has a Local Surface Water Management Plan (LSWMP). The SWMP outlines City and agency goals and policies regarding stormwater management, and future efforts that will be directed toward improving water quality.

BMP 5-7: Detention/retention

Both detention and retention stormwater ponds are required/ installed to control post-construction runoff within the City (as determined through the plan review 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:**

BMP 5-3: Vegetative stabilization

- Number of sites stabilized with vegetation

BMP 5-4: Structural stabilization

- Completed SWMP (y/n)
- Updated SWMP

BMP 5-5: Surface Water Management Plan

- Completed LSWMP (y/n)
- Updated (y/n)

BMP 5-7: Detention/retention

- Number of detention and retention BMPs installed

***Timeline/Implementation Schedule:**

BMP 5-3: Vegetative stabilization

- 2006-2011: This activity is currently in place and will continue.

BMP 5-4: Structural stabilization

- 2007: Approved SWMP
- 2007-2011: Implement SWMP
- 2006-2011: Revise SWMP as appropriate

BMP 5-5: Surface Water Management Plan

- 2006-2011: Adhere to SWMP goals and policies, and update SWMP, as necessary

BMP 5-7: Detention/retention

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

Specific Components and Notes:

BMP 5-5: Surface Water Management Plan

- Goals and policies
- Stormwater system inspection and maintenance

***Responsible Party for this BMP:**

Name: Barb Nelson

Department: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@ci.spring-lake-park.mn.us

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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:**

BMP 5-1: Plan review procedures (ordinance) and resulting BMPs

Procedures for plan review and approval are identified in City ordinances that outline requirements for submittal. The City will update the plan review procedures, as necessary, by studying procedures and requirements of similar communities and developing new ordinance language.

Also, this process includes procedures to assure coordination with appropriate agencies and to evaluate discharges which may adversely affect properties listed or eligible for listing in the National Register of Historic Places or affecting known or discovered archeological sites; or discharges whose direct, indirect, interrelated, interconnected, or independent impacts may jeopardize a listed endangered or threatened species or adversely modify a designated critical habitat.

BMP 5-2: Post-construction runoff control (ordinance)

The City will establish stormwater management criteria for proposed land disturbing or development activities greater than or equal to 1 acre. Minimum design standards will be outlined for all detention facilities constructed in the City. In addition, reference to the MPCA publication "Protecting Water Quality in Urban Areas" will be made for additional design guidelines. The City will enforce special requirements on areas that undergo redevelopment activity.

BMP 5-8: Zoning (ordinance)

A zoning ordinance is in place that regulates land use planning and establishes design standards for developments.

BMP 5-9: Wetland (ordinance)

The City will develop an ordinance that will prohibit discharge of runoff into wetlands without pre-treatment, require a protective buffer around wetlands and establish guidelines for wetland replacement.

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:**

BMP 5-1: Plan review procedures (ordinance) and resulting BMPs

- Review procedures and standards in place (y/n)
- Number of plans reviewed
- Number of resulting BMPs

BMP 5-2: Post-construction runoff control (ordinance)

- Post-construction runoff control ordinance established (y/n)

BMP 5-8: Zoning (ordinance)

- Completed ordinance (y/n)

BMP 5-9: Wetland (ordinance)

- Wetland ordinance established (y/n)

***Timeline/Implementation Schedule:**

BMP 5-1: Plan review procedures (ordinance) and resulting BMPs

- 2006-2007: Develop standards, outline language and consult with attorney following prior years' efforts to review similar communities' procedures
- 2008: Finalize changes to plan review procedures
- 2009-2011: Implement updated procedures

BMP 5-2: Post-construction runoff control (ordinance)

- 2006: Review updated ordinance language with attorney, following prior years' efforts of examining ordinance for improvement and comparing it to similar communities
- 2007-2011: Implement updated ordinance

BMP 5-8: Zoning (ordinance)

- 2006-2011: A zoning ordinance is currently in place and will continue to guide development.

BMP 5-9: Wetland (ordinance)

- 2006: Make changes to present ordinance, if necessary, based upon review of ordinance against similar communities and review of ordinance language with an attorney.
- 2007-2011: Implement updated ordinance

Specific Components and Notes:

BMP 5-1: Plan review procedures (ordinance) and resulting BMPs

- Requirements for submission
- Approval procedures

BMP 5-2: Post-construction runoff control (ordinance)

- Criteria for storm water management facilities
- Design standards
- Connection with MPCA's "Stormwater Manual" standard
- Inspection and maintenance requirements

***Responsible Party for this BMP:**

Name: Barb Nelson

Department: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@ci.spring-lake-park.mn.us

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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: <u>BMP 5-6: Maintenance requirements for private stormwater facilities (ordinance)</u> The City will require private stormwater facilities to be maintained in proper conditions consistent with the performance standards for which they were originally designed through an ordinance. The City has not established a dedicated funding specifically for long-term operation and maintenance of post-construction BMPs at this time (stormwater utility fee). The City evaluates the need on an annual basis to adjust the allocation for storm sewer maintenance and may establish additional mechanisms if needed in the future. 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: <u>BMP 5-6: Maintenance requirements for private stormwater facilities (ordinance)</u> <ul style="list-style-type: none">• Ordinance established requiring maintenance of private stormwater facilities (y/n)
*Timeline/Implementation Schedule: <u>BMP 5-6: Maintenance requirements for private stormwater facilities (ordinance)</u> <ul style="list-style-type: none">• 2006-2011: Implement requirements (in ordinance form if necessary), based upon review of ordinance against similar communities, assessment of effectiveness, and formalization of requirements.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Barb Nelson Department: City Administrator Phone: (763) 784-6491 E-mail: bnelson@ci.spring-lake-park.mn.us

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Additional BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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

Unique BMP Identification Number: 5d-1

*BMP Title: Additional Post Construction Runoff BMPs
*BMP Description: <u>BMP 5-6: Comprehensive Plan</u> The City has a Comprehensive Plan that is periodically updated. The Comprehensive Plan includes guidelines on land use, transportation, housing, community and economic development, and environmental and natural resource planning. 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: <u>BMP 5-6: Comprehensive Plan</u> <ul style="list-style-type: none">• Comprehensive Plan completed (y/n)• Comprehensive Plan updated (y/n)
*Timeline/Implementation Schedule: <u>BMP 5-6: Comprehensive Plan</u> <ul style="list-style-type: none">• 2006-2011: Adhere to the guidelines of the Comprehensive Plan and update the plan, as necessary
Specific Components and Notes:
*Responsible Party for this BMP: Name: Barb Nelson Department: City Administrator Phone: (763) 784-6491 E-mail: bnelson@ci.spring-lake-park.mn.us

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

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

***BMP Description:**

BMP 6-1: Off-site salt and sand storage

The City stores salt and sand off-site on MNDOT premises and loads trucks at the premises for application to roads.

BMP 6-2: Fleet/equipment maintenance and oil recycling

Maintaining vehicles and equipment against spills and leaks into the City's MS4 is important to reduce the amount of pollutant runoff into receiving water bodies. Equipment within the City is regularly maintained and inspected for leaks. Also, Recycling and Composting (BMP 6-8) and Stockpile, Storage and Material Handling Program (BMP 6-11) are conducted to support the fleet/equipment maintenance and oil recycling efforts.

BMP 6-6: Storm drainage system inspection, cleaning and maintenance

The City currently conducts inspection of the storm conveyance system and any ancillary appurtenances not covered by other inspections on an annual basis and makes repairs and replacements if necessary.

BMP 6-7: Sanitary sewer maintenance program

The City maintains an inventory of its sanitary sewer system. Periodic inspections and maintenance is performed when necessary to ensure the proper functioning of the system. Sanitary system upgrades and changes are documented and the inventory updated annually.

BMP 6-8: Recycling and composting

There is a City-wide recycling and composting program managed by a Recycling Co-coordinator.

BMP 6-9: Municipal staff training

The City currently has in-house training/orientation for new staff, brochures and postings on City information boards. In addition, City staff attend training programs offered by outside agencies, and manufacturers of equipment used in municipal work. Annual training is provided that includes fleet and building operation and maintenance, storm sewer system operation and maintenance including proper inspection criteria, park and open space, and new construction and land disturbance.

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:**

BMP 6-1: Off-site salt and sand storage

- Off-site covered salt and sand storage (y/n)

BMP 6-2: Fleet/equipment maintenance and oil recycling

- Fleet/equipment maintenance program in place (y/n)
- Oil recycling program in place (y/n)
- Number of vehicles/equipment maintained
- Amount of oil recycled

BMP 6-6: Storm drainage system inspection, cleaning and maintenance

- Storm water conveyance system inspection completed (y/n)
- Documentation of maintenance actions completed (y/n)

BMP 6-7: Sanitary sewer maintenance program

- Length of pipe cleaned

- Maintenance/upgrades performed if required (y/n)
- Length of pipe replaced

BMP 6-8: Recycling and composting

- Program exists (y/n)
- Quantity composted
- Quantity recycled

BMP 6-9: Municipal staff training

- Training conducted in-house (y/n)
- Number of different brochures and postings on City notice boards
- Number of training programs offered to City employees

***Timeline/Implementation Schedule:**

BMP 6-1: Off-site salt and sand storage

- 2006-2011: Currently in place and will continue (contingent upon contract with MNDOT)

BMP 6-2: Fleet/equipment maintenance and oil recycling

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

BMP 6-6: Storm drainage system inspection, cleaning and maintenance

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

BMP 6-7: Sanitary sewer maintenance program

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

BMP 6-8: Recycling and composting

- 2006-2011: This is an established program and will continue.

BMP 6-9: Municipal staff training

- 2006-2011: A training program is in place and will continue.

Specific Components and Notes:

BMP 6-9: Municipal staff training

- Guidance from MPCA “Protecting Water Quality in Urban Areas” chapter on Pollution Prevention

***Responsible Party for this BMP:**

Name: Barb Nelson

Department: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@ci.spring-lake-park.mn.us

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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:**

BMP 6-4: Pond, sediment basins and MS4 outfall inspection and cleaning

A minimum of 20% of the ponds, sediment basins and outfalls in the City will be inspected annually in rotation until all have been inspected during the Permit period. A log describing the inspection and cleaning (if necessary) will be maintained.

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:**

BMP 6-4: Pond, sediment basins and MS4 outfall inspection and cleaning

- Number of outfalls and ponds inspected (20% minimum/year)
- Number of outfalls or ponds where sediment was removed

***Timeline/Implementation Schedule:**

BMP 6-4: Pond, sediment basins and MS4 outfall inspection and cleaning

- 2006-2011: Inspect 20% of current outfalls and ponds annually and maintain log of inspection and cleaning (where necessary)

Specific Components and Notes:

BMP 6-4: Pond, sediment basins and MS4 outfall inspection and cleaning

- Keep records of inspection results, date and any maintenance performed or recommended.

***Responsible Party for this BMP:**

Name: Terry Randall

Department: Public Works Director

Phone: (763) 784-6491

E-mail: trandall@ci.spring-lake-park.mn.us

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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: <u>BMP 6-11: Stockpile, Storage and Material Handling Program</u> The City will develop a procedure to identify and manage all exposed stockpiles, storage and material handling areas to insure perimeter controls are in place and to prevent the offsite migration of stockpile material. Storage and material handling areas will be inspected in conjunction with Recycling and Composting (6-8) and the Fleet/Equipment Maintenance and Oil Recycling (6-2). 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: <u>BMP 6-11: Stockpile, Storage and Material Handling Program</u> <ul style="list-style-type: none">• Identification of exposed stockpiles• Number of inspections conducted
*Timeline/Implementation Schedule: <u>BMP 6-11: Stockpile, Storage and Material Handling Program</u> <ul style="list-style-type: none">• 2006: Determine locations of exposed stockpiles, storage and material handling areas.• 2006: Implement stockpile, storage and material handling program• 2006-2011: Conduct annual inspections and review and revise program needed
Specific Components and Notes: <u>BMP 6-11: Stockpile, Storage and Material Handling Program</u> <ul style="list-style-type: none">• Develop an integrated inspection program to annually inspect stockpiles, storage and material handling areas.
*Responsible Party for this BMP: Name: Terry Randall Department: Public Works Director Phone: (763) 784-6491 E-mail: trandall@ci.spring-lake-park.mn.us

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BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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:**

BMP 6-4: Pond, sediment basins and MS4 outfall inspection and cleaning

A minimum of 20% of the ponds, sediment basins and outfalls in the City will be inspected annually in rotation until all have been inspected during the Permit period. A log describing the inspection and cleaning (if necessary) will be maintained.

BMP 6-5: Structural pollution devices inspection and cleaning

The City will conduct inspections on all structural pollution devices annually and clean any devices filled with sediment and debris. A log documenting inspections and cleaning activities will be maintained.

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:**

BMP 6-4: Pond, sediment basins and MS4 outfall inspection and cleaning

- Number of outfalls and ponds inspected (20% minimum/year)
- Number of outfalls or ponds where sediment was removed

BMP 6-5: Structural pollution devices inspection and cleaning

- Number of devices inspected
- Number of devices from which sediment was removed

***Timeline/Implementation Schedule:**

BMP 6-4: Pond, sediment basins and MS4 outfall inspection and cleaning

- 2006-2011: Inspect 20% of current outfalls and ponds annually and maintain log of inspection and cleaning (where necessary)

BMP 6-5: Structural pollution devices inspection and cleaning

- 2006-2011: This is an established activity and will continue.

Specific Components and Notes:

BMP 6-4: Pond, sediment basins and MS4 outfall inspection and cleaning

- Keep records of inspection results, date and any maintenance performed or recommended.

BMP 6-5: Structural pollution devices inspection and cleaning

- Keep records of inspection results, date and any maintenance performed or recommended.

***Responsible Party for this BMP:**

Name: Terry Randall

Department: Public Works Director

Phone: (763) 784-6491

E-mail: trandall@ci.spring-lake-park.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Spring Lake Park

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: <u>BMP 7-2: Record Keeping and Reporting</u> The City will submit an annual report according to the requirements outlined in the current MS4 permit and retain all records required for at least three (3) years beyond the term of the permit. The City will keep records on the dates of inspection and responses to the inspections, including the date of completion of repairs and major additional protection measures. All records, including the approved SWPPP, will be available to the public at reasonable times during regular business hours after a 7 day advance notice and reasonable charge for requested copies. 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: <u>BMP 7-2: Record Keeping and Reporting</u> <ul style="list-style-type: none">• Develop record keeping procedure• Implement record keeping procedure
*Timeline/Implementation Schedule: <u>BMP 7-2: Record Keeping and Reporting</u> <ul style="list-style-type: none">• 2006: Develop record keeping procedure• 2006-2011: Implement record keeping procedure
Specific Components and Notes:
*Responsible Party for this BMP: Name: Terry Randall Department: Public Works Director Phone: (763) 784-6491 E-mail: trandall@ci.spring-lake-park.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

*BMP Title: Evaluation of Inspection Frequency
*BMP Description: <u>BMP 6-10: Inspection Analysis and Frequency</u> The City will keep records of inspection results, date, antecedent weather conditions, sediment storage and capacity remaining, and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections will be adjusted to at least two (2) times annually, or more frequently as needed to prevent carry-over or washout of pollutants from the structures and maximize pollutant removal. If maintenance or sediment removal is not required as a result of both the first two annual inspections, the frequency will be reduced to once every two years. 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: <u>BMP 6-10: Inspection Analysis and Frequency</u> <ul style="list-style-type: none">• Number inspected• Number of inspection modifications• Annual Report summary of inspection results
*Timeline/Implementation Schedule: <u>BMP 6-10: Inspection Analysis and Frequency</u> <ul style="list-style-type: none">• 2006-2011 Evaluate maintenance patterns every two years (2007, 2009, and 2011) and modify inspection frequency as required.
Specific Components and Notes: <u>BMP 6-10: Inspection Analysis and Frequency</u> <ul style="list-style-type: none">• Structural pollution control devices inspection and cleaning (6-5)
*Responsible Party for this BMP: Name: Terry Randall Department: Public Works Director Phone: (763) 784-6491 E-mail: trandall@ci.spring-lake-park.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: N/A

Unique BMP Identification Number: IX-C.H

***BMP Title:** Discharges Affecting Source Water Protection Areas

***BMP Description:**

7-1: Discharge Affecting Source Water Protection Areas

The Minnesota Department of Health (MDH) has not yet approved a Part I and Part II Wellhead Protection Plan (WPP) for the City including the necessary map illustrating the wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330. When the plan has been completed according to MDH timeline. The City will revise the SWPPP as appropriate. When reviewing development or redevelopment plans within the City, guidance provided by the MDH regarding infiltration and potential impacts to drinking water will be used to evaluate appropriateness.

Spring Lake Park will determine if the City jurisdictional area includes land within the source water protection area for surface water intakes identified in the source water assessments conducted by the Mn Dept. of Health under the federal Safe Drinking Water Act, U.S.C. 300j-13. If so, the City will work with the appropriate organizations to address potential impacts to the areas to the MEP and revise the SWPPP accordingly.

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:**

7-1: Discharge Affecting Source Water Protection Areas

- Develop Wellhead Protection Plan and approval by MDH.
- Determine areas within the source water protection area for surface water intakes identified in the source water assessments conducted by the Mn Dept. of Health under the federal Safe Drinking Water Act, U.S.C. 300j-13.
- Coordinate with appropriate organizations and revise SWPPP accordingly.

***Timeline/Implementation Schedule:**

7-1: Discharge Affecting Source Water Protection Areas

- 2006-2011: Continue implementation of Wellhead Protection Plan as approved by MDH.
- According to MDH Schedule - Determine areas within the source water protection area for surface water intakes identified in the source water assessments conducted by the Mn Dept. of Health under the federal Safe Drinking Water Act, U.S.C. 300j-13.
- 2006-2011: Coordinate with appropriate organizations and revise SWPPP accordingly.

Specific Components and Notes:

7-1: Discharge Affecting Source Water Protection Areas

Cooperate with adjacent municipalities or organizations to protect other MDH identified high or moderate vulnerable areas to stormsewer runoff when they are found to overlap the City's jurisdictional boundary.

***Responsible Party for this BMP:**

Name: Terry Randall

Department: Public Works Director

Phone: (763) 784-6491

E-mail: trandall@ci.spring-lake-park.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional BMP Summary Sheet

MS4 Name: City of Spring Lake Park

Minimum Control Measure: N/A

Unique BMP Identification Number: IV.D

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

***BMP Description:**

The following terms are used in the course of this BMP Description:

- trigger event
- impaired waters evaluation
- impaired waters report

These terms are used to describe steps of a process to address a specific MS4 Permit requirement. These terms do not imply or mandate the creation of written reports or materials that must be submitted to the MPCA. Written documentation from these steps will be retained as part of the City's MS4 Permit records. These records will be retained as per Part VI.B. of the MS4 General Permit and available to the MPCA upon request.

For waters that are impaired only for mercury, only Step 1 of this BMP will be implemented. Based on the Minnesota statewide mercury TMDL, it is being assumed that the City's MS4 discharge does not contribute to the mercury impairment. This assumption also applies to waters with multiple impairments that include mercury. For these waters, only the other non-mercury impairments must be addressed through Steps 2 through 5.

As per 40 CFR 122.2 and 122.3, the measures in this BMP will not be applied to flows from irrigated agriculture or agricultural stormwater runoff within the City's jurisdiction.

The steps included in this BMP will be instigated by one or more of the following trigger events:

1. the extension of MS4 Permit coverage upon approval of the City's submittal materials and Application by the MPCA Commissioner (if this BMP is already incorporated into the SWPPP)
- 2: the release of a new 303(d) list of Impaired Waters by the MPCA that is approved by the USEPA.

In **Step 1**, the City will review the Impaired Waters List to determine whether there are any impaired waters located within five miles of the City's boundaries that receive discharge from the City's MS4. Such waters will be identified as "impaired waters of concern". This term is used only for the purposes of this BMP to define the set of impaired waters that must be addressed in the subsequent steps. The City will depend on the 303(d) list of Impaired Waters to make this determination. Where the information in the list is insufficient, the City will contact the MPCA for further clarification.

In **Step 2**, the City will identify the location(s) of discharge(s) from the City's MS4 to the impaired waters of concern identified in Step 1. Discharges may include pipes, outlets, ditches, swales, street gutters, or other discrete conveyances for stormwater runoff. As part of Step 2, the City will also delineate the watershed area within the City's jurisdiction that discharges to each impaired water of concern identified in Step 1.

In **Step 3**, the City will prepare an impaired waters evaluation addressing the hydrology, land use, and other characteristics of each watershed area delineated in Step 2.

In **Step 4**, the City will prepare an impaired waters report. This report will address the results of the steps listed above along with a determination of whether changes to the City's SWPPP are warranted to reduce the impact from the City's MS4 stormwater discharge to each impaired water of concern.

In **Step 5**, the City will incorporate the changes identified in the impaired waters report into the City's SWPPP, as per the provisions of the MS4 General Permit regarding SWPPP modifications. The changes to the SWPPP will be reported in the subsequent Annual Report, along with a summary of the process (as listed above) that resulted in the changes.

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

***Measurable Goals:**

Step 1: Completion of the City's determination whether there are impaired waters of concern

Step 2: A map showing the locations of discharges and delineated watershed areas.

Step 3: Completion of the impaired waters evaluation

Step 4: Completion of the impaired waters report

Step 5: Changes to the City's SWPPP

***Timeline/Implementation Schedule:**

Step 1: Within 6 months of a trigger event

Step 2: Within 6 months of a trigger event

Step 3: Within 12 months of a trigger event

Step 4: Within 12 months of a trigger event

Step 5: With 12 months of a trigger event

Specific Components and Notes:

The steps listed in this BMP will be executed in response to the listing of impaired waters. It is likely that these tasks will precede (perhaps by years) the initiation and completion of the TMDL Study and Waste Load Allocation for these impaired waters. The data, information, and understanding of the water quality problems and solutions for the impaired waters will be significantly less at the time of the preparation of these materials than when the TMDL Study and the Waste Load Allocation have been completed. For this reason, the level of analysis and the breadth of the response by the City will be significantly less for the preparation of these materials and modifications to the SWPPP at this time than at the time of the completion of the TMDL Study and the Waste Load Allocation. The City's analysis and response for this BMP will be based on data and information that are readily available at the time.

***Responsible Party for this BMP:**

Name: Barb Nelson

Department: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@ci.spring-lake-park.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

SWPPP

(Storm Water Pollution Prevention Program) City of Spring Lake Park

Last Revision Date: 04/29/08



MS4 Owner:

Name: City of Spring Lake Park
Mailing Address: 1301 81st Avenue NE
City: Spring Lake Park
State: MN
Zip Code: 55432-2116
County: Anoka

General Contact for Permit Compliance:

Name of Responsible Official: Barb Nelson
Title: City Administrator
County: Anoka
Mailing Address: 1301 81st Avenue NE
City: Spring Lake Park
State: MN
Zip Code: 55432-2116
Telephone Number: (763) 784-6491
Fax Number: (763) 792-7257
Email Address: bnelson@ci.spring-lake-park.mn.us

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Public Education and Outreach

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 1-1

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> City newsletter	
<u>BMP Description:</u> This 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 changes, volunteer opportunities, phone number to call in for complaints and other storm water related information related to each of the six minimum control measures. In order to improve the newsletter, the City will solicit material from outside entities and develop new material internally, as necessary.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Number of stormwater related articles • Track publication frequency • Number of households to which it was sent • Document material received from outside entities 	<ul style="list-style-type: none"> • 2006-2011: Currently in place and will continue • 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> • File copies of newsletter • Retain mailing list and date of publications 	
<u>Responsible Party for this BMP</u>	<u>Responsible Department or Organization</u>
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Residents and business owners.	
<u>Educational goal:</u> To keep residents and business owners informed of activities, issues, policy changes and volunteer opportunities in general. Storm water related articles are intended to raise public awareness about storm water management and water quality issues.	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 1-2

Minimum Control Measures Addressed by This BMP

x	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: 30-day public notice for annual storm water meeting

BMP Description: The City will post a 30-day public notice prior to the annual storm water meeting (2-11). The notice will contain a reference to the SWPPP, the date, time, protocol and location of meeting and will indicate where a copy of the SWPPP is available for public review. The meeting will be posted on the information kiosk at City Hall, City website, published in the local newspaper (The Focus), 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 Agency, appropriate City and county officials and all other interested persons.

Measurable Goals:

- Completed public notice requirement (y/n)
- Number of locations notice was posted

Timeline / Implementation Schedule:

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

Specific Components & Notes (optional):

Responsible Party

Name: Barb Nelson

Title: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@ci.spring-lake-park.mn.us

Responsible Department

Dept. or Org.: Administration

Dept. Head: City Administrator

Phone: (763) 784-6491

E-mail: bnelson@ci.spring-lake-park.mn.us

Educational components related to this BMP (description or number – optional):

Audience: Residents, Business owners, Contractors, Developers.

Educational goal: To inform the audience of the storm water meeting, date, time and issues and to provide them an opportunity to participate.

Activity: See BMP description above

Implementation Plan: See Timeline/Implementation schedule above

Performance Measures: See Measurable Goals above

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 1-3

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Public information kiosk	
<u>BMP Description:</u> A variety of information, including stormwater-related material, is posted on the information kiosk in City Hall. The City will attempt to provide information relevant to each minimum control measure. In order to improve the information kiosk, the City will solicit material from outside entities and develop new material internally, as necessary.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Number of stormwater-related informational sheets posted 	<ul style="list-style-type: none"> • 2006-2011: Currently in place and will continue • 2006: Identify target audience, develop new materials (if necessary), and define Measurable Goals
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> • File stormwater-related material posted on kiosk 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Residents, Business owners, Contractors, Developers.	
<u>Educational Goal:</u> To provide information to the public of issues surrounding storm water, volunteer opportunities as well as subjects of a general nature.	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 1-4

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> City website	
<u>BMP Description:</u> 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 links to other storm water related sites. The City will provide information or 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 entities and develop new material internally, as necessary.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Number of stormwater-related articles and links • Track number of hits 	<ul style="list-style-type: none"> • 2006-2011: The City website is established and will continue to be updated. • 2006: Solicit storm water related material from outside entities
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> • Information on the website could include: general information, contact information, volunteer opportunities, updates on leaf litter pick-up, snow removal, information on storm water issues and ordinances • Document solicitation material and responses 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Barb Nelson	Dept. or Org.: Administration
Title: Asst. City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Residents, Business owners, Contractors, Developers.	
<u>Educational goal:</u> Bring awareness and understanding of various issues facing the City including storm water issues, volunteer opportunities, contact information, resources and regulations.	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 1-5

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Local access cable channels	
<u>BMP Description:</u> The City plans to periodically air segments related to issues of interest to residents including stormwater. Programs will be aired based on time of year, activity and relevance to viewers. In order to improve the stormwater cable programming, the City will solicit material from outside entities and develop new material internally, as necessary.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Stormwater related material developed for airing on cable (y/n) • Number of storm water related segments aired 	<ul style="list-style-type: none"> • 2006-2011: This is an established activity and implementation is on-going.
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> • Document solicitation material and responses 	
Responsible Party	Responsible Department
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Residents, Business owners, Contractors, Developers.	
<u>Educational goal:</u> Provide general/seasonally appropriate storm water related information as well as changes and updates to City regulations.	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 1-6

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/> Public education & outreach <input type="checkbox"/> Public participation & involvement <input checked="" type="checkbox"/> Illicit discharge detection & elimination	<input checked="" type="checkbox"/> Construction site runoff controls <input type="checkbox"/> Post-construction storm water management <input type="checkbox"/> Pollution prevention/Good housekeeping
---	---

BMP Title: Special inserts/utility stuffers and brochures	
BMP Description: The City will create a variety of stormwater-related inserts and brochures to use as utility bill stuffers. In order to improve the stormwater inserts and brochures, the City will solicit material from outside entities and develop new material internally, as necessary.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Stormwater-related inserts/utility stuffers, brochures created (y/n) • Number of different types of inserts/utility stuffers distributed 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006-2011: This activity currently takes place and will continue.
<u>Specific Components & Notes (optional):</u>	
Responsible Party	Responsible Department
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Residents and business owners, new City residents or new business owners.	
<u>Educational goal:</u> To provide public with information on practices to improve the quality of storm water and the environment in general.	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 1-7

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Pet waste signage in parks and open spaces (ordinance)	
<u>BMP Description:</u> The City currently has an ordinance requiring proper disposal of pet waste in parks and open spaces. Signs will be posted in certain parks and open areas that inform the public of the City ordinance and requires them to retrieve and dispose of pet waste appropriately.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Pet waste ordinance exists (y/n) Number of signs posted in parks and open spaces 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> 2006-2011: This is an established ordinance and implementation is on-going.
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	
Name: Terry Randall	<u>Responsible Department</u>
Title: Public Works Director	Dept. or Org.: Public Works
Phone: (763) 784-6491	Dept. Head: Public Works Director
E-mail: trandall@ci.spring-lake-park.mn.us	Phone: (763) 784-6491
	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> General public.	
<u>Educational goal:</u> To inform public about City regulation on pet waste management and penalties for violations	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 1-8

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Full-MCM material evaluation	
<u>BMP Description:</u> The City will research stormwater-related material from outside entities, including, but not limited to: water conservation districts, watershed districts, watershed management organizations, school districts, University of MN extension and county, regional, state, and federal government. . The City will also solicit materials (if available) to use for in-house training from these entities.	
<u>Measurable Goals:</u> • Maintain list of materials from outside entities	<u>Timeline / Implementation Schedule:</u> • 2006-2011: Annually research new information and develop new materials for use by City
<u>Specific Components & Notes (optional):</u> • Evaluation of content of educational material, including, but not limited to: articles, newsletters, videos, brochures, special packets, inserts and displays, in-house training	
<u>Responsible Party for this BMP</u>	<u>Responsible Department or Organization</u>
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> Audience: To be determined Educational goal: To be determined Activity: See BMP description above Implementation Plan: See Timeline/Implementation schedule above Performance Measures: See Measurable Goals above	

Public Participation and Involvement

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 2-1

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Volunteer partnerships	
<u>BMP Description:</u> The City establishes relationships with various community/educational /business/interest groups. A number of the relationships result in programs that benefit the community at large and increase awareness of stormwater issues. Examples of past and existing partnerships include: park cleanups and plantings with private citizen groups, and the Lions club. At a minimum, park cleanups will be scheduled annually. Also, the City has a Environmental Quality Commission that meets quarterly. This commission allows community members the opportunity to become involved in decision making for recycling and also organize the annual cleanup day. The annual cleanup day allows residents to drop off appliances and other hazardous material that the normal municipal solid waste collection provider doesn't pick up. The City has currently ordered storm drain stencils and will be using volunteers such as the boy scouts to stencil the city storm drains over the next five years.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Number of groups with which a partnership exists • Number of projects or activities due to partnering with volunteer groups • Number of storm drains stenciled • Amount of material collected at Annual Cleanup Day 	<ul style="list-style-type: none"> • 2006-2011: Continue existing programs with volunteers • 2008: Order stencils and identify volunteer groups • 2009-2011: Stencil storm drains with volunteers
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> • Brochures on volunteering opportunities distributed 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 2-2

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Joint public/City boards/commissions	
<u>BMP Description:</u> The City has a number of boards and commissions in which residents are invited to participate, such as: Planning, Parks & Recreation, Environmental Quality.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Number of Commissions/Task forces on which the public is invited to be Number of citizens involved/appointed 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> 2006-2011: Currently in place and will continue
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 2-3

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Inter-City partnerships	
<u>BMP Description:</u> The City establishes temporary alliances with other cities, watersheds or the county around issues of common interest, such as lake water quality. Citizens may contribute through volunteering. Examples of past partnerships include the Tri-City Partnership with neighboring communities that monitored Spring Lake, and the Spring Brook Clean Water Partnership.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Document issues addressed through inter-city partnerships • Document partnering cities 	<ul style="list-style-type: none"> • 2006-2011: Currently in place and will continue
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 2-4

Minimum Control Measures Addressed by This BMP

x	Public education & outreach	x	Construction site runoff controls
x	Public participation & involvement	x	Post-construction storm water management
x	Illicit discharge detection & elimination		Pollution prevention/Good housekeeping

<u>BMP Title:</u> Community complaint hotline	
<u>BMP Description:</u> Designated staff is accessible to residents during and after office hours to help deal with emergencies and help address concerns and answer questions about illicit discharge, illicit connections, construction site runoff, the SWPPP, and any other stormwater issues. The City will document any comments received and the respective action taken regarding a given comment.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Number of complaints • Number of corrective actions taken 	<ul style="list-style-type: none"> • 2006-2011: Currently in place and will continue
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> • A database of complaints/queries and responses will be maintained by the City • Illicit discharge complaints • Construction site violations complaints • Public input to SWPPP 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Terry Randall
Phone: (763) 784-6491	Phone: : (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Residents and business owners	
<u>Educational goals:</u> To provide opportunity for public input and participation and to increase awareness of the hazards associated with illicit discharges and construction site ESC violations	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 2-5

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input checked="" type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Annual storm water public meeting	
<u>BMP Description:</u> The City will conduct an annual storm water meeting to discuss stormwater issues and allow for public input to the SWPPP. The meeting may be combined with another public meeting. At the meeting, interested persons will be provided the opportunity to make oral statements regarding the SWPPP. Procedures may be established for each speaker's presentation. The City will accept written and oral comments made anytime throughout the year regarding the SWPPP, not just at the annual stormwater meeting. A record of decision will be developed and submitted with the annual report to the MPCA annually if any comments are recorded.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> 30-day notice requirement completed (y/n) Meeting completed (y/n) Number of attendees 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> Meetings will be conducted annually prior to the SWPPP submittal
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> Availability of SWPPP for public review Consideration of oral and written input to SWPPP 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> <u>Audience:</u> Residents, Business owners, Contractors, Developers. <u>Educational goal:</u> To provide the public opportunity for input on the NPDES Phase II SWPPP. <u>Activity:</u> See BMP description above <u>Implementation Plan:</u> See Timeline/Implementation schedule above <u>Performance Measures:</u> See Measurable Goals above	

Illicit Discharge Detection and Elimination

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 3-1

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Storm sewer map	
<u>BMP Description:</u> The City will maintain up-to-date, electronic maps of the storm sewer system. Any changes/improvements to the system are included in periodic updates. The storm sewer map will show: <ol style="list-style-type: none"> 1) Ponds, streams lakes & wetlands that are part of the MS4 2) Structural pollution devices that are part of the MS4 3) All pipes & conveyances in the MS4 system, as goal – but at minimum – those pipes >= 24 inches in diameter 4) Outfalls, including discharges from Spring Lake Park to other MS4s or waters and wetlands that are not part of Spring Lake Park (and do not have operational control); structures that discharge storm water directly into groundwater; overland discharge points and all other points of discharge from the MS4's system, not diffuse flows 	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Completed storm sewer map (y/n) • Number of updates 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006: Complete mapping and verification of 75% of storm sewer system • 2007: Complete mapping and verification of 100% of storm sewer system • 2008-2011: Update storm sewer map, as necessary
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 3-2

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Illegal dumping /nuisance (ordinance)	
<u>BMP Description:</u> Presently, ordinances exist that: <ul style="list-style-type: none"> • Makes it unlawful for any person to deposit garbage from any source, rubbish, offal or body of a dead animal in any other place other than a sanitary landfill or a licensed disposal facility. • Declare a public nuisance the dumping of contents of any cesspool, privy vault or garbage can except at places authorized by law; or allowing any cesspool, or individual sewage system to overflow in any manner. 	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Illegal dumping/nuisance ordinance established (y/n) 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006: Make changes to current ordinance, if necessary, based upon review of similar communities' ordinances and review of ordinance language by attorney in years prior. • 2007-2011: Implement new ordinance
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Residents, Business owners, Contractors, Developers.	
<u>Educational goal:</u> To inform residents and business owners of the regulations against illegal dumping and associated enforcement procedures and action by making the ordinance available on the City's web page.	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 3-3

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Illicit connection and illicit discharge to storm sewer (ordinance)	
<u>BMP Description:</u> Presently an ordinance exists that prohibits any person from making any type of connection to the water system, sanitary sewer system, or storm sewer system, except upon receiving a permit from the City. The City plans to revise this ordinance to include the specific components listed below in addition to other typical provisions based on the review or similar communities regulations regarding illicit connections and illicit discharge enforcement.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Illicit connection/discharge ordinance established (y/n) 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> 2008: Make changes to current ordinance, if necessary, based upon review of similar communities' ordinances and review of ordinance language by attorney in years prior. 2008-2011: Implement new ordinance
<u>Specific Components & Notes (optional):</u> Right-to-entry provision (ordinance) Provision for inspection of private connections to public sewers before and after construction (ordinance) Enforcement provisions and associated penalties for noncompliance	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> <u>Audience:</u> Residents, Business owners, Contractors, Developers. <u>Educational goal:</u> To inform residents and business owners of the regulations against illicit connections to storm sewers and associated enforcement procedures and actions by making the ordinance available on the City's web page <u>Activity:</u> See BMP description above <u>Implementation Plan:</u> See Timeline/Implementation schedule above <u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 3-4

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Spill reduction and response program	
<u>BMP Description:</u> The City of Spring Lake Park has a contract with a Fire Department of a neighboring City to respond to spills.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Evaluate current procedures and responsibilities Make recommendations (if necessary) Implement recommendations 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> 2006: Implement updated spill reduction and response program following previous years' evaluation of current procedures and recommendations for change 2007-2011: Carry out objectives of spill reduction and response program and update, as necessary
<u>Specific Components & Notes (optional):</u>	
Responsible Party	Responsible Department
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 3-5

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Individual/private on-site sewage systems prohibited (ordinance)	
<u>BMP Description:</u> An ordinance exists that prohibits on-site private sewage systems	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Private on-site sewage systems ordinance established (y/n) 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006: Make changes to present ordinance, if necessary, based upon prior years' evaluation and review of language by an attorney. • 2007-2011: Implementation of new ordinance
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	
Name: Barb Nelson	
Title: City Administrator	
Phone: (763) 784-6491	
E-mail: bnelson@ci.spring-lake-park.mn.us	
<u>Responsible Department</u>	
Dept. or Org.: Administration	
Dept. Head: City Administrator	
Phone: (763) 784-6491	
E-mail: bnelson@ci.spring-lake-park.mn.us	
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Home owners.	
<u>Educational goal:</u> To inform residents and business owners of the post-construction inspection provision in the City Code by making the ordinance available on the City's web page	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 3-6

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Illicit discharge inspection and monitoring	
<u>BMP Description:</u> The City undertakes periodic tests, including camera tests, flow tests, physical inspections of storm sewers under dry flow conditions in order to detect illicit connection with or discharge to the storm sewer system.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Document tests/studies conducted Number of outfalls physically/visually inspected Number of illicit discharges identified Number of corrective actions taken 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> 2006-2011: This is an established activity within the City and will continue By 2008: Inspect and document dry weather flow from 100% of stormwater outfalls annually
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> Keep records of inspection 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

Construction Site Runoff Control

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 4-1

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Plan review procedure and requirements (ordinance)	
BMP Description: The City has a review and permit process in place for all proposed land disturbances, meeting specified criteria, within the City. Applicants are required to replace disturbed landscaping by seeding or sodding within 30 days of completion of grading.	
Measurable Goals: <ul style="list-style-type: none"> • Number of plans reviewed • Number of BMPs implemented as a result of plan review 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006-2011: This ordinance is currently in place and will continue.
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Submission requirements, approval procedures • Approval standards • Minimum BMPs for ESC measures • Performance bond 	
Responsible Party	Responsible Department
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
Educational components related to this BMP (description or number – optional): <u>Audience:</u> Grading contractor, developer. <u>Educational goal:</u> To provide guidance to developer/contractor on proper procedures and requirements by making the ordinance available on the City's web page <u>Activity:</u> See BMP description above <u>Implementation Plan:</u> See Timeline/Implementation schedule above <u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 4-2

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Erosion & Sediment Control Ordinance/Regulatory Mechanism	
<u>BMP Description:</u> The City will develop an erosion and sediment control ordinance that outlines criteria for a land alteration/disturbance permit. The City will also develop a list of minimum erosion and sediment control measures and criteria for application on construction sites and specify enforcement actions, which will be distributed to contractors and developers. The minimum requirements of the City’s ordinance will require contractors and developers to meet the minimum requirements of the MPCA Construction General Permit. In addition, the ordinance will provide the City with a number of effective enforcement capabilities.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • ESC ordinance established (y/n) • Number of permits issued • Number of ESC BMP lists distributed 	<ul style="list-style-type: none"> • 2006-2008: This is an established ordinance and implementation is ongoing. • 2008: Revise and adopt new ordinance
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> • List of minimum ESC BMPs to be implemented • Connection with LSWMP • Connection with ESC measures as outlined by local agency • Non compliance penalty definition • Provision for enforcement procedures • Connection with MPCA “Stormwater Manual” 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Contractor.	
<u>Educational goal:</u> To inform the contractor of his responsibilities regarding erosion and sediment control on site by making the ordinances available on the City’s web page	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 4-3

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Information sheet for developers/contractors	
<u>BMP Description:</u> The City will develop an information sheet with a list and description of minimum erosion and sediment control measures/best management practices developed for temporary use on construction sites or permanent use in developments. This information sheet will be made available to developers/contractors/construction site personnel when applying for a building permit application. The sheet will also be distributed and discussed at private development preconstruction meetings. The City will update the information sheet, as necessary.	
<u>Measurable Goals:</u> • Number of information sheets distributed	<u>Timeline / Implementation Schedule:</u> • 2006-2011: Distribute information sheets and update, as necessary
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Contractor.	
<u>Educational goal:</u> To provide information sheets to developer/contractor/construction site personnel with a listing and description of appropriate minimum erosion and sediment control measures/best management practices.	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 4-4

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Construction site waste control (ordinance)	
<u>BMP Description:</u> The City will include a provision for construction site waste control in its ordinances. The provision will require all waste/debris and unused building materials to be properly disposed of and not allowed to be carried by runoff into a receiving channel or the stormwater system	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Construction site waste control ordinance established (y/n) 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006-2011: This is an established City ordinance and implementation is on-going.
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Contractor.	
<u>Educational goal:</u> To inform the contractor of his responsibilities regarding waste control on site by making the ordinance available on the City's web page.	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 4-5

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Procedures for site inspection and enforcement	
<u>BMP Description:</u> The City will formalize its construction site inspection program by outlining complaint and response procedures, specifying conditions that could lead to inspections and enforcement of control measures. The City will work to improve the procedures and document any changes made.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Established procedures for site inspection and enforcement (y/n) • Number of inspections • Number of ESC issues realized through inspections • Number of corrective actions taken 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006-2011: This is an established activity within the City and implementation is on-going.
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> • Formalize procedures • Create inspection log sheet for documentation 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

Post Construction Runoff Control

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 5-1

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Plan review procedures (ordinance) and resulting BMPs	
BMP Description: Procedures for plan review and approval are identified in City ordinances that outline requirements for submittal. The City will update the plan review procedures, as necessary, by studying procedures and requirements of similar communities and developing new ordinance language. Also, this process includes procedures to assure coordination with appropriate agencies and to evaluate discharges which may adversely affect properties listed or eligible for listing in the National Register of Historic Places or affecting known or discovered archeological sites; or discharges whose direct, indirect, interrelated, interconnected, or independent impacts may jeopardize a listed endangered or threatened species or adversely modify a designated critical habitat.	
Measurable Goals: <ul style="list-style-type: none"> Review procedures and standards in place (y/n) Number of plans reviewed Number of resulting BMPs 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> 2006-2007: Develop standards, outline language and consult with attorney following prior years' efforts to review similar communities' procedures 2008: Finalize changes to plan review procedures 2009-2011: Implement updated procedures
Specific Components & Notes (optional): <ul style="list-style-type: none"> Requirements for submission Approval procedures 	
Responsible Party	Responsible Department
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
Educational components related to this BMP (description or number – optional): Audience: Developer. Educational goal: To make developer aware of procedures and standards in place for post construction storm water management by making the procedures available easily Activity: See BMP description above Implementation Plan: See Timeline/Implementation schedule above Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 5-2

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Post-construction runoff control (ordinance)	
<u>BMP Description:</u> The City will establish stormwater management criteria for proposed land disturbing or development activities greater than or equal to 1 acre. Minimum design standards will be outlined for all detention facilities constructed in the City. In addition, reference to the MPCA publication “Protecting Water Quality in Urban Areas” will be made for additional design guidelines. The City will enforce special requirements on areas that undergo redevelopment activity.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Post-construction runoff control ordinance established (y/n) 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006: Review updated ordinance language with attorney, following prior years’ efforts of examining ordinance for improvement and comparing it to similar communities • 2007-2011: Implement updated ordinance
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> • Criteria for storm water management facilities • Design standards • Connection with MPCA’s “Stormwater Manual” standard • Inspection and maintenance requirements 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> <u>Audience:</u> Developer. <u>Educational goal:</u> To inform the developer of design standards in place for post construction storm water management by making the ordinance available on the City’s web page <u>Activity:</u> See BMP description above <u>Implementation Plan:</u> See Timeline/Implementation schedule above <u>Performance Measures:</u> See Measurable Goals above	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 5-3

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Vegetative stabilization	
<u>BMP Description:</u> The City uses vegetative stabilization techniques where appropriate to stabilize, channels, slopes or banks on City property.	
<u>Measurable Goals:</u> • Number of sites stabilized with vegetation	<u>Timeline / Implementation Schedule:</u> • 2006-2011: This activity is currently in place and will continue.
<u>Specific Components & Notes (optional):</u> 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> 	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 5-4

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Structural stabilization	
<u>BMP Description:</u> The City uses structural stabilization techniques where appropriate to stabilize, channels, slopes, banks and pond outlets on City property.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Number of sites structurally stabilized • Description of stabilization methods used 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006-2011: This activity is currently in place and will continue.
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	
Name: Terry Randall	Responsible Department
Title: Public Works Director	Dept. or Org.: Public Works
Phone: (763) 784-6491	Dept. Head: Public Works Director
E-mail: trandall@ci.spring-lake-park.mn.us	Phone: (763) 784-6491
	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 5-5

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Surface Water Management Plan	
<u>BMP Description:</u> The City has a Local Surface Water Management Plan (LSWMP). The SWMP outlines City and agency goals and policies regarding stormwater management, and future efforts that will be directed toward improving water quality.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Completed LSWMP (y/n) • Updated (y/n) 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006-2011: Adhere to SWMP goals and policies, and update SWMP, as necessary
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> • Goals and policies • Stormwater system inspection and maintenance 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 5-6

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Comprehensive Plan	
<u>BMP Description:</u> The City has a Comprehensive Plan that is periodically updated. The Comprehensive Plan includes guidelines on landuse, transportation, housing, community and economic development, and environmental and natural resource planning.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Comprehensive Plan completed (y/n) • Comprehensive Plan updated (y/n) 	<ul style="list-style-type: none"> • 2006-2011: Adhere to the guidelines of the Comprehensive Plan and update the plan, as necessary
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	
<u>Responsible Department</u>	
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 5-7

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Detention/retention	
<u>BMP Description:</u> Both detention and retention stormwater ponds are required/ installed to control post-construction runoff within the City (as determined through the plan review process).	
<u>Measurable Goals:</u> • Number of detention and retention BMPs installed	<u>Timeline / Implementation Schedule:</u> • 2006-2011: This is an established City activity and implementation is on-going.
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 5-8

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Zoning (ordinance)	
<u>BMP Description:</u> A zoning ordinance is in place that regulates land use planning and establishes design standards for developments.	
<u>Measurable Goals:</u> • Completed ordinance (y/n)	<u>Timeline / Implementation Schedule:</u> • 2006-2011: A zoning ordinance is currently in place and will continue to guide development.
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park	E-mail: bnelson@ci.spring-lake-park
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 5-9

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Wetland (ordinance)	
<u>BMP Description:</u> The City will develop an ordinance that will prohibit discharge of runoff into wetlands without pre-treatment, require a protective buffer around wetlands and establish guidelines for wetland replacement.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Wetland ordinance established (y/n) 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006: Make changes to present ordinance, if necessary, based upon review of ordinance against similar communities and review of ordinance language with an attorney. • 2007-2011: Implement updated ordinance
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park	E-mail: bnelson@ci.spring-lake-park
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Developers, contractors, residents, City staff, commercial fertilizer/pesticide/herbicide applicators	
<u>Educational goal:</u> To inform building and chemical application contractors of wetland protection regulations in the City	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

Post Construction Runoff Control

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 5-10

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Maintenance requirements for private stormwater facilities (ordinance)	
<u>BMP Description:</u> The City will require private stormwater facilities to be maintained in proper conditions consistent with the performance standards for which they were originally designed through an ordinance.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Ordinance established requiring maintenance of private stormwater facilities (y/n) 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> 2006-2011: Implement requirements (in ordinance form if necessary), based upon review of ordinance against similar communities, assessment of effectiveness, and formalization of requirements.
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
<u>Audience:</u> Developers/property owners with BMPs	
<u>Educational goal:</u> To educate Developers/property owners with BMPs about BMP maintenance requirements by making the ordinance available on the City's web page	
<u>Activity:</u> See BMP description above	
<u>Implementation Plan:</u> See Timeline/Implementation schedule above	
<u>Performance Measures:</u> See Measurable Goals above	

Pollution Prevention and Good Housekeeping

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 6-1

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Off-site salt and sand storage	
<u>BMP Description:</u> The City stores salt and sand off-site on MNDOT premises and loads trucks at the premises for application to roads.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Off-site covered salt and sand storage (y/n) 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006-2011: Currently in place and will continue (contingent upon contract with MNDOT)
<u>Specific Components & Notes (optional):</u> 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> 	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 6-2

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Fleet/equipment maintenance and oil recycling	
<u>BMP Description:</u> Maintaining vehicles and equipment against spills and leaks into the City's MS4 is important to reduce the amount of pollutant runoff into receiving water bodies. Equipment within the City is regularly maintained and inspected for leaks. Also, Recycling and Composting (BMP 6-9) and Stockpile, Storage and Material Handling Program (BMP 6-11) are conducted to support the fleet/equipment maintenance and oil recycling efforts.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Fleet/equipment maintenance program in place (y/n) • Oil recycling program in place (y/n) • Number of vehicles/equipment maintained • Amount of oil recycled 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006-2011: This is an established practice within the City and will continue.
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	
Name: Terry Randall	Responsible Department
Title: Public Works Director	Dept. or Org.: Public Works
Phone: (763) 784-6491	Dept. Head: Public Works Director
E-mail: trandall@ci.spring-lake-park.mn.us	Phone: (763) 784-6491
	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 6-3

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Street sweeping	
<u>BMP Description:</u> Street sweeping is contracted out by the City and takes place a minimum of once a year. Parking lots are included.	
<u>Measurable Goals:</u> • Street sweeping program and procedures exist (y/n)	<u>Timeline / Implementation Schedule:</u> • 2006-2011: This is an established program and will continue.
<u>Specific Components & Notes (optional):</u> 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> 	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 6-4

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Pond, sediment basins and MS4 outfall inspection and cleaning	
<u>BMP Description:</u> A minimum of 20% of the ponds, sediment basins and outfalls in the City will be inspected annually in rotation until all have been inspected during the Permit period. A log describing the inspection and cleaning (if necessary) will be maintained.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Number of outfalls and ponds inspected (20% minimum/year) Number of outfalls or ponds where sediment was removed 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> 2006-2011: Inspect 20% of current outfalls and ponds annually and maintain log of inspection and cleaning (where necessary)
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> Keep records of inspection results, date and any maintenance performed or recommended. 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 6-5

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Structural pollution devices inspection and cleaning	
<u>BMP Description:</u> The City will conduct inspections on all structural pollution devices annually and clean any devices filled with sediment and debris. A log documenting inspections and cleaning activities will be maintained.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Number of devices inspected • Number of devices from which sediment was removed 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006-2011: This is an established activity and will continue.
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> • Keep records of inspection results, date and any maintenance performed or recommended. 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 6-6

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Storm drainage system inspection, cleaning and maintenance	
<u>BMP Description:</u> The City currently conducts inspection of the storm conveyance system and any ancillary appurtenances not covered by other inspections on an annual basis and makes repairs and replacements if necessary.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Storm water conveyance system inspection completed (y/n) • Documentation of maintenance actions completed (y/n) 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006-2011: This is an established activity within the City and will continue
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> • Keep records of inspection results, date and any maintenance performed or recommended. 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 6-7

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Sanitary sewer maintenance program											
<u>BMP Description:</u> The City maintains an inventory of its sanitary sewer system. Periodic inspections and maintenance is performed when necessary to ensure the proper functioning of the system. Sanitary system upgrades and changes are documented and the inventory updated annually.											
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>										
<ul style="list-style-type: none"> Length of pipe cleaned Maintenance/upgrades performed if required (y/n) Length of pipe replaced 	<ul style="list-style-type: none"> 2006-2011: This is an established program within the City and will continue. 										
<u>Specific Components & Notes (optional):</u>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Responsible Party</th> <th style="width: 50%; padding: 5px;">Responsible Department</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Name: Terry Randall</td> <td style="padding: 5px;">Dept. or Org.: Public Works</td> </tr> <tr> <td style="padding: 5px;">Title: Public Works Director</td> <td style="padding: 5px;">Dept. Head: Public Works Director</td> </tr> <tr> <td style="padding: 5px;">Phone: (763) 784-6491</td> <td style="padding: 5px;">Phone: (763) 784-6491</td> </tr> <tr> <td style="padding: 5px;">E-mail: trandall@ci.spring-lake-park.mn.us</td> <td style="padding: 5px;">E-mail: trandall@ci.spring-lake-park.mn.us</td> </tr> </tbody> </table>		Responsible Party	Responsible Department	Name: Terry Randall	Dept. or Org.: Public Works	Title: Public Works Director	Dept. Head: Public Works Director	Phone: (763) 784-6491	Phone: (763) 784-6491	E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
Responsible Party	Responsible Department										
Name: Terry Randall	Dept. or Org.: Public Works										
Title: Public Works Director	Dept. Head: Public Works Director										
Phone: (763) 784-6491	Phone: (763) 784-6491										
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us										
<u>Educational components related to this BMP (description or number – optional):</u>											

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 6-8

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Recycling and composting	
<u>BMP Description:</u> There is a City-wide recycling and composting program managed by a Recycling Co-coordinator.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Program exists (y/n) Quantity composted Quantity recycled 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> 2006-2011: This is an established program and will continue.
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	
Name: Terry Randall	Responsible Department
Title: Public Works Director	Dept. or Org.: Public Works
Phone: (763) 784-6491	Dept. Head: Public Works Director
E-mail: trandall@ci.spring-lake-park.mn.us	Phone: (763) 784-6491
	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 6-9

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Municipal staff training	
<u>BMP Description:</u> The City currently has in-house training/orientation for new staff, brochures and postings on City information boards. In addition, City staff attend training programs offered by outside agencies, and manufacturers of equipment used in municipal work. Annual training is provided that includes fleet and building operation and maintenance, storm sewer system operation and maintenance including proper inspection criteria, park and open space, and new construction and land disturbance.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> Training conducted in-house (y/n) Number of different brochures and postings on City notice boards Number of training programs offered to City employees 	<ul style="list-style-type: none"> 2006-2011: A training program is in place and will continue.
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> Guidance from MPCA “Protecting Water Quality in Urban Areas” chapter on Pollution Prevention 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 6-10

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Inspection Analysis and Frequency	
<u>BMP Description:</u> The City will keep records of inspection results, date, antecedent weather conditions, sediment storage and capacity remaining, and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections will be adjusted to at least two (2) times annually, or more frequently as needed to prevent carry-over or washout of pollutants from the structures and maximize pollutant removal. If maintenance or sediment removal is not required as a result of both the first two annual inspections, the frequency will be reduced to once every two years.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> Number inspected Number of inspection modifications Annual Report summary of inspection analysis results 	<ul style="list-style-type: none"> 2006-2011: Evaluate maintenance pattern every two years (2007, 2009, and 2011) and modify inspection frequency, as required
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> Structural pollution control devices inspection and cleaning (6-5) 	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 6-11

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Stockpile, Storage and Material Handling Program	
<u>BMP Description:</u> The City will develop a procedure to identify and manage all exposed stockpiles, storage and material handling areas to insure perimeter controls are in place and to prevent the offsite migration of stockpile material. Storage and material handling areas will be inspected in conjunction with Recycling and Composting (6-8) and the Fleet/Equipment Maintenance and Oil Recycling (6-2).	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> • Identification of exposed stockpiles, storage and material handling areas • Number of inspections conducted 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> • 2006: Determine locations of exposed stockpiles, storage and material handling areas. • 2006: Implement stockpile, storage and material handling program • 2006-2011: Conduct annual inspections and review and revise program needed
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> • Develop an integrated inspection program to annually inspect stockpiles, storage and material handling areas. 	
Responsible Party	Responsible Department
Name: Terry Randall	Dept. or Org.: Public Works
Title: Public Works Director	Dept. Head: Public Works Director
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: trandall@ci.spring-lake-park.mn.us	E-mail: trandall@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
Audience: City Employees	
Educational goal: Prevent discharges from stockpiles, storage and material handling areas	
Activities: See BMP Description above	
Implementation Plans: See Timeline/Implementation Schedule above	
Performance Measures: See Measurable Goals above	

Additional BMP Requirements

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 7-1

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input checked="" type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Discharge Affecting Source Water Protection Areas	
<p>BMP Description: The Minnesota Department of Health (MDH) has not yet approved a Part I and Part II Wellhead Protection Plan (WPP) for the City including the necessary map illustrating the wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330. When the plan has been completed according to MDH timeline. The City will revise the SWPPP as appropriate. When reviewing development or redevelopment plans within the City, guidance provided by the MDH regarding infiltration and potential impacts to drinking water will be used to evaluate appropriateness.</p> <p>Spring Lake Park will determine if the City jurisdictional area includes land within the source water protection area for surface water intakes identified in the source water assessments conducted by the Mn Dept. of Health under the federal Safe Drinking Water Act, U.S.C. 300j-13. If so, the City will work with the appropriate organizations to address potential impacts to the areas to the MEP and revise the SWPPP accordingly.</p>	
<p>Measurable Goals:</p> <ul style="list-style-type: none"> • Develop Wellhead Protection Plan and approval by MDH. 	<p>Timeline / Implementation Schedule:</p> <ul style="list-style-type: none"> • According to MDH schedule
<ul style="list-style-type: none"> • Determine areas within the source water protection area for surface water intakes identified in the source water assessments conducted by the Mn Dept. of Health under the federal Safe Drinking Water Act, U.S.C. 300j-13. 	<ul style="list-style-type: none"> • According to MDH schedule
<ul style="list-style-type: none"> • Coordinate with appropriate organizations and revise SWPPP accordingly. 	<ul style="list-style-type: none"> • 2006-2011
<p>Specific Components & Notes (optional):</p> <ul style="list-style-type: none"> • Cooperate with adjacent municipalities or organizations to protect other MDH identified high or moderate vulnerable areas to storm sewer runoff when they are found to overlap the City's jurisdictional boundary. 	

Responsible Party	Responsible Department
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<p><u>Educational components related to this BMP (description or number – optional):</u> Audience: Citizens, well owners, cooperative agencies/organizations Educational goal: To protect drinking water sources from contamination from stormwater runoff pollution Activities: See BMP Description above Implementation Plans: See Timeline/Implementation Schedule above Performance Measures: See Measurable Goals above</p>	

BMP Page

MS4 Name: City of Spring Lake Park

Unique Identifying Number: 7-2

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Public participation & involvement	<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Record Keeping and Reporting	
<u>BMP Description:</u> The City will submit an annual report according to the requirements outlined in the current MS4 permit and retain all records required for at least three (3) years beyond the term of the permit. The City will keep records on the dates of inspection and responses to the inspections, including the date of completion of repairs and major additional protection measures. All records, including the approved SWPPP, will be available to the public at reasonable times during regular business hours after a 7 day advance notice and reasonable charge for requested copies.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Develop record keeping procedure Implement record keeping procedure 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> 2006: Develop record keeping procedure 2006-2011: Implement record keeping procedure
<u>Specific Components & Notes (optional):</u>	
Responsible Party	Responsible Department
Name: Barb Nelson	Dept. or Org.: Administration
Title: City Administrator	Dept. Head: City Administrator
Phone: (763) 784-6491	Phone: (763) 784-6491
E-mail: bnelson@ci.spring-lake-park.mn.us	E-mail: bnelson@ci.spring-lake-park.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	