

ANNUAL REPORT for 2008

MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)

Reporting period January 1, 2008 to December 31, 2008

Due June 30, 2009

USE OF THIS FORM IS MANDATORY By completing this Annual Report form, you are providing the Minnesota Pollution Control Agency (MPCA) with a summary of your status of compliance with permit conditions, including an assessment of the appropriateness of your identified best management practices (BMPs) and progress towards achieving your identified measurable goals for each of the minimum control measures as required by the MS4 Permit. If an MS4 determines that program status or compliance with the permit can not be adequately reflected within the structure of this form additional explanation and/or information may be referenced in an attachment. This form has significant limitations and provides only a snap shot of MS4 compliance with the conditions in the Permit. After reviewing the information MPCA staff may need to contact the MS4 to clarify or seek additional information. MPCA enforcement policy is to provide the opportunity to respond to any alleged violations before any enforcement action is taken.

Submit your annual report by June 30, 2009 to:

Minnesota Pollution Control Agency
Municipal Division
520 Lafayette Road North
St. Paul, MN 55155-4194

This Annual Report may be submitted electronically via email to the MPCA MS4 Program mailbox: ms4permit@pca.state.mn.us. If submitting electronically, this form must be sent via email from the person that is duly authorized to sign this form under the Owner/Operator Certification section. A confirmation email will be sent in response to electronic submissions. If you would like to obtain an electronic copy of the MS4 Annual Report for 2008 form, please visit: www.pca.state.mn.us/water/stormwater/stormwater-ms4.html.

If you have further questions, please contact one of these MPCA staff members (call toll-free 800-657-3864). Note new numbers effective November 2008:

- Keith Cherryholmes 651-757-2270
- Joyce Cieluch 218-846-7387
- Scott Fox 651-757-2368
- Amy Garcia 651-757-2377

Minimum Control Measure 1: Public Education and Outreach [V.G.1]

City of Minnetonka

Name of MS4

Liz Stout

Name of Contact Person

952-939-8233

lstout@eminnetonka.com

Telephone (including area code)

Email Address

14600 Minnetonka Blvd

Mailing Address

Minnetonka

MN

55345

City

State

ZIP code

A. The permit requires each MS4 to implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and steps that the public can take to reduce pollutants in stormwater runoff. [Part V.G.1.a] **NOTE:** Please indicate which of the following distribution methods you used during the 2008 calendar year. Indicate the number distributed in the spaces provided (enter "0" if the method was not used or "NA" if the data does not exist)::

Media type	Number of media	Number of times published	Circulation/Audience
<i>Example: Brochures:</i>	<i>3 different brochures</i>	<i>published 5 times</i>	<i>about 10,000</i>
Brochures:	12 different brochures		about 4,000
Newsletter:	12 issues	different issue once per month	entire city
Posters:	1 poster		500
Newspaper articles:	3 articles	one time each	metro west
Utility bill inserts:	0		
Radio ads:	see Watershed Partners (BMP Summary Sheet 1d-1)		
Television ads:	see Watershed Partners (BMP Summary Sheet 1d-1)		
Cable Access Channel:	3	~12 times for each of the three items	cable access viewers
Other:			

If you use a stormwater Web site as a tool to distribute stormwater educational materials:

What is the URL: eminnetonka.com

How many hits to the stormwater page during 2008: unknown, not tracked

Did you hold stormwater related events, presentations to schools or other such activities Yes No

If yes, please describe: See attached Education Plan and BMP Summary Sheets relating to education

B. What stage of development would you assign to each area of your stormwater education program? (If there are multiple components for a Minimum Control Measure (MCM) check the one box that most accurately reflects the overall stage for that MCM). You may include an attachment if further explanation is desired.

- MCM 1:** Not started Research Development Early Implementation Program in place
MCM 2: Not started Research Development Early Implementation Program in place
MCM 3: Not started Research Development Early Implementation Program in place
MCM 4: Not started Research Development Early Implementation Program in place
MCM 5: Not started Research Development Early Implementation Program in place
MCM 6: Not started Research Development Early Implementation Program in place

C. Have you developed partnerships with other MS4s, watershed districts, local or state governments, educational institutions, etc. to assist you in fulfilling the requirements for Minimum Control Measure 1? Yes No

D. List those entities with which you have a partnership to meet the requirements of this MCM and describe the nature of the agreement(s) (list if level of effort exceeded 10 hours): Minnehaha Creek Watershed District, Nine Mile Creek Watershed District, Metro Blooms, Blue Thumb, Metro Watershed Partners- All of these agreements regard education program development and implementation.

Minimum Control Measure 2: Public Participation/Involvement [V.G.2]

A. Did you hold a public meeting to present accomplishments for calendar year 2008 and to discuss your Stormwater Pollution Prevention Program (SWPPP)? [Part V.G.1.e] If no, explain: _____ Yes No

B. What was the date of the public meeting? January 21, 2009

C. How many citizens attended specifically for stormwater (excluding board/council members and staff/hired consultants)? 0

D. Was the public meeting a stand-alone meeting for stormwater or was it combined with some other function such as a City Council meeting? Stand-alone Combined

E. Each MS4 must receive and consider input from the public prior to submittal of your annual report. Did you receive written and/or oral input on your SWPPP? [Part V.G.2.b.1-3].	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
F. Have you revised your SWPPP in response to comments received from the public in calendar year 2008 or early 2009 (if meeting held in 2009)? [Part V.G.2.c] If yes, describe. Attach a separate sheet if necessary: _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Minimum Control Measure 3: Illicit Discharge Detection and Elimination [V.G.3]

The permit requires MS4s to develop, implement and enforce a program to detect and eliminate illicit discharges as defined in 40 CFR 122.26(b)(2) in your SWPPP. You must also select and implement a program of appropriate BMPs and measurable goals for this minimum control measure.

A. Have you completed a storm sewer system map in accordance with the requirements of the permit? (MPCA assumes that completed maps will still need updates and corrections as changes occur). If yes, describe the form in which the map is available: <input type="checkbox"/> Hardcopy only <input checked="" type="checkbox"/> GIS system <input checked="" type="checkbox"/> CAD <input type="checkbox"/> Other system: _____ If no, please explain: _____ NOTE: The storm sewer system map was to be completed by June 30, 2008. [Part V.G.3.a]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B. Has an ordinance or other regulatory mechanism been adopted to prohibit illicit discharges or other non-stormwater discharges from entering your system? Provide the date for the most relevant part of the regulatory mechanism that was adopted or estimated date of adoption: <u>1/1/2003</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C. Have you completed the tasks associated with the schedule listed on BMP Summary Sheet 3c-1 in your program for illicit discharge detection and elimination? (attach additional information if needed) Indicate the status of development for tasks associated with BMP Summary Sheet 3c-1: <input type="checkbox"/> Not started <input type="checkbox"/> Research <input type="checkbox"/> Development <input type="checkbox"/> Implementation <input checked="" type="checkbox"/> Program in place	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
D. Have you completed the tasks associated with the schedule listed on BMP Summary Sheet 3d-1 for your Public and Employee Illicit Discharge Information Program? Indicate the status of development for tasks associated with BMP Summary Sheet 3d-1: <input type="checkbox"/> Not started <input type="checkbox"/> Research <input type="checkbox"/> Development <input type="checkbox"/> Implementation <input checked="" type="checkbox"/> Program in place	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Minimum Control Measure 4: Construction Site Stormwater Runoff Control [V.G.4]

The permit requires that each MS4 **develop, implement, and enforce a program** to reduce pollutants in any stormwater runoff to your small MS4 from construction activities within your jurisdiction that result in a land disturbance of equal to or greater than one acre, including the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb one or more acres (include if your MS4 established a smaller site size). [Part V.G.4.]

A. Have you adopted an ordinance or other regulatory mechanism that regulates stormwater runoff from construction activities that results in a land disturbance of greater than or equal to one acre and/or less than one acre that is part of a common plan of development or sale that will ultimately disturb one acre or more? NOTE: Your regulatory mechanism must be fully developed and implemented within six months from the extension of permit coverage.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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B. A complete copy of your erosion and sediment control ordinance or other regulatory mechanism addressing the requirements of Part V.G.4 of the Permit must be submitted with this Annual Report. This documentation may be submitted in hard copy, as a separate electronic file, or electronically attached to this Annual Report. Have you submitted a copy of your erosion and sediment control ordinance or other regulatory mechanism? Yes No

Check here if you have **No Regulatory Authority**

C. The following are among the criteria used to evaluate the effectiveness of this program. Which of the following BMP components and pollution prevention management measures have been incorporated into your regulatory mechanism? Check all that apply and include a citation for each checked measure outlining specifically where it can be located in the documents submitted with this Annual Report. If you are utilizing the "Other Regulatory Mechanism" option, please respond in the same manner and follow the above submittal procedures.

BMP Component/P2 Measure	Citation (Ordinance, Rule, Statute, Code, MOU, or other official agreement, page #, paragraph, line item, or other reference)
<input checked="" type="checkbox"/> Temporary erosion controls	<u>City Ordinance 300.28 Item 17.c</u>
<input type="checkbox"/> Record keeping for rainfall and inspections	_____
<input checked="" type="checkbox"/> Permanent erosion controls	<u>City Ordinance 845.010 Item 7</u>
<input checked="" type="checkbox"/> Waste controls for hazardous waste	<u>City Ordinance 300.28 Item 17.c.10</u>
<input checked="" type="checkbox"/> Waste controls for solid waste	<u>City Ordinance 300.28 Item 17.c.10</u>
<input checked="" type="checkbox"/> Dewatering and basin draining	<u>City Ordinance 300.28 Item 17.c.14 and 15</u>
<input checked="" type="checkbox"/> Regular inspections by site operators	<u>City Ordinance 300.28 Item 17.c.16</u>
<input checked="" type="checkbox"/> Site plan submittal including erosion and sediment control BMPs	<u>City Ordinance 300.28 Item 16 and Item 17.a and b</u>
<input checked="" type="checkbox"/> BMP maintenance	<u>City Ordinance 300.28 Item 17.c.16</u>
<input checked="" type="checkbox"/> Site plan review and approval prior to activity on site	<u>City Ordinance 300.28 Item 16</u>
<input checked="" type="checkbox"/> Permanent stormwater management facility approval	<u>Water Resources Management Plan, Appendix A</u>
<input type="checkbox"/> Other: _____	_____

D. Your ordinance or regulatory mechanism must include sanctions to ensure compliance and contain enforcement mechanisms. Which of the following enforcement mechanisms are contained in your ordinance or regulatory mechanism? Check all existing and added sanctions for 2008. Include with each checked measure a citation outlining where each mechanism can be located in the documents submitted with this Annual Report.

Enforcement Mechanism	Citation (Ordinance, Rule, Statute, Code, MOU, or other official agreement, page #, paragraph, line item, or other reference)
<input checked="" type="checkbox"/> Verbal warnings	<u>City Ordinance 300.28 Item 18.d</u>
<input checked="" type="checkbox"/> Written warnings	<u>City Ordinance 300.28 Item 18.d</u>
<input checked="" type="checkbox"/> Stop-work orders	<u>City Ordinance 300.28 Item 18.d.4</u>
<input checked="" type="checkbox"/> Fines	<u>City Ordinance 300.28 Item 18.d.1</u>
<input checked="" type="checkbox"/> Forfeit of security bond money	<u>City Ordinance 300.28 Item 18.d.1</u>
<input checked="" type="checkbox"/> Withholding of certificate of occupancy	<u>City Ordinance 300.28 Item 18.d.3</u>
<input checked="" type="checkbox"/> Other: <u>Withholding inspections, revoke the permit, pursue criminal and civil penalties</u>	<u>City Ordinance 300.28 Item 18.d.3, 5, 6</u>

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E. Identify which of the following types of enforcement actions you used for construction activities during the reporting period, indicate the number of actions or note those for which you do not have authority:

	Number of actions	
<input checked="" type="checkbox"/> Yes Notice of violation	#~70 (primarily verbal notice)	No Authority <input type="checkbox"/>
<input type="checkbox"/> Yes Administrative fines	#	No Authority <input type="checkbox"/>
<input checked="" type="checkbox"/> Yes Stop Work Orders	#3	No Authority <input type="checkbox"/>
<input type="checkbox"/> Yes Civil penalties	#	No Authority <input type="checkbox"/>
<input type="checkbox"/> Yes Criminal actions	#	No Authority <input type="checkbox"/>
<input checked="" type="checkbox"/> Yes Administrative orders	#2 (abatement procedure)	No Authority <input type="checkbox"/>

F. Does your regulatory mechanism address the regulation of construction sites which disturb less than one acre? If yes please cite where this is addressed in the documents submitted with the Annual Report	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No City Ordinance 300.28 Item 15.b
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G. How many construction sites were inspected for compliance with your erosion and sediment control regulatory mechanism during the 2008 calendar year	530
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H. On average, how many times each, or with what frequency, are construction sites inspected (e.g., weekly, monthly, etc.)?	bi-weekly
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I. Do you prioritize certain construction sites for more frequent inspections? If yes, based on what criteria? <u>amount of disturbance, slopes, potential impacts to water resources</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Minimum Control Measure 5: Post-construction Stormwater Management in New Development and Redevelopment [V.G.5]

The permit requires each MS4 to develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects within your jurisdiction that disturb an area greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale that discharge into your small MS4. Your program must ensure that controls are in place that would prevent or reduce water quality impacts. You must also select and implement a program of appropriate BMPs and measurable goals for this minimum control measure. **NOTE:** The MS4 permit requirements associated with this minimum control measure were required to be fully developed and implemented by June 30, 2008.

A. Have you developed and implemented strategies which include requirements for a combination of structural and/or non-structural BMPs appropriate for your community?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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B. Is an ordinance or other regulatory mechanism currently in place to address post-construction runoff from new development and redevelopment projects to the extent allowable under law? Provide the date the regulatory mechanism was adopted or estimated date of adoption: <u>1/1/1999</u> ; <u>However the city will be adopting new Design Guidelines and Standards in 2009. These new</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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standards are currently being implemented for development and redevelopment projects and for city road reconstruction projects.

C. Is a plan in place to ensure adequate long-term operation and maintenance of BMPs installed as a result of these requirements? Yes No

D. How are you funding the long-term operation and maintenance of your stormwater management system? (Check all that apply)

- Grants
- Stormwater utility fee
- Taxes
- Other: _____

Minimum Control Measure 6: Pollution Prevention/Good Housekeeping for Municipal Operations [V.G.6]

The permit requires each MS4 to develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Your program must include employee training to prevent and reduce stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance.

A. Is your MS4 current on development of all the BMPs listed in the BMP Summary Sheets for MCM 6 as indicated in the timeline/implementation schedules? If no, explain: Yes No

B. Indicate the total number of structural pollution control devices (for example-grit chambers, sumps, floatable skimmers, etc) within your MS4, how many were inspected, and calculate the percent inspected. Enter "0" if your MS4 does not contain structural pollution control devices or "NA" if the data does not exist:

	Total Number	Number Inspected	Percentage
Structural Pollution Control Devices:	161	161	100%

C. Did you repair, replace, or maintain any structural pollution control devices? Yes No

D. For each BMP below, indicate the total number within your MS4, how many of each BMP type were inspected, and calculate the percent inspected:

Structure/Facility Type	Total Number	Number Inspected	Percentage
Outfalls to receiving waters	22	8	36%
Sediment basins/ponds	123	25	20%
<i>TOTAL</i>	145	33	23%

Section 7: Impaired Waters Review

The permit requires that any MS4 that discharges to a Water of the State which appears on the current U.S. EPA approved list of impaired waters under Section 303(d) of the Clean Water Act review whether changes to your SWPPP may be warranted to reduce the impact of your discharge [Part IV.D]

A. MPCA has provided an MS4 Mapping tool which provides information for compliance with the permit and water quality rules. It can also help MS4 staff and stakeholders view relationships between an MS4 and various other water features in the layers including impaired waters. Please go to the MS4 Mapping tool located at <http://www.pca.state.mn.us/water/stormwater/stormwater-ms4.html> by clicking on "MS4 mapping tool" under "Maps of MS4s" and rate this web mapping tool for its usefulness in helping you identify impaired waterbodies your MS4 may discharge to, including impaired waters as defined on the 303d listing (This request is optional) :

- Not Useful at all
- Somewhat Useful
- Useful
- Very Useful
- Other: _____

Check here if your MS4 has no impaired waters:

Additional Comments on the MS4 Mapping Tool can be emailed to: paul.leegard@pca.state.mn.us

Section 8: Additional SWPPP Issues

A. Did you make a change to any identified BMPs or measurable goals in your SWPPP since your last report? [Part V.H.] If yes, explain: _____ Yes No

B. Briefly list the BMPs using their unique SWPPP identification numbers you have changed in your SWPPP or any measurable goals that will be changed in your updated SWPPP, and why they have changed: (Attach a separate sheet if necessary) _____

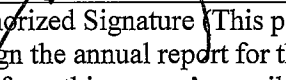
C. Did you rely on any other entities (MS4s, consultants or contractors) to implement any portion of your SWPPP? If yes, please identify them and list activities they assisted with: We partnered with other organizations as previously identified. Please note the city does not rely on these affiliations to totally implement any portions of our SWPPP. Yes No

Owner or Operator Certification

The person with overall administrative responsibility for SWPPP implementation must sign the annual report. This person must be duly authorized and should be the person who signed the MS4 permit application or a successor.

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

x

 Authorized Signature (This person must be duly authorized to sign the annual report for the MS4. Electronic submissions must be sent from this person's email address to qualify for Authorized Signature status)

6-18-09

Date

Gunyou

John

City Manager

Last Name

First Name

Title

14600 Minnetonka Blvd

Mailing Address

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**CHAPTER 3: ZONING
REGULATIONS / SECTION 300.28.
PERFORMANCE STANDARDS.**

**SECTION 300.28.
PERFORMANCE STANDARDS.**

**CHAPTER 3: ZONING
REGULATIONS / SECTION 300.28
PERFORMANCE STANDARDS / 15.
Grading, Filling and Excavation.**

15. Grading, Filling and Excavation.

a) The purpose of this section is to require preparation and implementation of grading and erosion control plans for land disturbing activity to:

- 1) prevent sediment deposits on public roads;
- 2) prevent disruption or damage to water resources and public stormwater systems;
- 3) prevent adverse impacts to neighboring property;
- 4) prevent damage to natural resources, such as trees, that are intended to be preserved; and
- 5) maintain stable slopes.

b) A grading permit is required for the following activities:

- 1) excavating, grading, filling or other change in the earth's topography resulting in the movement of at least 50 cubic yards of material or material from an area or areas encompassing at least 5,000 square feet unless the activity is undertaken in

accordance with a grading and erosion control plan approved in conjunction with a building permit for a legal lot of record;

- 2) excavating, grading, filling or other change in the earth's topography in any designated wetlands, floodplain or shoreland district; or

- 3) mining operation for gravel or other materials.

c) A grading and erosion control plan is required as part of an application for a grading permit, preliminary plat, site plan review, lot division, wetland/floodplain alteration permit, or a building permit for an addition or new construction, if at least 50 cubic yards of material is moved or material is moved from an area or areas encompassing at least 5,000 square feet.

d) No person may undertake, authorize or permit any excavating, grading, filling or other change in the earth's topography that violates or is not in compliance with a city-approved grading and erosion control plan or a required grading permit issued by the city, including the approved plans and all terms and conditions of the permit.

**CHAPTER 3: ZONING
REGULATIONS / SECTION 300.28
PERFORMANCE STANDARDS / 16.
Application and Review of Grading
Permits and Plans.**

**16. Application and Review of Grading
Permits and Plans.**

- a) Application for a grading permit or building permit that would result in the movement of 1,000 cubic yards per acre or more, or an application judged by the city to merit special consideration due to the potential impact of the grading activity,

requires review as a conditional use in accordance with the standards and procedures outlined in section 300.06 of this code.

1) Application must be made to the director of planning on forms provided by the city and must be accompanied by a grading and erosion control plan including all the components of subdivision 17 below:

2) In addition to the items stated above, the city may require submission of the following:

- a. a soils engineering report;
- b. a geological report;
- c. a traffic analysis showing how the material will be removed from or delivered to the site;
- d. financial security in an amount not to exceed 150% of the estimated cost to ensure proper implementation of a grading and erosion control plan or site restoration if the applicant defaults on his or her responsibilities; and
- e. such other information as may be required by the city.

b) Application for a grading permit that would result in the moving of less than 1,000 cubic yards of material per acre may be approved by the director of planning.

1) Application must be made to the director of planning on forms provided by the city and must be accompanied by the following:

a. The fee required by section 710 of this code;

b. A grading and erosion control plan including those components in subdivision 17 below that are required by the director of planning; and

c. Any of the items in paragraph 16(a) above that are requested by the director of planning.

2) Upon receipt of a completed application, the director of planning will review the application and will notify the applicant of the decision in writing. The director of planning may impose conditions to protect the public interest.

c) A grading and erosion control plan that is required for a building permit that would result in the movement of less than 1,000 cubic yards of material per acre will be reviewed as part of that permit. The director of planning may impose conditions to protect the public interest.

**CHAPTER 3: ZONING
REGULATIONS / SECTION 300.28
PERFORMANCE STANDARDS / 17.
Grading and Erosion Control Plans.**

17. Grading and Erosion Control Plans.

a) Grading and erosion control plans must comply with the performance standards regulating trees and steep slopes under subdivisions 19 and 20 below.

b) Except as otherwise provided by the director of planning, a grading and erosion control plan must include:

1) existing and proposed final grades utilizing two foot contour intervals and spot elevations;

2) a survey showing the location and elevation of all roads, utilities and structures on and adjacent to the site;

3) a tree survey and tree preservation plan that complies with the requirements of city code 300.28 subdivision 19;

4) a landscaping and/or site restoration plan;

5) a development concept plan indicating how the re-contoured parcel may be developed in a manner consistent with this section and the comprehensive plan;

6) a survey showing all water bodies and their required buffers on and adjacent to the site, and indicating the receiving water bodies for drainage from the site.

7) a drainage plan that includes any engineering work for stormwater retention that may be deemed necessary by the city engineer and any engineering work that is required by the city's water resources management plan, along with supporting calculations for the engineering work;

8) an estimate of the amounts of material being moved within the site, onto the site, and away from the site;

9) proposed locations of soil stockpiles;

10) notes or plans indicating how the control measures in paragraph (c) below will be implemented; and

11) such other information as may be required by the city.

c) Except as otherwise provided by the director of planning, work conducted under an approved grading and erosion control

plan must comply with all of the following control measures:

1) The work must be scheduled so as to minimize the amount of soil exposed at any one time.

2) If the permittee is required to obtain a construction storm water permit or a storm water permit for industrial activities from the state of Minnesota, or a permit from a watershed district, that permit must be on file with the city before construction activity begins. Any signs that are required must be posted in public view.

3) Temporary rock construction driveways may be required wherever vehicles enter and exit a site.

4) Planned locations for cleaning concrete trucks may be required as part of the grading and erosion control plan to ensure that the discharge does not cause erosion, pollution or damage to trees or other natural resources.

5) The permittee must properly install any required sediment control measures and tree and wetland protection fencing, in locations specified by the city, before construction or grading activity begins. Signs must be posted that prohibit construction or grading activity beyond the fencing.

6) Silt fences or equivalent sediment control measures are required along the edges of curbs, wetlands, channels or other water courses that could receive sediment from the site.

7) Sufficient silt fence or equivalent is required to hold all sheet flow runoff generated at an individual site. Additional measures such as check dams, diversion,

temporary or permanent sedimentation basins are required to handle channelized flow.

8) All storm drain inlets must be protected during construction.

9) Soil stockpiles and slopes equal to or greater than 3:1 that will not be worked for over 14 days must be stabilized with vegetation, mulch, tarps or other means unless no run-off from them is directed toward a watercourse, tree protection area, or the site perimeter.

10) All on-site construction debris must be contained. A regularly scheduled trash removal service must be hired to remove this debris.

11) Streets must be cleaned and swept whenever tracking of sediments occurs and before sites are left idle for weekends and holidays. A regular sweeping schedule must be established.

12) Dust must be adequately controlled.

13) Newly installed and rehabilitated catch basins must be provided with a sump area for collecting coarse-grained material if required by the city engineer. Such basins must be cleaned when they are half filled with material and at the time of project completion.

14) Other measures may be required by the city if warranted at an individual site.

15) At a minimum the work must conform to the current version of the Minnesota pollution control agency's publication about protecting water quality in urban areas, the metropolitan council's

publication about urban small sites best management practices, or equivalent.

16) All erosion and sediment control and tree and wetland protection measures must be regularly inspected and maintained.

d) If a grading and erosion control plan has been implemented but is reasonably considered by the director of planning to be inadequate in achieving the policy objectives described in paragraph 15(a), the city may require the permittee to modify and implement the plan to achieve those objectives.

**CHAPTER 3: ZONING
REGULATIONS / SECTION 300.28
PERFORMANCE STANDARDS / 18.
Grading and Erosion Enforcement.**

18. Grading and Erosion Enforcement.

a) The city may inspect any property subject to an approved grading and erosion control plan or grading permit to ensure that erosion and sediment control and tree protection measures are properly installed and maintained.

b) If the soil is not stabilized through landscaping when a certificate of occupancy is issued, the city may require financial security, not to exceed 150% of the estimated cost of erosion and sediment control on the site. The financial security will be returned when the landscaping is complete and established.

c) A public nuisance exists when there is any violation of the provisions of subdivisions 15 through 18. A public nuisance also exists when erosion or drainage from a property is causing, or has the likelihood of causing, serious harm to neighboring property or to natural resources

such as significant trees, water bodies, wetlands, and wetland buffers. Serious harm includes actual damage as well as interference with reasonable use of the property.

d) Whenever the city finds noncompliance with the provisions of subdivisions 15 through 18, staff will attempt to communicate with the permittee and the landowner to obtain immediate and voluntary compliance. If that person is not readily available or refuses to comply within reasonable deadlines, the city may take any or all of the following actions, provided that written notice of the noncompliance has been sent to the permittee and landowner or posted on the property:

- 1) implement the necessary corrective measures and pay for them with financial security deposited with the city;
- 2) initiate proceedings to abate a public nuisance under section 845 of this code;
- 3) withhold inspections or any city approvals for the property in question until compliance is achieved;
- 4) issue a stop work order for the project in question until compliance is achieved;
- 5) revoke the permit; and
- 6) pursue criminal and civil penalties under section 1310 of this code.

**CHAPTER 3: ZONING
REGULATIONS / SECTION 300.28
PERFORMANCE STANDARDS / 23.
Violations.**

23. Violations.

Any person who violates, fails to comply with or assists, directs or permits the violation of the terms or conditions of an approved site and building plan, landscape plan or grading plan is guilty of a misdemeanor. A violation is a violation of the approved site and building plan, landscape plan or grading plan and renders the approval or plan null and void. A violation also constitutes a public nuisance that may be abated in accordance with the provisions of section 845.

(Amended by Ord. 2008-25, adopted August 25, 2008; amended by Ord. #2003-25, adopted October 27, 2003; amended by Ord. #2003-11, adopted April 14, 2003; amended by Ord. #2002-20, adopted August 12, 2002; amended by Ord. #99-21, adopted August 30, 1999)

**CHAPTER 8: PUBLIC HEALTH;
PUBLIC NUISANCES / SECTION 845.
PUBLIC NUISANCES.**

**SECTION 845.
PUBLIC NUISANCES.**

**CHAPTER 8: PUBLIC HEALTH;
PUBLIC NUISANCES / SECTION 845.
PUBLIC NUISANCES / 010. Public
Nuisances Affecting Peace, Safety and
General Welfare.**

The following are declared to be nuisances affecting public peace, safety and general welfare:

1. interfering with, obstructing or rendering dangerous for passage, a public highway or right-of-way, or waters used by the public;
2. leaving or displaying anything for sale on public or private property, except that an owner of an item for sale may display it on property that the person owns or otherwise controls;
3. trees, hedges, billboards or other obstructions that prevent persons from having a clear view of traffic approaching an intersection;
4. piling, storing or keeping of old machinery, junk, furniture, household furnishings or appliances or component parts of them or other debris;
5. placing or throwing on any street, sidewalk, or other public property of any glass, tacks, nails, bottles or other substances that may injure a person or animal or damage any pneumatic tire;
6. depositing of, permitting or failing to remove, garbage, trash, rubbish, bottles, cans and other refuse on any property, including large quantities of organic debris and materials that accumulated by other than natural means, except neatly maintained compost piles;
7. property that has been disturbed by construction, grading, or other activity and is not seeded, sodded, or otherwise planted with a ground cover within 240 days, unless the 240 days expires between November 1 and May 15, in which case the ground cover must be established by the following July 15, unless the city approves a time extension;
8. the accumulation of any piles of wood that are not:
 - a. neatly stacked; or
 - b. stacked or secured in a stable manner to avoid collapse.
9. a structure, or a portion of a structure, located in a residential zoning district, if the exterior is not completed in accordance with city-approved construction plans within 180 days after the date that the city building permit was issued;
10. construction materials, including piles of dirt, sand, and sod, left in the open on property more than 60 days after construction has been completed or a certificate of occupancy has been issued, whichever occurred first;
11. a truck or other vehicle whose wheels or tires deposit mud, dirt, sticky substances, litter or other material on any street or highway;

12. discarded construction material or other litter at a construction site that is not placed in an adequate waste container or that is allowed to blow around or off the site;

13. reflected glare or light from private exterior lighting exceeding five-tenth footcandles as measured on the property line of the property where the lighting is located when abutting any residential parcel and one footcandle when abutting any commercial or industrial parcel;

14. the placement of mailboxes and other delivery receptacles on public right of way, except those that comply with the following:

a. must be in compliance with united states postal service requirements for location and type;

b. must be installed as far back from the street pavement as reasonably practical to avoid snow plowing damage;

c. must be located within four feet of the intersection of a side property line with the street, or located in front of, and on the same side of the street as, the building it serves; and

d. must be located as a group in one place within four feet of a side property line and as close to the beginning of a cul-de-sac bulb as possible if the mailboxes and delivery receptacles serve buildings fronting and on the circular portion of a cul-de-sac endpoint, also known as a bulb.

15. any violation of section 300.28, subdivisions 15 through 18;

16. erosion or stockpiling of any material onto a public street that is not part of a public improvement; or erosion or drainage from a property when it is causing, or has

the likelihood of causing, serious harm to neighboring property or to natural resources such as significant trees, water bodies, wetlands, and wetland buffers. Serious harm includes actual damage as well as interference with reasonable use of the property;

17. the intentional discharge of items such as leaves, grass clippings, solvents, antifreeze, oil, fireplace ashes, paint, and cement reinsate into a street, storm sewer system, or water resource such as a wetland, creek, pond or lake;

18. gravel driveways maintained in such a manner that the gravel erodes into, or is placed in, a public street or a water resource such as a wetland, creek, pond or lake; and

19. encroachments onto publicly-owned property or tax-forfeited property under public control without a legal right or permission from the public owner, such as the placement of buildings or other objects, the dumping of organic materials, the storing of privately-owned items, and the undertaking of activities affecting the physical nature of the property such as mowing, vegetation removal, or the application of fertilizer, pesticides, or herbicides.

(Amended by Ord. #2005-07, adopted March 21, 2005; amended by Ord. #2003-12, adopted April 14, 2003; amended by Ord. #2002-10, adopted May 6, 2002)

Minnetonka SWPPP

2008 (January 01, 2008 To December 31, 2008)

This program consists of the following 7 Minimum Control Measure(s).

1. Public Education and Outreach
2. Public Participation/Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management in New Development and Redevelopment
6. Pollution Prevention/Good Housekeeping
7. Supplementary Best Management Practices

1 Public Education and Outreach

Responsible Staff / Position

Jo Colleran

Natural Resources Manager

Description

Public education and outreach is necessary because an informed and knowledgeable community is crucial to the success of a storm water management program.

It helps to ensure: Greater support for the program as the public gains a greater understanding of the reasons why it is necessary and important. Public support is particularly beneficial when operators of MS4s attempt to institute new funding initiatives for the program and seek volunteers to help implement the program; and Greater compliance with the program as the public becomes aware of the personal responsibilities expected of them and others in the community, including individual actions they can take to protect or improve the quality of area waters.

Best Management Practices

1.a-1 Distribute Educational Materials

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Description

The City of Minnetonka will continue to develop brochures, public broadcast, displays, newspaper articles or other means to educate area residents, property managers, the general public, business and industry, students, teachers, city officials and city staff about water quality impacts and protection measures.

Specific Components and Notes

New Resident packets (paper/online)
City Hall Events: Open House, Summer Fest, Eco Fair, etc.
Public Involvement
See BMP Summary Sheets 1c-1 thru 1c-6

Goals

1.a-1.1 1a-1 - Distribute Educational Materials

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

Amount of informational material distributed to the public
Documentation of the responses

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	Educational information was made available and displayed as described above.

1.b-1 Implement an Education Program

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Description

The City of Minnetonka has an established 2006-2010 Educational Activity Implementation Plan. The details of this plan will continue to be implemented during this permit cycle.

Specific Components and Notes

Continue evaluating and updating plan
See BMP Summary Sheets 1c-1 thru 1c-6

Goals

1.b-1.1 1b-1 - Implement an Education Program

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

Amount of informational material distributed to the public
Documentation of the response

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	City staff has implemented the educational activity plan. In 2007 the plan was updated and streamlined in order for the city to be more effective in its communication. The plan will continue to be annually reviewed.

1.c-1 Education Program: Public Education and Outreach

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Audiences Involved

General Public, K-12 Students, Property manager (homeowners, renters, yard care companies, groundskeepers), Local Business, Government Officials and Boards and the Media

Educational Goals for Each Audience

Raise the level of awareness of stormwater management and the impacts we have on our water resources. Additionally the city strives to educate our audience about federal, state and local regulations pertaining to water resources.

We want to engage our audience to implement stormwater BMPs and have them understand that stormwater is our community's water, it belongs to everyone and encourage them to provide input into the SWPPP.

Performance Measures

See Educational Activity Implementation Plan in SWPPP.

Goals

1.c-1.1 1c-1 - Public Education and Outreach

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

Environmental fairs, public presentations, open houses, public informational meetings, city newsletter, web site, brochures, grant program for community outreach, programs for water resource restoration and monitoring.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008 - Goal Activity	<p>This is complete. In addition to the items outlined as outreach activities, the city has completed the following:</p> <p>The city hired Fortin Consulting to educate every 4th grade class in the Minnetonka and Hopkins Public School Districts except for Clear Springs Elementary School.</p> <p>The city has implemented a grant program to enable neighborhood groups to install water resource buffers and stabilize creek banks.</p>

City staff assisted the Wing Lake Homeowners' Association in acquiring grant funding from the Nine Mile Creek Watershed District to install native buffers around Wing Lake.

City staff conducted workshops on managing runoff, rain gardens, ponds and lakes and presented information to the Wing and Rose Lake Homeowners' Associations.

The City of Minnetonka also partnered with the Nine Mile Creek Watershed District to conduct a Use Attainability Analysis (UAA) for the Holiday-Wing-Rose chain of lakes.

The city also partnered with the Minnehaha Creek Watershed District in developing interpretive signs at Headwaters' Park

1.c-2 Education Program: Public Participation

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Audiences Involved

General Public, Governmental Officials and Boards, City Staff, Local Business and the Media.

Educational Goals for Each Audience

Raise the level of awareness of stormwater management and the impacts we have on our water resources. Additionally the city strives to educate our audience about federal, state and local regulations pertaining to water resources.

We want to engage our audience to implement stormwater BMPs and have them understand that stormwater is our community's water, it belongs to everyone.

Performance Measures

See Educational Activity Implementation Plan in SWPPP

Goals

1.c-2.1 1c-2 - Public Participation

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

Press releases, city newsletter, city website, annual meeting and other public presentations.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008 - Goal Activity	<p>The items outlined as outreach activities have been completed in 2008.</p> <p>The city held its annual meeting in January 2009, disappointingly no residents attended. City staff will explore a new format for the annual meeting to encourage more public participation.</p> <p>The Planning Commission and planning staff were presented information on the details of the MS4 permit and the city's non-degradation plan in order to increase their understanding.</p>

1.c-3 Education Program: Illicit Discharge Detection and Elimination

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Audiences Involved

General Public, K-12 Students, Property Mangers (homeowners, renters, yard care companies, groundskeepers), Local Business (restaurants, gas stations), Industrial Operations, City Staff, Government Officials and Boards and the Media.

Educational Goals for Each Audience

All Audiences - Educate on illicit discharge: what it is, what are the laws, what to look for and how to report illicit discharge. Explain the difference between sanitary and storm sewer. Hazardous waste should be disposed of properly, wastewater should be disposed of in sanitary sewers, outdoor paved areas should be swept not washed, equipment and vehicles should be washed inside in areas with a sanitary sewer connection or outside on a grassy area.

Local Business and Property Managers - Materials prone to runoff or leaching should be stored indoors.

Performance Measures

See Educational Activity Implementation Plan in SWPPP

Goals

1.c-3.1 1c-3 - Illicit Discharge Detection and Elimination

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

Environmental fairs, public presentations, open houses, public informational meetings, city newsletter, web site, brochures, direct mailings, site visits with city staff, and programs for water resource monitoring.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008 - Goal Activity	<p>The items outlined as outreach activities have been completed in 2008.</p> <p>The city also notified 3 neighborhoods of illegal dumping activities in their neighborhood.</p> <p>Additionally city staff educated dock workers at a local warehouse about the impacts of smaller scale spills.</p> <p>Please refer to BMP Summary Sheet 3c-1 for specific information.</p>

1.c-4 Education Program: Construction Site Run-off Control

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Audiences Involved

General Public, Property Managers (homeowners, renters and groundskeepers), City Staff, Architects, Engineers and Developers and the Construction Industry, Government Officials.

Educational Goals for Each Audience

Make this audience aware of and ensure compliance with Local, State, and Federal regulations for control of runoff from construction sites. Additionally the city will inform this audience about the impact of sediment from gravel driveways, landscaping projects, and erosion from construction sites on our water bodies. Education on low impact development strategies and conservation development techniques will occur. This audience will be encouraged and required to conduct routine and post-storm event site inspections to ensure that BMPs are maintained.

Performance Measures

See Educational Activity Implementation Plan in SWPPP.

Goals

1.c-4.1 1c-4 - Construction Site Runoff Control

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

Environmental fairs, public presentations, open houses, public informational meetings, city newsletter, web site, brochures, informational kiosks displayed in public places, programs for water resource restoration and monitoring.

City Staff, Architects, Engineers, Developers and the Construction Industry - Local training on effective erosion control BMPs, erosion control and stormwater workshops, make available relevant resources, and share information during normal plan reviews and inspections.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The items outlined as outreach activities have been completed in 2008. Additionally the city has distributed information to the general public on construction site runoff control.

1.c-5 Education Program: Post-Construction Stormwater Management in New Development and Redevelopment

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Audiences Involved

General Public, Property Managers (homeowners, renters and groundskeepers), City Staff, Architects, Engineers,

Educational Goals for Each Audience

Urban development increases storm water runoff volumes and rates. Inform and educated the audience on permanent BMPs used for long term erosion control and water quality protection. Create an understanding that site design and maintenance can reduce storm water impacts. Create awareness pertaining to regulation and the benefits associated with these practices.

Performance Measures

See Educational Activity Implementation Plan in SWPPP.

Goals

1.c-5.1 1c-5 - Post-Construction Stormwater Management in New Development and Redevelopment

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

Environmental fairs, public presentations, open houses, public informational meetings, city newsletter, web site, brochures, informational kiosks displayed in public places, programs for water resource restoration and monitoring.

City Staff, Architects, Engineers, Developers and the Construction Industry - Local training on low impact development BMPs, erosion control and stormwater workshops, make available relevant resources, and share information during normal plan review and inspections.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008 - Goal Activity	<p>The items outlined as outreach activities have been completed in 2008.</p> <p>The city educates the public on innovative techniques in order to improve and protect our water resources. Information on rain gardens, infiltration swales, permeable pavers and wetland/shoreland buffers have been published in the Minnetonka Memo and displayed during city events.</p> <p>The city continues to use it's Civic Center Campus as a demonstration project for homeowners,</p>

developers, and contractors.

1.c-6 Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations

Responsible Staff / Position

Brian Wagstrom
 Director of Public Works

Required: Yes

Audiences Involved

Public Works Staff (Parks, Fleet, Utilities, Building Maintenance, Streets, and Natural Resources), Planning Staff, Engineering, Fire Department Staff, Police Department, Community Development Staff and Administration Staff.

Educational Goals for Each Audience

Inform and educate the audience on the requirements of the NPDES program, the responsibility of the city to comply with these regulations and how each staff member contributes to that effort.

Performance Measures

See Educational Activity Implementation Plan in SWPPP.

Goals

1.c-6.1 1c-6 - Pollution Prevention/Good Housekeeping for Municipal Operations

Responsible Staff / Position

Brian Wagstrom
 Director of Public Works

Description

Staff meeting presentation and discussions, attend in-house and external professional training, and audit of operations for water quality impacts.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008 - Goal Activity	<p>The items outlined as outreach activities have been completed in 2008.</p> <p>Formal training for all Public Works staff occurred on May 14, 2008, seasonal staff were educated on June 19, 2008.</p> <p>Ongoing education is provided to Parks Maintenance staff. They understand the relationship between phosphorus found in leaves, grass clippings, fertilizer, etc. and water quality. They understand the importance of properly applying fertilizers and pesticides and they understand the importance of controlling runoff.</p> <p>Fire Department staff receives specific training on spill containment.</p>

1.d-1 Coordination of Education Program

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Description

The City of Minnetonka will work with various partners including local Watershed Districts, School Districts, and other city departments to determine if events or educational programs are being held in which the City can participate.

Specific Components and Notes

- Watershed Districts (Minnehaha Creek, Bassett Creek, Nine Mile Creek, Riley-Purgatory)
- Metro Watershed Partners, Hennepin County, Metropolitan Council
- See BMP Summary Sheets 1d-2 thru 1d-6

Goals

1.d-1.1 1d-1 - Coordination of Education Program

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

Number of potential educational events identified
Number of events held

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>City of Minnetonka partners with the Minnehaha Creek and Nine Mile Creek Watershed Districts to provide education on specific projects.</p> <p>The city undertakes its own environmental education programs including working with neighborhood pond associations and lake associations on education of the subwatershed. The city also hires Fortin Consulting to educate all 4th graders in five out of the six public schools in the city.</p> <p>Water resource education is provided at city events such as Eco-Fair, State of the City, Citywide Open House, and special workshops and seminars.</p> <p>We have partnered with Nine Mile Creek Watershed District (NMCWD) who will be conducting a Use Attainability Analysis (UAA) on the Holiday-Wing-Rose Chain of lakes.</p>

We have partnered with Minnehaha Creek Watershed District (MCWD) to install interpretive signs at the Headwaters site. These signs educate visitors about watershed protection, water quality, and the adjacent ecology.

The city assisted the Wing Lake Homeowners' Association in developing a NMCWD grant proposal to install lakeshore buffers around Wing Lake.

The city was awarded the Garden Club of America's Club Conservation Commendation by the Lake Minnetonka Garden Club. This award was given to the city for its efforts to protect and restore the shorelines, native plant diversity and water quality of Gray's Bay public access and Headwaters Park.

1.d-2 Volunteer Lake Monitoring (CAMP)

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Description

The City of Minnetonka will participate in the Metropolitan Council's Citizen Assisted Lake Monitoring Program (CAMP). Citizen volunteers will be trained and responsible for collecting data on bi-weekly intervals throughout the summer. Data will be analyzed and a report will be generated for the city's use. Annual data will be tabulated and compared to historic data and water quality goals. The historic data will be analyzed to identify changes.

Specific Components and Notes

- Volunteer list
- Targeted lakes for monitoring
- Metropolitan Council's water quality report

Goals

1.d-2.1 1d-2 - Volunteer Lake Monitoring (CAMP)

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

- Number of volunteers participating in the programs each year
- Number of lakes sampled each year

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city sampled Lake Minnetoga and Lake Rose. Two volunteers participated. The city also partnered with Nine-Mile Creek Watershed District to sample Wing Lake.

1.d-3 Volunteer Wetland Monitoring (WHEP)

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Description

The City of Minnetonka currently participates in the Hennepin County Wetland Health Evaluation Program (WHEP). The City will continue to participate. The wetland data collected will be analyzed and a report will be prepared for stakeholders. Where multiple years of data are available for a specific wetland the data will be reviewed to determine if there is a discernible change in the health of the wetland.

Specific Components and Notes

- Volunteer list
- Targeted ponds/wetlands for monitoring
- Hennepin County wetland report

Goals

1.d-3.1 1d-3 - Volunteer Wetland Monitoring (WHEP)

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

- Number of volunteers participating in the programs each year
- Number of ponds/wetlands sampled each year

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	20 regular volunteers monitored four wetlands as part of WHEP.

1.d-4 Volunteer Stream Monitoring (VSMP)

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Description

The City of Minnetonka currently participates in the Volunteer Stream Monitoring Program through the Hennepin Conservation District, in cooperation with Hopkins High School. The City will continue to participate as long as funding remains available. The stream biota data collected will be analyzed and summarized in a report for stakeholder use. Where multiple years of data are available for a specific location the data will be analyzed to identify long term trends.

Specific Components and Notes

- Volunteer list
- Targeted streams/creeks for monitoring

Goals

1.d-4.1 1d-4 - Volunteer Stream Monitoring (VSMP)

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

- Number of volunteers participating in the programs each year
- Number of streams monitored each year

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	Hopkins High School continues to conduct the stream monitoring program.

1.d-5 Conduct Informational Workshops

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Description

The City of Minnetonka, as part of its public education and public involvement efforts, currently provides information at periodic community events for interested citizens wishing to improve the quality of the city's natural resources. Community events include the City Open House, Public Works Open House, Summer Fest, Eco-Fair, Citizenship Academy, and the Builders and Remodelers Fair.

Specific Components and Notes

- Develop brochure of available activities, include other agency opportunities.
- Create display to be used at events.
- Create list of volunteers, categorized by interest.
- Publicize in Minnetonka Memo and website.
- Results of past water quality data collection programs

Goals

1.d-5.1 1d-5 - Conduct Informational Workshops

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

- Number of events hosted
- Number of citizens contacted at events
- Number of citizens recruited for programs as a result of the workshops

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>In 2008 the city hosted several events that educated the public about the quality of the city's natural resources; including the mayor's State of the City Address which educates business owners, Eco Fair, Citizen Academy, Summerfest and the Citywide Open House.</p> <p>The city also initiated its Eco-Series of Walks and Talks focusing on natural resource issues. On February 26, 2008 the city educated seniors on water resource protection. Shallow Lakes and Ponds was offered on March 12. Low impact landscape and yard care workshops were held in April and May and the Metro Blooms raingarden workshop was held on June 5.</p>

The city's shoreland ordinance increased resident awareness of the importance of lake and creek buffers.

Residents donated 2023 volunteer hours on natural resource projects such as storm drain monitoring, wetland monitoring, CAMP, restoration projects and stream bank stabilization.

In an attempt to educate area professionals city staff presented water resource protection presentations to the Citizen League and the MN Chapter of the American Planners Association.

Additionally staff presented information on water resources relative to the Comprehensive Guide Plan process. This information was shared with representatives of other cities.

1.d-6 Develop Watershed Organizations

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

The boundaries of the City of Minnetonka fall within the jurisdiction of four watershed organizations: Minnehaha Creek Watershed District, Riley-Purgatory-Bluff Creek Watershed District, Nine-Mile Creek Watershed District, and Bassett Creek Watershed Management Organization. City has good working relationship with these organizations and will continue to work with them throughout the community.

Specific Components and Notes

- Document Watershed Organizations
- Website provides links to four watershed districts
- Work with watershed districts on joint educational efforts, whenever possible

Goals

1.d-6.1 1d-6 - Develop Watershed Organizations

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

- Percentage of MS4 area assigned to organization
- Names and number of organizations
- Number of joint educational efforts

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>This activity complete in 2008.</p> <p>The city is an active partner in Bassett Creek Watershed Management Organization (BCWMO). City staff serves on the WMO Technical Advisory Committee (TAC) and attend all commission meeting.</p> <p>The city has a strong working relationship with NMCWD and MCWD. In 2008 the city was named a "Watershed Hero" by the MCWD.</p> <p>City staff attends a majority of board meetings and serves on the TAC for Riley-Purgatory-Bluff Creek Watershed District (RPBCWD).</p>

1.e-1 Annual Public Meeting

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

Conduct an Annual Storm Water Informational Meeting to receive public opinion on the adequacy of the SWPPP program components. This meeting will be held prior to the submittal of the annual report on the implementation of the City of Minnetonka SWPPP.

Specific Components and Notes

- Establish meeting procedures and processes for speakers and written material
- Allow interested persons a reasonable time to make oral statements on the SWPPP
- Consider timely, relevant written materials submitted by interested persons on the SWPPP
- Meeting to be held in a place that is generally convenient to persons expected to attend the meeting
- Notice of public meeting must be prepared and distributed at least 30 days prior to the meeting, See BMP Summary Sheet 2a-1

Goals

1.e-1.1 1e-1 - Annual Public Meeting

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

- Completed public meetings
- Attendance Roster
- Adjustments made to SWPPP

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>Conducted an annual stormwater informational meeting on January 21, 2009 to receive public opinion on the adequacy of the SWPPP program components and there were no attendees.</p> <p>In an attempt to receive public comment city staff had a display at the city's Eco-Fair event held in March of 2009, where approximately 30 residents discussed stormwater issues and the SWPPP. There were no necessary changes to the SWPPP based on these citizen comments.</p>

2 Public Participation/Involvement

Responsible Staff / Position

Liz Stout

Water Resources Engineer

Description

An active and involved community is crucial to the success of a storm water management program because it allows for:

-Broader public support since citizens who participate in the development and decision-making process are partially responsible for the program. Therefore, they are less likely to raise legal challenges to the program and more likely to take an active role in its implementation.

-Shorter implementation schedules due to fewer obstacles in the form of public and legal challenges and increased sources in the form of citizen volunteers.

-A broader base of expertise and economic benefits since the community can be a valuable and free intellectual resource.

-A conduit to other programs as citizens involved in the storm water program development process provide important cross-connections and relationships with other community and government programs. This benefit is particularly valuable when implementing a storm water program on a watershed basis.

Best Management Practices

2.a-1 Comply with Public Notice Requirements

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

The City of Minnetonka will provide a notice of the Annual Storm Water Informational meeting or any subsequent meetings to discuss the provisions of the SWPPP, it's effectiveness, or amendments there to at least 30 days prior. Include all components listed below and distribute public notices in areas to best notify a diverse group of citizens within Minnetonka.

Specific Components and Notes

- Date
- Time
- Location (must be convenient to persons expecting to attend the meeting)
- Description of how the meeting will be conducted
- Location of the SWPPP for review prior to the meeting
- Locations of Notice
 - o Minnetonka Memo (monthly newsletter)
 - o Official City Newspaper
 - o Minnetonka Website
- See BMP Summary Sheet 1e-1

Goals

2.a-1.1 2a-1 - Comply with Public Notice Requirements

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Complete public notice

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The annual stormwater meeting was publicly noticed on the city's website, in the Minnetonka Memo and in the Lakeshore Weekly.

2.b-1 Solicit Public Input and opinion on the Adequacy of the SWPPP

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

See BMP Summary Sheet 1e-1

Specific Components and Notes

See BMP Summary Sheet 1e-1

Goals

2.b-1.1 2b-1 - Solicit Public Input and opinion on the Adequacy of the SWPPP

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

See BMP Summary Sheet 1e-1

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	Public input was solicited via the Minnetonka Memo, Hot Topics on the City of Minnetonka website, the local newspaper and at the annual meeting held on January 21, 2009.

2.b-2 Stormwater Community Hotline/Website

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

The City of Minnetonka has an existing community hotline and website link for residents to provide comments on the SWPPP. City staff may also receive comments via phone or email.

Specific Components and Notes

- Increase public participation
- Adaptation of Minnetonka Mike system
- Coordinate with I.T. Department

Goals

2.b-2.1 2b-2 - Stormwater Community Hotline/Website

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

- Number of calls from the community hotline
- Number of emails from the community website
- Number of City staff actions initiated based on calls/emails received
- Adjustments made to SWPPP

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city received no inquiries regarding the city's SWPPP. Due to this lack of public input, no changes were make to the SWPPP in 2008.

2.b-3 Public Opinion and Recommendation Surveys

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

The City of Minnetonka will continue to develop and include questions in its annual community telephone survey regarding storm water policy input and/or procedural recommendations and water resource related issues.

Specific Components and Notes

- Method to subjectively quantify the effectiveness of the SWPPP, including educational efforts
- Public involvement

Goals

2.b-3.1 2b-3 - Public Opinion and Recommendation Surveys

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

- Percentage of residents surveyed
- Adjustments made to SWPPP

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	This item was completed in 2008. Decision Resources Inc. was hired by the city to survey 400 residents in March 2009. This survey is statistically valid to +/- 0.5%.

2.c-1 Consider Public Input

Responsible Staff / Position

Liz Stout

Water Resources Engineer

Required: Yes

Description

Consider public comments, both oral and written, regarding the SWPPP.

Specific Components and Notes

-Provide a public comment period for the Annual Meeting

-See BMP Summary Sheets 1e-1, 2b-2, and 2b-3

Goals

2.c-1.1 2c-1 - Consider Public Input

Responsible Staff / Position

Liz Stout

Water Resources Engineer

Description

-Number of comments considered

-Adjustment made to SWPPP

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city received no comments during the 2008 Annual Meeting. Based on the lack of comments no changes were required to the SWPPP.

3 Illicit Discharge Detection and Elimination

Responsible Staff / Position

Liz Stout

Water Resources Engineer

Description

Federal regulation define an illicit discharge as "...any discharge to a MS4 that is not composed entirely of storm water..." This definition applies with some exceptions. These exceptions include discharges from the NPDES/SDS-permitted industrial sources and fire-fighting activities. Illicit discharges are considered "illicit" because MS4s are not designed to accept, process, or discharge such non-storm water wastes. It is important to note that illicit does not mean illegal, although sometimes they are illegal.

Illicit discharges enter the system through either indirect connections (i.e. wastewater piping either mistakenly or deliberately connected to the storm drains) or indirect connections (i.e. infiltration into the MS4 from cracked sanitary systems, spills collected by drain outlets, or paint or used oil dumped directly into a drain). The result is untreated discharges that contribute high levels of pollutants including heavy metals, toxics, oil and grease, solvents, nutrients, viruses, and bacteria to receiving water bodies. Pollutant levels from these illicit discharges have been shown in EPA studies to be high enough to significantly degrade receiving water quality and threaten aquatic, wildlife and human health.

Best Management Practices

3.a-1 Storm Sewer System Map

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

The City of Minnetonka will prepare a map that shows the location of appropriate storm sewer system components and receiving discharge bodies. This map can facilitate the operations and maintenance of the system and management of illicit discharge detection and elimination.

Specific Components and Notes

- Map locations of all ponds, streams, lakes, and wetlands that are part of MS4 system
- Map all structural pollution control devices (grit chambers, separators, etc) that are part of MS4
- Map, at a minimum, all pipes that are 24 inches in diameter or greater. As a goal, map all pipes and conveyances in the MS4 system
- Map the location of all outfalls and other discharge points leaving the MS4
- GIS mapping
- Show private storm sewer system connection locations on map

Goals

3.a-1.1 3a-1 - Storm Sewer System Map

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

Completed MS4 storm sewer system map.

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
06/30/2008	2008-Goal Activity	The map was finalized by June 30, 2008. This item is complete. As new projects are completed the system map is updated on an as-needed basis.

3.b-1 Regulatory Control Program

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

The City of Minnetonka will continue to review and update existing ordinances as needed to prohibit non-stormwater discharge into the municipal storm sewer system. The City will revise the ordinances according to regulatory agency requirements as they change.

Specific Components and Notes

- Meetings with city attorney, community development staff and public works staff
- Septic system control
- Illicit connections control
- Illegal dumping control
- Recreational sewage control
- Special attention paid to pool water disposal
- Right of Entry provision
- Provide for a higher level of response for more dangerous discharges

Goals

3.b-1.1 3b-1 - Regulatory Control Program

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Completion of review of existing ordinances and comparison with other communities and regulatory bodies

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>The city is currently implementing an infiltration and inflow inspection program to capture illicit discharges in the home.</p> <p>City staff has reviewed the city's existing ordinance regarding illicit discharge. Between this existing ordinance and the city's non-degradation plan there is enough regulation in place and no further revisions are planned at this time.</p>

3.c-1 Illicit Discharge Detection and Elimination Plan

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

The City of Minnetonka will work to identify and eliminate illicit discharges to the storm sewer system. Illicit discharges will be identified during inspections and/or notification by the public. After detection of illicit discharge locations, the City will evaluate proper procedures and enforce the provisions of the city ordinances pertaining to illicit discharges into the storm sewer system.

Specific Components and Notes

- Relationship between Public Works and Fire Department
- Coordinate with Storm Sewer Inspection Program, See BMP Summary Sheet 6b-2 and 6b-3
- Include illegal dumping as an illicit discharge
- Coordinate with the city nuisance ordinance provisions
- The City of Minnetonka has an existing community hotline and website link for residents to report illicit discharges. City staff may also receive comments via phone or email.

Goals

3.c-1.2 3c-1 - Illicit Discharge Detection and Elimination Plan

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

- Number of illicit discharges detected annually
- Number of enforcement actions taken annually

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>The city is already addressing the issues of illicit discharge and illegal dumping. Notification to the responsible party already occurs.</p> <p>City staff are being educated and made aware of what illicit discharges are and what to look for in the field to detect and prevent them.</p>

3.d-1 Public and Employee Illicit Discharge Information Program

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Description

The City of Minnetonka will incorporate methods to inform public employees and the public into existing hazardous training, annual meetings, or other forums as might exist.

Specific Components and Notes

- Public Works Spring Training
- Community Development Inspectors
- Annual Building contractors Meeting
- Environmental Health (Restaurants)
- Chamber of Commerce
- Consider annual Minnetonka Memo article
- Annual Meeting, See BMP Summary Sheet 1e-1
- See BMP Summary Sheets 6a-5 thru 6a-9

Goals

3.d-1.1 3d-1 - Public and Employee Illicit Discharge Information Program

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

-Number and types of meetings at which information was presented

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	Refer to BMPs 1c-3 and 1c-6 of the Educational Implementation Program. City staff are trying to raise awareness among all employees in order to detect and prevent illicit discharge.

3.e-1 Identification of Non Stormwater Discharges and Flows

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

The City of Minnetonka will evaluate non-stormwater discharges to determine if they could be considered significant contributors of pollutants to jurisdictional water bodies.

Specific Components and Notes

- Water line flushing
- Landscape irrigation
- Foundation drains
- Residential car washing
- Dechlorinated swimming pool discharge
- Street wash water
- Water from crawl space pumps
- Discharge or flows from fire fighting activities
- Lawn watering
- Diverted stream flows

Goals

3.e-1.1 3e-1 - Identification of Non Stormwater Discharges and Flows

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Determination of significance completed

	2006	2007	2008	2009	2010
Planned Activity:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>The city has evaluated the significance of the non-stormwater discharges outlined in this BMP. The city has a comprehensive education program to educate the public about these types of discharges. Currently these discharges are not a significant contributor of pollutants however the city takes a proactive approach to minimizing these discharges. As individual cases arise the city will contact that property owner and take enforcement action as appropriate.</p> <p>The city's I and I program is nearly complete which required sump pump disconnects from the sanitary sewer. In order to capture this discharge the city is</p>

installing road-side drain tile as part of road reconstruction projects to minimize the impacts of these new flows.

Have met with Planning, Engineering and Building Inspection Departments. A policy was created with the building permit technicians requiring all new installation of geo-thermal heating systems to be closed loop.

City staff was informed about the implications of non-stormwater discharges to our water bodies. Staff addresses specific components of this BMP as they come to our attention.

4 Construction Site Stormwater Runoff Control

Responsible Staff / Position

Jo Colleran

Natural Resources Manager

Description

Polluted storm water runoff from construction sites often flows to MS4s and ultimately is discharge into local rivers and streams. Sediment is usually the main pollutant of concern. According to EPA, sediment runoff rates from construction sites are typically 1-10 times greater than those of agricultural lands, and 1,000 to 2,000 times greater than those of forest lands.

During a short period, construction sites can contribute more sediment to streams than can be deposited naturally over several decades. The resulting siltation and the contribution o other pollutants from construction sites can cause physical, chemical, and biological harm to our nation's waters. For example, excess sediment can quickly fill rivers and lake, requiring dredging and destroying aquatic habitats.

Best Management Practices

4.a-1 Ordinance or Other Regulatory Mechanism

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Description

The City of Minnetonka has revised its ordinances to better address grading and erosion control issues, including construction site storm water runoff. The revised ordinance was adopted in 2003.

Specific Components and Notes

- Right of Entry provision
- Construction site waste control
- Site erosion control timelines for compliance
- Penalties for non-compliance
- Incentives/disincentives
- Required site plan review procedures, See BMP Summary Sheet 4d-1
- Reference to WRMP, See BMP Summary Sheet 5b-2

Goals

4.a-1.1 4a-1 - Ordinance or Other Regulatory Mechanism

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

-Continue implementing ordinance, documentation and enforcement procedures

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The City of Minnetonka regularly inspects construction sites and enforces city's ordinances. Documentation pertaining to specific sites are on file at the city on all active construction sites.

4.b-1 Construction Site Implementation of Erosion and Sediment Control BMPs

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Description

The City of Minnetonka has developed procedures for construction site soil and sedimentation erosion control within the Planning Department's and Natural Resources Division's site plan review process and the grading ordinance. Inspection and enforcement procedures are included. The MPCA's recommended construction site BMPs are referenced.

Specific Components and Notes

- Define communication links between planning, engineering and community development
- Establish department responsibilities
- Grading and Erosion Control Ordinance, See BMP Summary Sheet 4a-1
- Site Plan Review, See BMP Summary Sheet 4d-1

Goals

4.b-1.1 4b-1 - Construction Site Implementation of Erosion and Sediment Control BMPs

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

- Number of plan reviews performed annually
- Number of inspections performed annually

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	In 2008 city staff reviewed and inspected over 130 grading and building permits for erosion control and compliance with natural resource regulations. An additional 400 ongoing inspections occurred to ensure compliance with natural resource regulations.

4.c-1 Waste Controls for Construction Site Operators

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Description

The City of Minnetonka has established specific guidelines, inspection criteria and enforcement procedures for the management of construction site waste. The program details requirements for construction site operators to control waste, such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste, at the construction site that may cause adverse impacts to water quality. The program has been incorporated into the Grading and Erosion Control Ordinance.

Specific Components and Notes

- Review nuisance ordinance
- See BMP Summary Sheet 4a-1
- See BMP Summary Sheet 4b-1

Goals

4.c-1.1 4c-1 - Waste Controls for Construction Site Operators

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

- Number of annual inspections
- Number of enforcement actions taken annually

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	Waste control is inspected on every inspected construction site. Builders are normally in compliance. In 2008 the city took no enforcement action on this specific issue.

4.d-1 Procedure for Site Plan Review

Responsible Staff / Position

Loren Gordon
City Planner

Required: Yes

Description

The City of Minnetonka currently has an established site plan review process that incorporates consideration of potential water quality impacts. Development proposals are routed to numerous staff for review and comment. Staff looking at development proposals from a water quality impact perspective include: Assistant City Engineer and Natural Resources Division Manager. Erosion, sediment control, water quality and natural resource issues are discussed with developers and home owners. Proposals are routed to Planning Commission, Park Board, and/or City Council as required by ordinance.

Specific Components and Notes

- Grading and Erosion Control Ordinance, See BMP Summary Sheet 4a-1
- Development and Redevelopment Review Program, See BMP Summary Sheet 5a-1
- 120 day review period
- Erosion control plan required to be submitted with grading plan

Goals

4.d-1.1 4d-1 - Procedure for Site Plan Review

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

- Review existing development review/site plan review process with regards to the erosion control ordinance
- Change site plan review procedures as necessary

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>All development and grading plans are reviewed with erosion control in mind. The city requires developers or contractors to amend their plans to comply with city erosion control ordinance. Examples include inlet protection, dust control and covering stockpiles that are left undisturbed for more than 14 days.</p> <p>In 2008 city staff reviewed 79 proposals with water quality and natural resource protection in mind.</p>

4.e-1 Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Description

The City of Minnetonka will continue to evaluate the existing construction site and erosion issues complaint procedures and refine the process. Record-keeping of complaints and resulting site inspection tracking will be developed and refined. The City of Minnetonka has an existing community hotline and website link for residents to report construction site sediment control issues. City staff may also receive comments via phone or email.

Specific Components and Notes

- See BMP Summary Sheet 2b-2
- See BMP Summary Sheet 4f-1

Goals

4.e-1.1 4e-1 - Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncom

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

- Number of complaints received annually
- Number of enforcement actions taken annually

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city tracks construction site complaints and received 37 complaints in 2008. City staff responded appropriately to all of these complaints.

4.f-1 Establishment of Procedures for Site Inspections and Enforcement

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: Yes

Description

The City of Minnetonka is continuing to refine the existing site inspection and enforcement procedures in concurrence with the Grading and Erosion Control Ordinance. The City of Minnetonka has an existing community hotline and website link for residents to report construction site sediment control issues. City staff may also receive comments via phone or email.

Specific Components and Notes

- Follow criteria for site inspections
- Determine if inspections will be conducted by city staff or outside sources
- Determine if funding necessary for inspection and enforcement program
- Clearly define inspection program and enforcement actions. Develop with the City Attorney's input and communicate the program to the Mayor, Council Members and Planning Commissioners
- Consider stop work orders, fines and other methods of enforcement
- Grading and Erosion Control Ordinance, See BMP Summary Sheet 4a-1

Goals

4.f-1.1 4f-1 - Establishment of Procedures for Site Inspections and Enforcement

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

- Number of site inspections conducted annually
- Number of enforcement actions taken annually

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city actively inspects and enforces its grading and erosion control ordinance. In 2008 staff reviewed and inspected 130 grading and erosion control plans and enforcement was taken on of those sites where it was required.

4.f-2 Road and Bridge Maintenance

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: No

Description

The City of Minnetonka conducts an annual street rehabilitation program in which selected jurisdictional streets are overlaid, milled and overlaid, and/or full depth reconstructed. Full construction plans and specifications are prepared where appropriate and include appropriate erosion control measures. Project inspectors are onsite daily to oversee construction and erosion control measures implementation.

Specific Components and Notes

- Proper construction site material storage
- Catch basins or other inlets covered or protected during construction

Goals

4.f-2.1 4f-2 - Road and Bridge Maintenance

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Number of street construction projects annually

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>The city milled and overlaid approximately 15 miles of road and reconstructed 2.5 miles of road. SWPPPs are implemented on all reconstruction projects and city construction coordinators maintain erosion control certification.</p> <p>The city's Water Resources Engineer was certified as a MnDOT Erosion Control Inspector. This certification allowed the staff member to take on a supervisory role on street reconstruction projects to ensure erosion control compliance.</p>

5 Post-Construction Stormwater Management in New Development and Redevelopment

Responsible Staff / Position

Liz Stout

Water Resources Engineer

Description

Post-construction storm water management in areas undergoing new development or redevelopment is necessary because runoff from these areas has been shown to significantly affect receiving water bodies. According to the EPA, many studies indicate that prior planning and design for the minimization of pollutants in post-construction storm water discharges is the most cost-effective approach to storm water quality management.

There are generally two forms of substantial impacts of post-construction runoff. The first is caused by an increase in the type and quantity of pollutants in storm water runoff. As runoff flows over areas altered by development, it picks up harmful sediment and chemicals such as oil and grease, pesticides, heavy metals, and nutrients (i.e. nitrogen and phosphorus). These pollutants often become suspended in runoff and are carried to receiving water such as lakes, ponds and streams. Once deposited, these pollutants can enter the food chain through small aquatic life, eventually entering the tissues of fish and humans.

The second kind of post-construction runoff impact occurs by increasing the quantity of water delivered to the water body during storms. Increased impervious surfaces interrupt the natural cycle of gradual percolation of water through vegetation and soil. Instead, water is collected from surfaces such as asphalt and concrete, and routed to drainage systems where large volumes of runoff quickly flow to the nearest receiving water. The effects of this process include stream bank scouring and downstream flooding. This often leads to a loss of aquatic life and damage to property.

Best Management Practices

5.a-1 Development and Implementation of Structural and/or Non-structural BMPs

Responsible Staff / Position

Loren Gordon
City Planner

Required: Yes

Description

The City of Minnetonka currently has procedures in place for a Development and Redevelopment Plan Review Program. The city's planning process considers any proposal and its compliance with, among others, the following ordinances: zoning, shoreland, wetland, and floodplain districts, and tree preservation. Water quality impacts and impervious surface restrictions are also considered. The city's Water Resources Management Plan also has specific guidelines for development. Some of the specific components (BMPs) are current practices conducted by the city and some have been selected as possible BMPs which may be appropriate options for minimizing stormwater runoff pollution and flooding. BMPs are implemented as part of developments and redevelopments that minimize the impact of storm water runoff by trapping floating debris and oils and removing sediment and nutrients by infiltrating runoff through rain gardens, by filtering it with other bioretention techniques or by settling sediment and nutrients out in temporary or permanent ponds. Runoff volumes are reduced by minimizing impervious surface, by infiltration where possible and through evapotranspiration in vegetated swales, drainage corridors and ponds.

Specific Components and Notes

- Zoning, Shoreland, Wetland and Floodplain ordinances
- Water Resources Management Plan (WRMP) will be updated on or before 2009, See BMP Summary Sheet 5b-2
- See BMP Summary Sheets 5a-2 thru 5a-9

Goals

5.a-1.1 5a-1 - Development and Implementation of Structural and/or Non-structural BMPs

Responsible Staff / Position

Loren Gordon
City Planner

Description

-Number of plan reviews performed annually

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	In 2008 the city reviewed 79 plans and required conformance to the stated BMPs.

5.a-2 Electronic Version of Construction Site BMPs and Installation Criteria

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: No

Description

The City of Minnetonka will provide a link on its website to the MPCA's website where the MPCA Construction Site BMP manual is available for review. The City will also provide a link to the Minnehaha Creek Watershed District's website where the Urban Small Site BMP manual is available for review.

Specific Components and Notes

- Keep link to MPCA website up-to-date: www.pca.state.mn.us
- Keep link to MCWD website up-to-date: www.minnehahacreek.org
- Links to other watershed districts also
- Public Education component

Goals

5.a-2.1 5a-2 - Electronic Version of Construction Site BMPs and Installation Criteria

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Website links kept up to date

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	This item was originally completed in 2006 and continues to be updated as needed.

5.a-3 Community Resource Guide for BMP Availability

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: No

Description

The City of Minnetonka has prepared printed resource material to distribute to citizens and trade professionals interested in knowing where and how to obtain erosion and sediment control products and services. This material will be updated as needed.

Specific Components and Notes

- Distribute material at community events, on an as-requested basis, or as otherwise appropriate
- Material available on the city website
- Update as needed
- Public education and public involvement components

Goals

5.a-3.1 5a-3 - Community Resource Guide for BMP Availability

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

- Completed resource materials
- Number of resource materials distributed

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The resource material is made available to residents upon request, at site inspections, posted on the city's web site and distributed at city wide events. The contents are updated as needed.

5.a-4 Education Classes and Workshops on Proper Erosion Control Installation Techniques

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: No

Description

The City of Minnetonka will provide training to area trade professionals who attend the city's Building Contractors Workshop. Training will include appropriate installation criteria and guidelines for erosion and sediment control products. Guidelines for inspection criteria will be included.

Specific Components and Notes

- Develop training agenda and brochures for handout
- Public educational component
- Encourage attendance at other available training and workshops (i.e. MnDOT certification)

Goals

5.a-4.1 5a-4 - Education Classes and Workshops on Proper Erosion Control Installation Techniques

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

-Number of attendees at workshop

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	City staff educates the public at city wide events including Eco-Fair and the Remodeler's Fair. Staff also provides information to all building and grading permit applicants on water resource protection.

5.a-5 Wet Ponds, Dry Ponds

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: No

Description

The City of Minnetonka will continue to require wet and dry storm water detention ponds as detailed in the Water Resources Management Plan (WRMP) to protect lakes and creeks within the jurisdictional limits and other water bodies in which surface drainage from the jurisdiction discharges into a receiving water.

Specific Components and Notes

- Water Resources Management Plan, See BMP Summary Sheet 5b-2
- Planning Ordinances, See BMP Summary Sheet 5b-1

Goals

5.a-5.1 5a-5 - Wet Ponds, Dry Ponds

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

- Number of wet ponds installed
- Number of dry ponds installed

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	As part of the city's development review stormwater treatment was required on 79 planning applications. A total of 3 wet ponds and 1 dry ponds were installed.

5.a-6 Underground Storage Pipe

Responsible Staff / Position

Liz Stout

Water Resources Engineer

Required: No

Description

The City of Minnetonka will continue to allow underground storage pipes in lieu of surface ponding, as appropriate. The use of the underground storage pipes will protect lakes and creeks within the jurisdictional limits and other water bodies in which surface drainage from the jurisdiction discharges into a receiving water.

Specific Components and Notes

-Water Resources Management Plan, See BMP Summary Sheet 5b-2

-Planning Ordinances, See BMP Summary Sheet 5b-1

Goals

5.a-6.1 5a-6 - Underground Storage Pipe

Responsible Staff / Position

Liz Stout

Water Resources Engineer

Description

-Number of underground storage pipes installed

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city approved one underground storage tank in 2008.

5.a-7 Infiltration Basin, Infiltration Trench, Rain Garden

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: No

Description

In locations within the City of Minnetonka of acceptable sandy soil conditions for infiltration, the City has installed infiltration basins, infiltration trenches, and rain gardens to minimize localized storm water pollution runoff as well as increase the aesthetic quality of the City, the City plans to continue this BMP in areas as physical conditions allow.

Specific Components and Notes

- Water Resources Management Plan, See BMP Summary Sheet 5b-2
- Planning Ordinances, See BMP Summary Sheet 5b-1

Goals

5.a-7.1 5a-7 - Infiltration Basin, Infiltration Trench, Rain Garden

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Number of infiltration basins, including infiltration trenches and rain gardens, installed

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city required the installation of 13 infiltration techniques including basins, trenches and rain gardens.

5.a-8 Filter/Buffer Strips

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: No

Description

The City of Minnetonka recently adopted a wetland buffer provision in its Wetland Ordinance. Acting as buffer strips, the wetland buffer requirements vary in width based on the quality of the receiving wetland. The city currently has many naturally occurring buffers adjacent to wetlands and will require new buffers and wetland setbacks as the ordinance indicates.

Specific Components and Notes

- Water Resources Management Plan, See BMP Summary Sheet 5b-2
- Planning Ordinances, See BMP Summary Sheet 5b-1
- Minnehaha Creek Watershed District buffer requirements also apply

Goals

5.a-8.1 5a-8 - Filter/Buffer Strips

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

-Approximate number of buffer strips installed

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city requires wetland buffers as outlined by city ordinance. In 2008 the city required wetland buffers on 7 sites totaling approximately 3 acres.

5.a-9 Stabilization Seeding

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Required: No

Description

The City of Minnetonka currently requires proper seeding of disturbed sites for stabilization and erosion control. This provision will be reviewed in conjunction with the Grading and Erosion Control Ordinance and modified as necessary. The City will continue to enforce this requirement to ensure timely vegetative cover after soil disturbance to stabilize the surface.

Specific Components and Notes

- Installation requirements
- Inspection procedures, See BMP Summary Sheet 4f-2
- Water Resources Management Plan, See BMP Summary Sheet 5b-2
- Planning Ordinances, See BMP Summary Sheet 5b-1
- Grading and Erosion Control Ordinance, See BMP Summary Sheet 4a-1

Goals

5.a-9.1 5a-9 - Stabilization Seeding

Responsible Staff / Position

Jo Colleran
Natural Resources Manager

Description

- Number of site visits without violations
- Number of violations to seeding provision
- Number and types of enforcement actions

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city inspects all sites requiring a grading and/or building permit and requires vegetative cover. The city inspected 130 sites in 2008. Over 95% of these sites had vegetative cover and required no further action. Enforcement action was taken where necessary.

5.a-10 Bio-Engineering

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: No

Description

The City of Minnetonka has seen a limited number of bio-engineering techniques such as live stakes used in recent conservation/low impact developments. The city will encourage the use of more bio-engineering techniques in future developments.

Specific Components and Notes

- Live Gully Repair
- Live Crib Wall
- Tree Revetments
- Log Root Wads
- Willow Posts
- Live Stakes
- Wattling or Live Facines

Goals

5.a-10.1 5a-10 - Bio-Engineering

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Number of bio-engineering techniques used

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	There were no opportunities for bio-engineering in 2008.

5.a-11 Structural or Hard Engineering Techniques

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: No

Description

The City of Minnetonka has used structural stabilization techniques in the past and will continue to allow the use of these techniques. Some of the specific components listed below are current practices conducted by the City and some have been selected as possible BMPs which may be appropriate options for minimizing stormwater runoff pollution and flooding.

Specific Components and Notes

- Gabions
- Grid Pavers
- Grid Stabilization Structures
- Paved Flumes
- Outlet Stabilization Structure
- Channel Riprap
- Slope Riprap

Goals

5.a-11.1 5a-11 - Structural or Hard Engineering Techniques

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Number of structural techniques used

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city had 4 new ponds installed with riprap to prevent erosion. Approximately 20 pipe outlets were repaired using riprap as a structural technique to control erosion and stabilize channels and slopes.

5.a-12 Manufactured BMPs

Responsible Staff / Position

Liz Stout

Water Resources Engineer

Required: No

Description

The City of Minnetonka had routinely installed sump catch basins within its MS4, especially in recent years. The City will continue to install/require sump catch basins and will consider other manufactured BMPs on a project by project basis to determine suitability.

Specific Components and Notes

- Catch basin inserts
- Oil and Grit Separators
- Swirl Concentrators (i.e. StormCeptor)

Goals

5.a-12.1 5a-12 - Manufactured BMPs

Responsible Staff / Position

Liz Stout

Water Resources Engineer

Description

-Number of units installed

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	There were 2 sump catch basins or grit chambers installed throughout the city to promote water quality.

5.b-1 Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment

Responsible Staff / Position

Loren Gordon
City Planner

Required: Yes

Description

The City of Minnetonka currently operates under a Zoning Ordinance that focuses on current subdivision regulations and water quality goals written within the Water Resources Management Plan (WRMP). The City has numerous provisions within the Zoning Ordinance to address general water quality issues and post-construction runoff from new developments and redevelopment projects

Specific Components and Notes

- Zoning Ordinance Adopted
- Steep Slope Ordinance Adopted
- Tree Preservation Ordinance Adopted
- Shoreland Ordinance Adopted
- Wetland Ordinance Adopted
- Water quality standards adopted as part of the Water Resources Management Plan, See BMP Summary Sheet 5b-2
- Maximum allowable impervious surface
- Low Impact Development

Goals

5.b-1.1 5b-1 - Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment

Responsible Staff / Position

Loren Gordon
City Planner

Description

-Number of plan reviews performed annually

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>The city reviewed 79 plans in 2008 to address water resource protection.</p> <p>City staff educated the Planning Commission about stormwater runoff and the city's Non-Degradation plan. This allows the planning commission to make more informed decisions when reviewing development proposals.</p>

5.b-2 Water Resources Management Plan (WRMP)

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: No

Description

The City of Minnetonka currently has a Water Resources Management Plan (WRMP) that was adopted in January 1999 to comply with State and Watershed District requirements. The WRMP describes and identifies the specific components listed below. The WRMP will be reviewed in five-to ten-year intervals to determine whether updates are required to meet changing legal or physical conditions. Amendments may be either minor or major.

Specific Components and Notes

- Geology and soil types
- Water Resources
- Sensitive Resources
- Wetland Inventory
- Basin Outflow Rates
- Water quality goals and requirements
- WRMP will be updated on or before 2009
- Major and minor amendments will be submitted to the appropriate agencies per Chapter 10 of the WRMP

Goals

5.b-2.1 5b-2 - Water Resources Management Plan (WRMP)

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Completed WRMP

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city's Water Resources Management Plan update was completed in 2008. It is now out for final review and approval by the watershed districts and other agencies. It is anticipated to be adopted by the city council in 2009.

5.c-1 Long-term Operation and Maintenance of BMPs

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

The City of Minnetonka will continue an existing program of inspection and repair to structural BMPs. There will be a rotational inspection schedule and repairs made as they are discovered.

Specific Components and Notes

-See BMP Summary Sheets 6a-1 and 6b-1 thru 6b-6

Goals

5.c-1.1 5c-1 - Long-term Operation and Maintenance of BMPs

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Number of inspections performed
-Number of repairs made

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	Work Orders included with BMP Summary Sheets 6a-1 and 6b-1 through 6b-6

6 Pollution Prevention/Good Housekeeping

Responsible Staff / Position

Brian Wagstrom
Director of Public Works

Description

This measure requires the MS4 to examine and subsequently alter their own actions to help ensure a reduction in the amount and type of pollution that 1) collects on streets, parking lots, open spaces, and storage and vehicle maintenance areas and is discharged to local waterways; and 2) results from actions such as environmentally damaging land development and flood management practices or poor maintenance of storm sewer systems.

While the goal of this measure is to improve and/or protect the quality of receiving waters by altering the performance of MS4 operations, it can also result in cost savings for the MS4 since proper and timely maintenance of storm sewer systems can help avoid repair costs from damage caused by age and neglect.

Best Management Practices

6.a-1 Municipal Operations and Maintenance Program

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

The City of Minnetonka will develop a regular pond cleaning and dredging schedule after the storm sewer system has been mapped and a Storm Sewer Inspection Program has been developed.

Specific Components and Notes

- Storm sewer system map, See BMP Summary Sheet 3a-1
- Storm Sewer Inspection Program, See BMP Summary Sheet 6b-3

Goals

6.a-1.1 6a-1 - Municipal Operations and Maintenance Program

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Number of ponds cleaned and/or dredged annually

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>The city is actively dredging and cleaning pond areas based on resident concerns or identified problem areas. In 2008 8 areas were dredged and cleaned.</p> <p>The city has hired a consultant to survey all stormwater ponds greater than half an acre. This survey will determine depth of sediment and ability to expand the pond for water quality benefits. The survey is expected to be completed in 2009 and implementation of the recommendations should begin in 2010.</p>

6.a-2 Street Sweeping**

Responsible Staff / Position

Brian Wagstrom
 Director of Public Works

Required: Yes

Description

The City of Minnetonka currently uses three City owned mechanical street sweepers to remove sediment and debris from the road surface within the jurisdiction and minimize the amount received by the storm sewer system. All city streets and public parking lots are swept annually in the spring and as needed thereafter (i.e. major storms, maintenance cleanup, block party and other special requests). The City plans to continue to use the current system of street and parking lot sweeping.

Specific Components and Notes

- Sweeping schedule
- Location of disposal pile
- Sweeper maintenance schedule

Goals

6.a-2.1 6a-2 - Street Sweeping**

Responsible Staff / Position

Brian Wagstrom
 Director of Public Works

Description

- Number of times each street is swept annually
- Total length of pavements swept annually
- Total estimated amount of debris removed annually

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city annually sweeps all streets and public parking areas in the spring and as needed in the summer. In 2008 the city swept 256 miles of pavement and removed 1,500 to 2,000 cubic yards of debris.

6.a-3 Storm Sewer Cleaning

Responsible Staff / Position

Brian Wagstrom
 Director of Public Works

Required: No

Description

The City of Minnetonka currently operates a sewer cleaning truck to clean out catch basin sumps and remove debris from the storm sewer line as needed according to annual and random inspections. The City will develop a regular storm sewer cleaning schedule after the storm sewer system has been mapped and a Storm Sewer Inspection Program has been developed.

Specific Components and Notes

- Storm Sewer and sump cleaning schedule
- Storm Sewer system map, See BMP Summary Sheet 3a-1
- Sewer cleaning truck maintenance schedule
- Storm Sewer Inspection Program, See BMP Summary Sheet 6b-3

Goals

6.a-3.1 6a-3 - Storm Sewer Cleaning

Responsible Staff / Position

Brian Wagstrom
 Director of Public Works

Description

- Number of catch basins, including sumps, and manholes cleaned
- Number of outfalls cleaned

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city cleans catch basins, sumps and manholes regularly. The city storm sewer system map was completed in 2008 and a regular cleaning schedule will be developed in 2009.

6.a-4 Landscaping and Lawn Care

Responsible Staff / Position

Brian Wagstrom
Director of Public Works

Required: No

Description

The City of Minnetonka currently conducts roadside vegetative mowing and maintenance twice yearly, in June and September. Tree trimming is conducted on a rotating basis such that the entire city is reached every seven years. The City will track materials used for the maintenance of park space, landscaped medians, or other municipal landscaped areas.

Specific Components and Notes

- Whether vegetative buffers are installed around high-chemical use area
- Park and Open Space Training, See BMP Summary Sheet 6a-5

Goals

6.a-4.1 6a-4 - Landscaping and Lawn Care

Responsible Staff / Position

Brian Wagstrom
Director of Public Works

Description

- Amount of fertilizer used (mass)
- Amount of pesticide applied (mass)
- Amount of herbicide applied (mass)

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>The city is concerned about the use of fertilizer and pesticides in the environment. The city uses these items only on high maintenance athletic fields or on an as needed basis as approved by the Park Board.</p> <p>The city uses Roundup and Rodeo to control buckthorn and other invasives in the 260 acres that are under active woodland, wetland and prairie restoration.</p> <p>The city used 5 tons of fertilizer and 1,500 pounds of pesticides in 2008.</p>

6.a-5 Park and Open Space Training

Responsible Staff / Position

Brian Wagstrom
Director of Public Works

Required: No

Description

The City of Minnetonka has developed a park and open space training program. The program focuses on the specific components listed below and includes seasonal employees. Currently selected personnel are certified in the application of fertilizers and pesticides.

Specific Components and Notes

- Through the Minnesota Department of Agriculture, 2-3 public works personnel are certified non-commercial applicators of fertilizers, pesticides (insecticides and herbicides) - turf and ornamental classification
- Fertilizer application training at Seasonal Orientation
- Pesticide application training at Seasonal Orientation
- Mowing discharge training at Seasonal Orientation
- Use materials available from the USEPA, state and regional agencies, or other organizations
- Coordinate with Landscaping and Lawn Care, See BMP Summary Sheet 6a-4
- Seasonal employees
- Public education component

Goals

6.a-5.1 6a-5 - Park and Open Space Training

Responsible Staff / Position

Brian Wagstrom
Director of Public Works

Description

- Completed park and open space training program
- Number of employees, including seasonal, trained per year

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>The city conducted its annual training on May 14, 2008. On June 19, 2008, seasonal employees were also trained about lawn and park maintenance practices as they relate to water quality.</p> <p style="text-align: right;">Approximately 13 parks employees were trained</p>

6.a-6 Fleet and Building Maintenance Training Program

Responsible Staff / Position

Brian Wagstrom
 Director of Public Works

Required: No

Description

The City of Minnetonka has developed a Fleet and Building Maintenance Training Program and will continue to implement the program throughout the Permit cycle. Existing on-the-job training has been incorporated into the formal program. The program focuses on the specific components listed below. The City plans to continue to evaluate and enhance the program. Tracking mechanisms to achieve the measurable goals will be implemented.

Specific Components and Notes

- Vehicle Maintenance Program includes vehicle inspection and washing training, and inspection requirements and checklists as part of the preventive maintenance program
- o Use of Floor Dry for spill cleanup. Floor Dry is recycled
- o Waste Oil traps in Public Works building floor
- o Hazardous materials training conducted by Safety Coordinator
- Use educational materials available from the USEPA, state and regional agencies, or other organizations
- Documentation and reporting procedures
- Public education component

Goals

6.a-6.1 6a-6 - Fleet and Building Maintenance Training Program

Responsible Staff / Position

Brian Wagstrom
 Director of Public Works

Description

- Number of employees trained per year
- Number of vehicles in fleet inspected for leaks each year
- Number of designated covered municipal washing areas served by sanitary sewer

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	Four fleet personnel were trained on May 14, 2008. The entire city's fleet consisting of approximately 178 vehicles were inspected for leaks. The city has one designated vehicle washing area that is served by sanitary sewer.

6.a-7 Storm Sewer Maintenance Training Program

Responsible Staff / Position

Brian Wagstrom
 Director of Public Works

Required: No

Description

The City of Minnetonka currently uses an on-the-job training method of training employees for storm water system maintenance. No plans for a formal training session are planned at this time. However, specific cleaning techniques will be added to the employees' daily duty sheet focusing on the components listed below.

Specific Components and Notes

- Debris removal training catch basin/manhole cleaning
- System flushing training
- Parking lot and street sweeping, See BMP Summary Sheet 6a-2
- Road Salt Materials Management Program, See BMP Summary Sheet 6a-8
- Public education component

Goals

6.a-7.1 6a-7 - Storm Sewer Maintenance Training Program

Responsible Staff / Position

Brian Wagstrom
 Director of Public Works

Description

-Continue to distribute OJT sheets with daily duty sheets

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	Staff receives training on water resource protection. They are encouraged to look for ways to minimize impacts to water quality as part of their daily duties.

6.a-8 Road Salt Materials Management Program

Responsible Staff / Position

Brian Wagstrom
Director of Public Works

Required: No

Description

The City of Minnetonka has developed a program to track the amount of road salt applied during an annual reporting cycle. If appropriate, application rates will be adjusted and/or alternative products will be investigated. The construction of an improved, appropriate salt storage shed is planned.

Specific Components and Notes

- Document the amount of road salt applied at the end of each day
- Twenty-one dump trucks are used for salting operations (i.e. 21 spreaders calibrated once each year and as needed)
- Inspect road salt applicator vehicles
- The city is in the process of constructing a new larger salt storage shed.

Goals

6.a-8.1 6a-8 - Road Salt Materials Management Program

Responsible Staff / Position

Brian Wagstrom
Director of Public Works

Description

- Amount of road salt applied each year
- Number of employees trained each year in road salt management and application rates
- Proportion of alternative products used
- Number of spreaders calibrated
- Frequency of calibration efforts
- Constructed salt shed

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>Approximately 3,000 tons of road salt were applied in 2008. 30 Public Works employees were trained in road salt management. The city used Caliber to pre-wet the salt at a rate of 6 gallons per ton and used Caliber M1000 to pre-wet the street. The combination of these practices allows the city to cut its salt use by 25% and allows the salt that is applied to be more effective.</p> <p>20 salt spreaders were calibrated once, at the start of the season.</p>

6.a-9 Used Oil Recycling and Spill Prevention/Response Programs

Responsible Staff / Position

Brian Wagstrom
 Director of Public Works

Required: No

Description

The City of Minnetonka currently recycles oil used for municipal operations. This oil is collected and stored in a storage tank at the Public Works facility. Periodically a licensed recycler and hauler pumps the tank and disposes of the recycled oil properly offsite. As part of the EPA's Spill Prevention, Control & Countermeasures (SPCC) Program, the City has developed and implemented a plan to address the prevention and proper cleanup of oil spills.

Specific Components and Notes

- City is permitted through the MPCA as a very small waste generator
- Randt Recycling Tech. Inc. is the city's licensed hauler
- Oils are defined by the EPA to include, but not be limited to, fats, vegetable oils, petroleum, fuel, and synthetic oils.
- The SPCC has been implemented through the city's safety coordinator and committee

Goals

6.a-9.1 6a-9 - Used Oil Recycling and Spill Prevention/Response Programs

Responsible Staff / Position

Brian Wagstrom
 Director of Public Works

Description

-Volume of oil recycled annually

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>The Equipment Department recycles all of its used oil and fuel and implements a plan to address the prevention and proper clean-up of oil spills. The vehicle oil change intervals have been extended by oil sample testing. This has reduced the amount of waste oil to be recycled.</p> <p>In 2008 1,420 gallons of waste oil from vehicles was recycled.</p>

6.b-1 Annual Inspection of All Structural Pollution Control Devices

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

The City of Minnetonka will annually inspect 100% of the known structural pollution control devices such as sump catch basins/manholes, grit chambers, floatable skimmers, traps, separators and other small settling or filtering devices.

Specific Components and Notes

- Pollution control device inspection form
- Incorporate above form into daily OJT forms used by Public Works, as appropriate. Includes date, antecedent weather conditions, sediment storage and capacity remaining and any maintenance performed and/or recommended.
- Storm sewer system map, See BMP Summary Sheet 3a-1
- Based on inspections, determine if repair, replacement or maintenance measures are necessary. Complete as soon as possible, preferably the same year as inspection. When same year is not practicable, document the reasons and schedule for completion in the annual report.
- Summarize the results of inspections in the annual report; include dates of inspection and date of completion of corrective measures, if any
- Establish a record keeping system to track activities, See BMP Summary Sheet 6b-5

Goals

6.b-1.1 6b-1 - Annual Inspection of All Structural Pollution Control Devices

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Inspect 100% of pollution control devices each year

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	<p>In 2008, 161 structural pollution control devices were inspected as part of the city's storm sewer mapping project. This amounts to an inspection of 100% of the known pollution control devices.</p> <p>With the development of our storm sewer system map in 2008 the city will be better able to plan inspections and maintain pollution control devices.</p> <p>The city is currently establishing CityWorks to track storm sewer activities.</p>

6.b-2 Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

The City of Minnetonka will inspect at least 20% of its known public outfalls, sediment basins, and ponds each year on a rotating basis, during the term of this five year permit. The city will reevaluate the inspection intervals in 2009 according to the results of the first two reporting years.

Specific Components and Notes

- Outfall, sediment basin, and pond inspection form
- Incorporate above form into daily OJT forms used by Public Works, as appropriate. Include date, antecedent weather conditions, sediment storage and capacity remaining and any maintenance performed and/or recommended.
- Storm sewer system map, See BMP Summary Sheet 3a-1
- Based on inspections, determine if repair, replacement or maintenance measures are necessary. Complete as soon as possible, preferably the same year as inspection. When same year is not practicable, document the reasons and schedule for completion in the annual report.
- Summarize the results of inspections in the annual report; include dates of inspection and date of completion of corrective measures, if any
- Pond Dredging to be included in this item
- Establish a record keeping system to track activities, See BMP Summary Sheet 6b-5

Goals

6.b-2.1 6b-2 - Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Yea

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Inspect 20% of MS4 outfalls, sediment basins, and ponds each year (based on available mapping)

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city inspected 8 outfalls and 25 sedimentation basins and ponds in 2008.

6.b-3 Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas

Responsible Staff / Position

Brian Wagstrom
 Director of Public Works

Required: Yes

Description

The City of Minnetonka will implement a plan to inspect the yard at the Public Works facility. All city stockpiles are located in this area.

Specific Components and Notes

- Inspect all short-term stockpiles as needed
- Stockpiles include: salt, coal, topsoil, lumber, parts, and other items such as drums, not covered under a permanent roof

Goals

6.b-3.1 6b-3 - Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas

Responsible Staff / Position

Brian Wagstrom
 Director of Public Works

Description

-Number of inspections performed and recorded

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The yard at the public works facility is inspected 12 times a year. Storm drains and sumps are jetted and pumped out annually. The debris trap is dredged once a year.

6.b-4 Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

The City of Minnetonka currently has a repair and maintenance program in place to address any problems that arise following an inspection. Repairs are to be completed within the same year as the inspection and this is not possible, a schedule for completion will be submitted with the annual report.

Specific Components and Notes

- Repair should be done in same year as documented
- All repairs not completed with in the same year will have a schedule for completion submitted in the annual report

Goals

6.b-4.1 6b-4 - Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Number of problems/repairs completed

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city repairs noted problems within it's storm sewer system in a timely manner as needed.

6.b-5 Record Reporting and Retention of all Inspections and Responses to the Inspections

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

The City of Minnetonka plans on utilizing purchased and existing software to track stormwater issues for inspection, maintenance and annual reporting.

Specific Components and Notes

-ASIST software

Goals

6.b-5.1 6b-5 - Record Reporting and Retention of all Inspections and Responses to the Inspections

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Annual report completed

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The Permitrac software was purchased and is currently in use for tracking SWPPP related activities. The city is also developing the CityWorks program for inspection and maintenance tracking. CityWorks is expected to be online for city use in 2009.

6.b-6 Evaluation of Inspection Frequency

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Required: Yes

Description

The City of Minnetonka will evaluate the frequency of annual inspection. After two years of annual inspections, if patterns become apparent, the frequency of annual inspections may be adjusted. If maintenance or sedimentation appears to be a problem, inspection will increase to at least two times annually, or more as needed. If maintenance or sedimentation removal is not required after the first two years, inspection frequency may be reduced to once every two years.

Specific Components and Notes

- Keep records of all inspections, including date, antecedent weather sediment storage, and any maintenance performed or recommended
- See BMP Summary Sheets 6b-1 thru 6b-5

Goals

6.b-6.1 6b-6 - Evaluation of Inspection Frequency

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

-Complete inspection records

	2006	2007	2008	2009	2010
Planned Activity:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city is continuing to document all inspections and will evaluate the needed frequency after adequate data has been collected. The expected implementation of the CityWorks program will assist city staff in better evaluating inspection frequency.

7 Supplementary Best Management Practices

Responsible Staff / Position

Liz Stout

Water Resources Engineer

Description

The following Best Management Practices are supplementary to the six Minimum Control Measures established by the Minnesota Pollution Control Agency (MPCA). The BMPs are designed to assist the city in meeting additional permit requirements as established by the MPCA.

12/31/2008

2008-Goal Activity

Per the city's submitted Non-Degradation report the city has begun implementing a volume reduction requirement for development and redevelopment. This requirement was enacted through the city's Water Resources Management Plan.

7.1-2 Response to Listing of Impaired Waters

Responsible Staff / Position

Liz Stout

Water Resources Engineer

Required: No

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. The Minnesota statewide mercury TMDL does not have requirements for stormwater. Therefore, it will be assumed that the city's MS4 discharge does not contribute to the mercury impairment. This assumption also applies to waters with multiple impairments, including mercury. For these waters, the 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
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.

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.

Goals

7.1-2.1 Response to Listing of Impaired Waters

Responsible Staff / Position

Liz Stout
Water Resources Engineer

Description

Step 1: Within 6 months of a trigger event. Completion of the city's determination whether there are impaired waters of concern.

Step 2: Within 6 months of a trigger event. A map showing the locations of discharges and delineated watershed areas.

Step 3: Within 9 months of a trigger event. Completion of the impaired waters evaluation.

Step 4: Within 12 months of a trigger event. Completion of the impaired waters report.

Step 5: With 18 months of a trigger event. Changes to the city's SWPPP.

	2006	2007	2008	2009	2010
Planned Activity:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Complete:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Activity Date	Name	Description
12/31/2008	2008-Goal Activity	The city has identified a number of water bodies that are listed on the MPCA's 2008 Final Draft TMDL List of Impaired Waters that lie within the City of Minnetonka. These water bodies are: Minnehaha Creek-impaired for fish biosassessments, fecal coliform and chloride Nine Mile Creek-impaired for chloride, turbidity and fish bioassessments Lake Minnetonka-impaired for mercury and nutrients/eutrophication and biological indicators Windsor Lake-impaired for nutrients/eutrophication

and biological indicators

In addition the city has identified the following water bodies that are outside the city which receive stormwater indirectly from Minnetonka that are listed as impaired:

Lake Hiawatha
Medicine Lake
Bassett Creek
Staring Lake
Lake Pepin

As part of city's current Water Resources Management Plan (WRMP) all subwatersheds within the city have been delineated. This includes the watershed and subwatershed areas that contribute to impaired waters within the city. The WRMP also includes information on hydrology, amount of impervious surface, soil types, redevelopment hot spots, wetland types and classifications and water quality modeling that could affect an impaired water.

In 2008 the city completed it's storm sewer system map that identifies the locations of all pipes, outlets, ditches and other conveyances for stormwater runoff. This completes Step 2 from the BMP summary sheet.

As part of the city's WRMP, new stormwater rules are being implemented. These rules require the abstraction of 1-inch of runoff from all new and disturbed impervious surfaces within the city. 1/2-inch of this abstraction must be attained by use of infiltration techniques. This rule change, while not for the purposes of responding to the listing of impaired waters, will benefit all water resources within the city.

TMDL studies have begun for Minnehaha Creek, Nine-Mile Creek and Medicine Lake. City staff are participating in the TMDL process and will be implementing any requirements that come out of those studies.
