

BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

*BMP Title: Municipal Operations and Maintenance Program
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of ponds cleaned and/or dredged annually
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• 2009 - Develop and implement a regular cleaning schedule• Continue to respond to resident complaints
Specific Components and Notes: <ul style="list-style-type: none">• Storm sewer system map, See BMP Summary Sheet 3a-1• Storm Sewer Inspection Program, See BMP Summary Sheet 6b-3
*Responsible Party for this BMP: Name: Jennifer K. Posma Department: Engineering Phone: 952-939-8234 E-mail: jposma@eminnetonka.com

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MS4 Name: City of Minnetonka

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

*BMP Title: Street Sweeping**
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of times each street is swept annually• Total length of pavements swept annually• Total estimated amount of debris removed annually
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Existing program. To be implemented immediately
Specific Components and Notes: <ul style="list-style-type: none">• Sweeping schedule• Location of disposal pile• Sweeper maintenance schedule
*Responsible Party for this BMP: Name: Brian Wagstrom Department: Public Works Department Phone: 952-988-8403 E-mail: bwagstrom@eminnetonka.com

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MS4 Name: City of Minnetonka

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-3

<p>*BMP Title: Storm Sewer Cleaning</p>
<p>*BMP Description:</p> <p>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.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• Number of catch basins, including sumps, and manholes cleaned• Number of outfalls cleaned
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none">• Inspections and cleaning will continue as exists• 2009 – Develop and implement a regular cleaning schedule
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">• 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
<p>*Responsible Party for this BMP:</p> <p>Name: Brian Wagstrom Department: Public Works Department Phone: 952-988-8403 E-mail: bwagstrom@eminnetonka.com</p>

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-4

*BMP Title: Landscaping and Lawn Care
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Amount of fertilizer used (mass)• Amount of pesticide applied (mass)• Amount of herbicide applied (mass)
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• 2006 – Develop and implement tracking program
Specific Components and Notes: <ul style="list-style-type: none">• Whether vegetative buffers are installed around high-chemical use area• Park and Open Space Training, See BMP Summary Sheet 6a-5
*Responsible Party for this BMP: Name: Brian Wagstrom Department: Public Works Department Phone: 952-988-8403 E-mail: bwagstrom@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-5

*BMP Title: Park and Open Space Training
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Completed park and open space training program• Number of employees, including seasonal, trained per year
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Training program has been developed and will continue to be implemented annually
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Brian Wagstrom Department: Public Works Department Phone: 952-988-8403 E-mail: bwagstrom@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-6

<p>*BMP Title: Fleet and Building Maintenance Training Program</p>
<p>*BMP Description:</p> <p>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.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• 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
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none">• Continue to implement existing training program and evaluate as needed for improvements
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">• Vehicle Maintenance Program includes vehicle inspection and washing training, and inspection requirements and checklists as part of the preventive maintenance program<ul style="list-style-type: none">○ Use of Floor Dry for spill cleanup. Floor Dry is recycled○ Waste Oil traps in Public Works building floor○ 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
<p>*Responsible Party for this BMP:</p> <p>Name: Brian Wagstrom Department: Public Works Department Phone: 952-988-8403 E-mail: Bwagstrom@eminnetonka.com</p>

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MS4 Name: City of Minnetonka

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-7

*BMP Title: Storm Sewer Maintenance Training Program
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Continue to distribute OJT sheets with daily duty sheets
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Existing program, continue to implement
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Brian Wagstrom Department: Public Works Department Phone: 952-988-8403 E-mail: bwagstrom@eminnetonka.com

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MS4 Name: City of Minnetonka

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-8

<p>*BMP Title: Road Salt Materials Management Program</p>
<p>*BMP Description:</p> <p>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.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• 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
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none">• Annually – Document the amount of salt applied• 2006-2007 – make application rate adjustments and/or alternative products, if appropriate• 2006 – Salt storage shed constructed
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">• 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.
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MS4 Name: City of Minnetonka

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-9

*BMP Title: Used Oil Recycling and Spill Prevention/Response Programs
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Volume of oil recycled annually
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Continue to implement existing oil recycling program and SPCC plan
Specific Components and Notes: <ul style="list-style-type: none">• City is permitted through the MPCA as a very small waste generator• Edel Oil 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
*Responsible Party for this BMP: Name: Brian Wagstrom Department: Public Works Department Phone: 952-988-8403 E-mail: bwagstrom@eminnetonka.com

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MS4 Name: City of Minnetonka

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-1

<p>*BMP Title: Annual Inspection of All Structural Pollution Control Devices</p>
<p>*BMP Description:</p> <p>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.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• Inspect 100% of pollution control devices each year
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none">• Continue to implement existing inspection program• 2008 – reevaluate the inspection intervals and increase inspection rate if both 2006 and 2007 warrant cleaning, or reduce inspection rate if neither 2006 or 2007 required cleaning
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">• 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
<p>*Responsible Party for this BMP:</p> <p>Name: Jennifer Posma Department: Engineering Phone: 952-939-8234 E-mail: jposma@eminnetonka.com</p>

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MS4 Name: City of Minnetonka

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-2

<p>*BMP Title: Inspection of a Minimum of 20 percent of the MS4 Outfalls Sediment Basins and Ponds Each Year on a Rotating Basis</p>
<p>*BMP Description:</p> <p>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.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• Inspect 20% of MS4 outfalls, sediment basins, and ponds each year (based on available mapping)
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none">• Existing program, continue implementation
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">• 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
<p>*Responsible Party for this BMP:</p> <p>Name: Jennifer K. Posma Department: Engineering Phone: 952-939-8234 E-mail: jposma@eminnetonka.com</p>

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MS4 Name: City of Minnetonka

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-3

*BMP Title: Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of inspections performed and recorded
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Annual inspections• As needed spot inspections
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Brian Wagstrom Department: Public Works Phone: 952-988-8403 E-mail: bwagstrom@eminnetonka.com

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MS4 Name: City of Minnetonka

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-4

*BMP Title: Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures
*BMP Description: 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of problems/repairs completed
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• As needed, as problems occur
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Jennifer K. Posma Department: Engineering Phone: 952-939-8234 E-mail: jposma@eminnetonka.com

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MS4 Name: City of Minnetonka

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-5

*BMP Title: Record Reporting and Retention of All Inspections and Responses to the Inspections
*BMP Description: The City of Minnetonka plans on utilizing purchased and existing software to track stormwater issues for inspection, maintenance and annual reporting.
*Measurable Goals: <ul style="list-style-type: none">• Annual report completed
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• 2006 – Implement previously purchased software• Each year of permit cycle – Generate annual report
Specific Components and Notes: <ul style="list-style-type: none">• ASIST software
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MS4 Name: City of Minnetonka

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

<p>*BMP Title: Evaluation of Inspection Frequency</p>
<p>*BMP Description:</p> <p>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.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• Complete inspection records
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none">• 2006 and 2007 – Document all inspections• 2008-2009 – Evaluate inspection frequency
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">• 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
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