

APPENDIX B: City of Minnetonka SWPPP

City of Minnetonka Water Resources Management Plan



NPDES Phase 2 General Storm Water Permit Application

Notice of Intent for Small Municipal Separate Storm Sewer Systems (MS4s)

*Date Submitted: May 3, 2006
EDITED June 26, 2008*

Submitted to: *MS4 Storm Water Program
Attn: Deb Charpentier
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194*

Submitted By: *City of Minnetonka
14600 Minnetonka Boulevard
Minnetonka, MN 55345
(952) 939-8200*

PERMIT APPLICATION



General Stormwater Permit (MN R 040000) Application for Small Municipal Separate Storm Sewer Systems (MS4s)

RETURN THIS APPLICATION TO:
Minnesota Pollution Control Agency
 520 Lafayette Road North
 St. Paul, MN 55155-4194

NO FEE

Application deadline: **June 1, 2006**

PLEASE READ: As you complete this form, read the instructions carefully. Use your keyboard's "Tab" key to move through the fields of this form. Select check-boxes and enter text as indicated. Save, and print.

I. MS4 Information

A. Application Type

- New applicant (this MS4 has no previous application for MS4 coverage on file at MPCA)
- Application for re-issuance of coverage (this MS4 applied in 2003)

B. MS4 Owner General Contact (the community, municipality, agency or other party having ownership or operation control of the MS4)

City of Minnetonka

Community, municipality, agency or other party having ownership or operational control of the MS4

14600 Minnetonka Boulevard

Mailing Address

Minnetonka MN 55345

City State Zip Code

Hennepin

County

41-6005379 8023943

Federal Tax ID State Tax ID

C. General Contact (official, staff member, consultant or other) for all general correspondence about Permit compliance issues between the MPCA and your MS4

Posma Jennifer Assistant City Engineer

Last Name First Name Title

14600 Minnetonka Boulevard

Mailing Address

Minnetonka MN 55345

City State Zip Code

(952) 939-8234 jposma@eminnetonka.com

Telephone (include area code) E-mail Address

II. Certification of the Storm Water Pollution Prevention Program (SWPPP)

A. Have you developed a Storm Water Pollution Prevention Program for your MS4? Yes

Municipalities must demonstrate how their Storm Water Pollution Prevention Program will be implemented and enforced over the term of the five-year Permit. SWPPPs must incorporate appropriate educational components, all required BMPs and the measurable goals associated with each. Storm Water Pollution Prevention Programs must address the specific requirements contained in Part V. G. of the Permit. SWPPPs must outline how the six minimum control measures will be addressed, the contact person, department in charge, timeline and measures that will be implemented to meet the schedules required by the Permit. Attach a BMP Summary Sheet to this application for *each* BMP in your SWPPP.

B. Does your SWPPP address all of the six Minimum Control Measures as outlined in the Permit? Yes

The General Permit requires that you incorporate all six of the defined Minimum Control Measures in your Stormwater Pollution Prevention Program. You are required to implement mandatory BMPs which are directly associated to each of the Six Minimum Control Measures.

C. Have you attached the included BMP Summary Sheets, one for each of the Best Management Practices required by the Permit? Yes

There are 34 required BMPs all of which require that the provided BMP Summary Sheet be filled out completely and included with your Storm Water Pollution Prevention Program. If any of these required sheets are missing, your application will not be considered complete and will be returned to you.

III. Reporting and Recordkeeping

A. I have read and understand Part VI *Evaluating, Recordkeeping, and Reporting of the MS4 General Permit* and certify that we intend to comply with the applicable requirements of those sections as well as the Permit as a whole. Yes

B. Where will your SWPPP be available to the public for review?

www.eminnetonka.com

Name of Location

If your SWPPP is available electronically, indicate location

Street Address

City

State

ZIP Code

Contact Name

Contact Phone Number

Hours of Availability

IV. Limitations of Coverage

A. Part II Limitations on Coverage and Appendix C

I have read and understand Part II *Coverage Under This Permit* and Appendix C *Limitations on Coverage* of the MS4 General Permit and certify that we intend to comply with the applicable requirements of those sections as well as the Permit as a whole.

Yes

B. Outstanding Resource Value Waters (ORVWs)

Please refer to the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* to complete this section. An interactive map is available on the MPCA Web site that identifies Special Waters: <http://pca-gis04.pca.state.mn.us>

1. Prohibited Waters

Does the MS4 discharge into **Prohibited Waters** as defined in Minn. R. 7050.0180, subp. 3, 4, and 5? See Attachment Four of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

Yes No

2. Restricted Discharge

Does the MS4 discharge into waters with a **Restricted Discharge** as defined in Minn. R. 7050.0180, subp. 6, 6a, and 6b? If yes, please list below and comply with Part IX, Appendix C, Item B. See Attachment Four of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

Yes No

3. Prohibited or Restricted Waters

If you answered “yes” to either Question 1 or 2, have you included a map that outlines, at a minimum, the DNR minor sub-watersheds in your jurisdiction with ANY discharges to Prohibited or Restricted Waters? You are required by the Permit to provide this map along with your application. [IX.B.2.b]

Yes No

Identify all discharges to Outstanding Resource Value Waters (ORVWs) from your MS4:

Name of Water Body	Type (lake, stream, river)

4. If you answered “yes” to either Question 1 or 2, who is the person responsible for ensuring compliance with this Permit condition?

Name: _____ Position: _____ Phone: _____

C. Special Waters

1. Trout Waters

Does the MS4 discharge into **Trout Waters** as defined in Minn. R. 6264.0050 subp. 2 & 4? If yes, please list below and comply with Part IX, Appendix C, Item C. See Attachments Two and Three of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

Yes No

2. Wetlands

Does the MS4 discharge into **Wetlands** as defined in Minn. R. 7050.0130, subp. F?

Yes No

3. Environmental Review

Does the MS4 have a process to assure coordination with appropriate Agencies and to evaluate discharges that require applicable **Environmental Review** as required by State or federal laws? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

Yes No

Who is the person responsible for ensuring compliance with this Permit condition?

Name: Jennifer K. Posma Position: Assistant City Engineer Phone: (952) 939-8234

4. Endangered or Threatened Species

Does the MS4 have a process to assure coordination with appropriate Agencies and to evaluate discharges whose direct, indirect, interrelated, interconnected, or independent impacts may jeopardize a listed **Endangered or Threatened Species** or adversely modify a designated critical habitat? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

Yes No

Who is the person responsible for ensuring compliance with this Permit condition?

Name: Jo Colleran Position: Natural Resources
Division Manager Phone: (952) 939-8415

5. Historic Places and Archeological Sites

Does the MS4 have a process to assure coordination with appropriate Agencies and to evaluate discharges which may adversely affect properties listed or eligible for listing in the National Register of **Historic Places** or affecting known or discovered **archeological sites**? Yes No
See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

Who is the person responsible for ensuring compliance with this Permit condition?

Name: Jennifer K. Posma Position: Assistant City Engineer Phone: (952) 939-8234

6. Drinking Water Sources

Does the MS4 have any discharges that may affect Source Water Protection as defined in part **IX.H** of the General Permit? Yes No

If “yes,” does the MS4 have BMPs incorporated into the SWPPP to protect drinking water sources that the MS4 discharge may affect? Yes No

V. Owner or Operator Certification

The person with overall, MS4 legal responsibility must sign the application. This person shall be duly authorized to sign the application and may be either a principal executive officer or ranking elected official. (see Minn. R. 7001.0060).

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 also certify under penalty of law that I have read, understood, and accepted all terms and conditions of the National Pollutant Discharge Elimination System (NPDES) General Storm Water Permit for MS4s that authorizes storm water discharges identified in this application form.

I understand that as a Permittee, I am legally accountable under the Clean Water Act to ensure compliance with the terms and conditions of the NPDES General Storm Water Permit for MS4s.

I also understand that MPCA enforcement actions (pursuant to Minn. Stat. §115.07, 116.072, and Section 309 of the Clean Water Act) may be taken against me or the MS4 if the terms and conditions of the NPDES General Storm Water Permit for MS4s are not met.

C. General Contact (official, staff member, consultant or other) for all general correspondence about Permit compliance issues between the MPCA and your MS4

X

Authorized Signature

Date

Gunyou

John

City Manager

Last Name

First Name

Title

14600 Minnetonka Boulevard

Mailing Address

Minnetonka

MN

55345

City

State

ZIP Code

(952) 939-8200

jgunyou@eminnetonka.com

Telephone (include area code)

E-mail Address

SWPPP

**(Storm Water
Pollution Prevention
Program)**

City of Minnetonka, Minnesota
SWPPP (Storm Water Pollution Prevention Program)

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Introduction

The City of Minnetonka is included in a group of communities that are federally required to obtain a Municipal Separate Storm Sewer System (MS4) permit for managing non-point source storm water. Non-point source storm water is generally the overland flow of storm water that does not originate from a single pipe, otherwise known as point-source storm water.

This permitting process requires cities such as Minnetonka to address how the city will regulate and improve storm water discharges. The permit must include a Storm Water Pollution Prevention Plan (SWPPP) addressing all the requirements of the permit.

The primary source for developing the city’s permit application and plan is the city’s existing Water Resources Management Plan (WRMP), adopted in 1999. The purpose of the Minnetonka WRMP is to provide a complete and intensive guide and reference for managing surface water resources within the city boundaries. The plan assists the city with policy decisions, water resource management, and implementation priorities.

The City of Minnetonka established a Stormwater Utility Fee in 2003. This fee helped to keep a continuous, dedicated funding source to meet growing stormwater management needs. The dedicated revenue source enables Minnetonka to provide improved flood protection, stormwater system maintenance, water quality protection, erosion and sediment control, improved lake water quality and wetland/resource protection. The following is a breakdown of the most current Stormwater Utility Fee revenue source:

<u>Classification</u>	<u>Description</u>	<u>Rate</u>
1	Open Space, Golf Course, Undeveloped	\$1.58/acre/month
2	Single Family and two/three-Family Residential	\$3.50/unit/month
3	Churches, Schools, & Government Buildings	\$9.45/acre/month
4	Apartments, Condos, and Railroad R/W	\$10.50/acre/month
5	Commercial & Industrial	\$26.46/acre/month

City of Minnetonka, Minnesota
SWPPP (Storm Water Pollution Prevention Program)

Based on previous self-assessment processes, city staff has considered the following factors in order to meet the Maximum Extent Practicable standard set forth in the Permit:

- Sources of pollutants
- Potentially polluting activities being conducted in the watershed
- Sensitivity of receiving waters
- Uses of receiving waters
- Specific local concerns
- The size of our community
- Climate
- Implementation schedules
- Current ability to finance stormwater programs
- Hydrology
- Geology
- Capacity to perform operation and maintenance
- Local land uses
- Rate and type of development
- Characteristics of our watershed
- Organizational characteristics of our city

Minnetonka's plan addresses the six Minimum Control Measures (MCMs) outlined in the permit requirements. Many of the Best Management Practices (BMPs) required in the permit have already been developed in accordance with the City of Minnetonka's Water Resources Management Plan. The six Minimum control Measures of the permit are:

1. Public Outreach and Education
2. Public Participation/Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Runoff Control
5. Post-Construction Runoff Control
6. Pollution Prevention/Good Housekeeping

City of Minnetonka, Minnesota

SWPPP (Storm Water Pollution Prevention Program)

Minnetonka Watershed Perspective

The City of Minnetonka is blessed with abundant physical and water resources which include wetlands, several large recreational lakes, and abundant wooded areas, parks, and recreational lands. Because of the early water management efforts of the city, these areas have been preserved from development and other pressures. Minnetonka has experienced considerable growth over the past 20 years. Currently approximately 97 percent of the city is developed.

The city has an existing Water Resources Management Plan that integrates flood control with wetland and water quality needs. Water resources are managed by balancing the conflicting needs so the whole system is optimized for public benefit. Priority water bodies are protected through classification and regional management whereby some water bodies are used to protect other higher quality ones.

Primary Drainage System

- 3 Creeks, 4 watersheds
- Approximately 381 Wetlands
- Over 600 Water Bodies
- 13 Lakes
- Ditches
- Lowland/Landlocked areas

Secondary Drainage System

- Conveyance System (MS4)
- Approximately 34 Known Outfalls
- Cross-connections

Features

- Steep Slopes
- Rolling Land
- Mostly Clayey Soils

Receiving Waters

- Generally good water quality
- Shady Oak Lake is swimmable
- Lake Rose chain of lakes are degraded

Land Use

- Category
 - Residential
 - Commercial
 - Some Industrial/Manufacturing

City of Minnetonka, Minnesota SWPPP (Storm Water Pollution Prevention Program)

- Intensity
 - Light commercial
 - Light Industrial/Manufacturing
 - Ridgedale Shopping Center
- Density
 - Moderate amounts of open space and greenways
 - ½ acre or larger residential lots
- Type and Rate
 - Established community
 - 97% Developed
 - Redevelopment and infill residential

Minnetonka City Perspective

When the colonists on the Atlantic coast declared their independence from Great Britain, Minnetonka was still a part of the Spanish territory that in 1803 was included in the Louisiana Purchase.

In 1852 a claim was staked on Minnehaha Creek near McGinty Road, resulting in several firsts. The sawmill that was constructed in the thick woods of maple, oak, elm, red cedar and basswood was the first privately-operated mill in Minnesota west of the Mississippi River. The settlement of Minnetonka Mills that grew up around the mill, later to include a furniture factory and varnish/paint shop, was the first permanent European-American settlement west of Minneapolis in Hennepin County. Oak timbers from this mill were used to build the first suspension bridge across the Mississippi River at St. Anthony/Minneapolis in 1853.

Between 1883 and 1956 the area within the original 36 square mile township grew smaller as Wayzata, Hopkins, Deephaven, Woodland and St. Louis Park incorporated or annexed portions of Minnetonka. In 1956 the remaining 28 square miles were incorporated as Minnetonka Village. In 1969, Minnetonka became a city by charter.

Since the mid-1800's Minnetonka has evolved from heavily wooded wilderness through extensive farming and thriving industrialization to its present primarily residential suburban character.

Now the City of Minnetonka is a suburban community located eight miles west of Minneapolis in Hennepin County. The city has a land area of 28 square miles, and its 2000 population of 51,301 makes it the thirteenth largest city in Minnesota.

Emotional Environment

- Culture is positive
- Willing to spend funds as appropriate
- City Council and City Administration very supportive
- City Departments work and communicate well with each other

City of Minnetonka, Minnesota SWPPP (Storm Water Pollution Prevention Program)

City Government

- Council/City manager/Full Service community (see organizational charts)
- 216 Full-Time Staff plus part-time and seasonal
- In general, staff has a moderate level of understanding of stormwater issues
- Adequate technology and resources exist or are planned to be implemented

Stakeholders

- Multiple City Departments are impacted
- Individual Citizens, Civic Groups and Business Alliances
- Condominium and Homeowner Associations
- Neighboring Phase II Communities include Deephaven, Plymouth, St Louis Park, Hopkins, Wayzata, Shorewood, Woodland, and Eden Prairie.

**City of Minnetonka, Minnesota
SWPPP (Storm Water Pollution Prevention Program)**

Best Management Practices (BMP) Summary

This document summarizes the BMPs chosen by the City of Minnetonka.

Miscellaneous BMPs

Nondegradation for Selected MS4s

MCM-1: Public Education and Outreach

1a-1	Distribute Educational Materials
1b-1	Implement an Education Program
1c-1	Education Program: Public Education and Outreach
1c-2	Education Program: Public Participation
1c-3	Education Program: Illicit Discharge Detection and Elimination
1c-4	Education Program: Construction Site Run-off Control
1c-5	Education Program: Post-Construction Stormwater Management in New Development and Redevelopment
1c-6	Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
1d-1	Coordination of Education Program
1d-2	Volunteer Lake Monitoring (CAMP)
1d-3	Volunteer Wetland Monitoring (WHEP)
1d-4	Volunteer Stream Monitoring (VSMP)
1d-5	Conduct Informational Workshops
1d-6	Develop Watershed Organizations
1e-1	Annual Public Meeting

MCM-2: Public Participation and Involvement

2a-1	Comply with Public Notice Requirements
2b-1	Solicit Public Input and opinion on the Adequacy of the SWPPP
2b-2	Stormwater Community Hotline/Website
2b-3	Public Opinion and Recommendation Surveys
2c-1	Consider Public Input

City of Minnetonka, Minnesota
SWPPP (Storm Water Pollution Prevention Program)

MCM-3: Illicit Discharge, Detection and Elimination

3a-1	Storm Sewer System Map
3b-1	Regulatory Control Program
3c-1	Illicit Discharge Detection and Elimination Plan
3d-1	Public and Employee Illicit Discharge Information Program
3e-1	Identification of Non Stormwater Discharges and Flows

MCM-4: Construction Site Stormwater Runoff Control Measures

4a-1	Ordinance or other Regulatory Mechanism
4b-1	Construction Site Implementation of Erosion and Sediment Control BMPs
4c-1	Waste Controls for Construction Site Operators
4d-1	Procedure for Site Plan Review
4e-1	Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance
4f-1	Establishment of Procedures for Site Inspections and Enforcement
4f-2	Road and Bridge Maintenance

MCM-5: Post-Construction Stormwater management Measures

5a-1	Development and Implementation of Structural and/or Non-structural BMPs
5a-2	Electronic Version of Construction Site BMPs and Installation Criteria
5a-3	Community Resource Guide for BMP Availability
5a-4	Education Classes and Workshops on Proper Erosion Control Installation Techniques
5a-5	Wet Ponds, Dry Ponds
5a-6	Underground Storage Pipe
5a-7	Infiltration Basin, Infiltration Trench, Rain Garden
5a-8	Filter/Buffer Strips
5a-9	Stabilization Seeding
5a-10	Bio-Engineering
5a-11	Structural or Hard Engineering Techniques
5a-12	Manufactured BMPs
5b-1	Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment
5b-2	Water Resources Management Plan (WRMP)
5c-1	Long-term Operation and Maintenance of BMPs

**City of Minnetonka, Minnesota
SWPPP (Storm Water Pollution Prevention Program)**

MCM-6: Pollution Prevention/Good Housekeeping

6a-1	Municipal Operations and Maintenance Program
6a-2	Street Sweeping
6a-3	Storm Sewer Cleaning
6a-4	Landscaping and Lawn Care
6a-5	Park and Open Space Training
6a-6	Fleet and Building Maintenance Training Program
6a-7	Storm Sewer Maintenance Training Program
6a-8	Road Salt Materials Management Program
6a-9	Used Oil Recycling and Spill Prevention/Response Programs
6b-1	Annual Inspection of All Structural Pollution Control Devices
6b-2	Inspection of a Minimum of 20 percent of the MS4 Outfalls Sediment Basins and Ponds Each Year on a Rotating Basis
6b-3	Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas
6b-4	Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures
6b-5	Record Reporting and Retention of All Inspections and Responses to the Inspections
6b-6	Evaluation of Inspection Frequency

**BMP
DESCRIPTION
SHEETS**

BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

***BMP Title:** Distribute Educational Materials

***BMP Description:**

The City of Minnetonka will continue to develop brochures, public broadcast, displays, newspaper articles or other means 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.

***Measurable Goals:**

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

***Timeline/Implementation Schedule:**

- Distribute Annually

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

***Responsible Party for this BMP:**

Name: Jo Colleran

Department: Public Works

Phone: 952-988-8415

E-mail: jcolleran@eminnetonka.com

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

BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

*BMP Title: Implement an Education Program
*BMP 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. Location(s) in SWPPP of detailed information relating to this BMP: See Educational Activity Implementation Plan in the SWPPP
*Measurable Goals: <ul style="list-style-type: none">• Amount of informational material distributed to the public• Documentation of the response
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Education Activity Implementation Plan is ongoing• Annually revise plan as education programs evolve and change
Specific Components and Notes: <ul style="list-style-type: none">• Continue evaluating and updating plan• See BMP Summary Sheets 1c-1 thru 1c-6
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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

BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

*BMP Title: Education Program: Public Education and Outreach
*Audience(s) Involved: General Public, K-12 Students, Property Managers (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.
*Activities Used to Reach Educational Goals: 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.
*Activity Implementation Plan: See Education Implementation Plan in SWPPP
*Performance Measures: See Education Implementation Plan in SWPPP
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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

BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

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

***Audience(s) 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.

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

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

***Activity Implementation Plan:**

See Education Implementation Plan in SWPPP

***Performance Measures:**

See Education Implementation Plan in SWPPP

***Responsible Party for this BMP:**

Name: Jo Colleran

Department: Public Works

Phone: 952-988-8415

E-mail: jcolleran@eminnetonka.com

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

BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-3

*BMP Title: Education Program: Illicit Discharge Detection and Elimination
*Audience(s) Involved: General Public, K-12 Students, Property Managers (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.
*Activities Used to Reach Educational Goals: 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.
*Activity Implementation Plan: See Education Implementation Plan in SWPPP
*Performance Measures: See Education Implementation Plan in SWPPP
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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

BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-4

*BMP Title: Education Program: Construction Site Run-off Control
*Audience(s) 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 regulation 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.
*Activities Used to Reach Educational Goals: 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.
*Activity Implementation Plan: See Education Implementation Plan in SWPPP
*Performance Measures: See Education Implementation Plan in SWPPP
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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

BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-5

*BMP Title: Education Program: Post-Construction Stormwater Management in New Development and Redevelopment
*Audience(s) Involved: General Public, Property Managers (homeowners, renters and groundskeepers), City Staff, Architects, Engineers, and Developers, Construction Industry and Local Business, Public Officials, and the Media
*Educational Goals for Each Audience: Urban development increases storm water runoff volumes and rates. Inform and educate 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.
*Activities Used to Reach Educational Goals: 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 reviews and inspections.
*Activity Implementation Plan: See Education Implementation Plan in SWPPP
*Performance Measures: See Education Implementation Plan in SWPPP
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-6

<p>*BMP Title: Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations</p>
<p>*Audience(s) 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,</p>
<p>*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.</p>
<p>*Activities Used to Reach Educational Goals: Staff meeting presentation and discussions, attend in-house and external professional training, and audit of operations for water quality impacts.</p>
<p>*Activity Implementation Plan: See Education Implementation Plan in SWPPP</p>
<p>*Performance Measures: See Education Implementation Plan in SWPPP</p>
<p>*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com</p>

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

*BMP Title: Coordination of Education Program
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of potential educational events identified• Number of events held
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Continue existing coordination and contact agencies annually to determine opportunities that may exist
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-2

*BMP Title: Volunteer Lake Monitoring (CAMP)
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of volunteers participating in the programs each year• Number of lakes sampled each year
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Continuation of ongoing program
Specific Components and Notes: <ul style="list-style-type: none">• Volunteer list• Targeted lakes for monitoring• Metropolitan Council's water quality report
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-3

*BMP Title: Volunteer Wetland Monitoring (WHEP)
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of volunteers participating in the programs each year• Number of ponds/wetlands sampled each year
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Existing program. Will continue to participate annually.
Specific Components and Notes: <ul style="list-style-type: none">• Volunteer list• Targeted ponds/wetlands for monitoring• Hennepin County wetland report
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-4

*BMP Title: Volunteer Stream Monitoring (VSMP)
*BMP 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 tem trends.
*Measurable Goals: <ul style="list-style-type: none">• Number of volunteers participating in the programs each year• Number of streams monitored each year
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Existing program. Will continue to participate annually.
Specific Components and Notes: <ul style="list-style-type: none">• Volunteer list• Targeted streams/creeks for monitoring
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-5

*BMP Title: Conduct Informational Workshops
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of events hosted• Number of citizens contacted at events• Number of citizens recruited for programs as a result of the workshops
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Ongoing program. Continue to hold and document events.
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-6

*BMP Title: Develop Watershed Organizations
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Percentage of MS4 area assigned to organization• Names and number of organizations• Number of joint educational efforts
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Existing organizations in place, continue to hold and document events
Specific Components and Notes: <ul style="list-style-type: none">• Document Watershed Organizations• Website provides links to four watershed districts• Work with watershed districts on joint educational efforts, whenever possible
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

*BMP Title: Annual Public Meeting
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Completed public meetings• Attendance Roster• Adjustments made to SWPPP
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Annual public meeting in each year of the Permit cycle
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2a-1

<p>*BMP Title: Comply with Public Notice Requirements</p>
<p>*BMP Description:</p> <p>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.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none">• Complete public notice
<p>*Timeline/Implementation Schedule:</p> <p>The 30-day public notice will be continued on an annual basis for the Annual Meeting. If periodic meetings become necessary, additional 30-day public notices will be implemented.</p>
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">• 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<ul style="list-style-type: none">○ Minnetonka Memo (monthly newsletter)○ Official City Newspaper○ Minnetonka Website• See BMP Summary Sheet 1e-1
<p>*Responsible Party for this BMP:</p> <p>Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com</p>

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2b-1

<p>*BMP Title: Solicit Public Input and opinion on the Adequacy of the SWPPP</p>
<p>*BMP Description: See BMP Summary Sheet 1e-1</p>
<p>*Measurable Goals: See BMP Summary Sheet 1e-1</p>
<p>*Timeline/Implementation Schedule: See BMP Summary Sheet 1e-1</p>
<p>Specific Components and Notes: See BMP Summary Sheet 1e-1</p>
<p>*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com</p>

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2b-2

*BMP Title: Stormwater Community Hotline/Website
*BMP 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..
*Measurable Goals: <ul style="list-style-type: none">• 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
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Existing program. Continue making public aware of the hotline.
Specific Components and Notes: <ul style="list-style-type: none">• Increase public participation• Adaptation of Minnetonka Mike system• Coordinate with I.T. Department
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2b-3

*BMP Title: Public Opinion and Recommendation Surveys
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Percentage of residents surveyed• Adjustments made to SWPPP
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Include in annual community survey in each year of the permit cycle
Specific Components and Notes: <ul style="list-style-type: none">• Method to subjectively quantify the effectiveness of the SWPPP, including educational efforts• Public involvement
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

*BMP Title: Consider Public Input
*BMP Description: Consider public comments, both oral and written, regarding the SWPPP.
*Measurable Goals: <ul style="list-style-type: none">• Number of comments considered• Adjustment made to SWPPP
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Provide an annual meeting prior to submittal of the Annual Report that includes a comment period that provides opportunity to comment on the SWPPP.• Community Hotline and Public Survey are ongoing programs that will be continued
Specific Components and Notes: <ul style="list-style-type: none">• Provide a public comment period for the Annual Meeting• See BMP Summary Sheets 1e-1, 2b-2, and 2b-3
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3a-1

*BMP Title: Storm Sewer System Map
*BMP 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.
*Measurable Goals: Completed MS4 storm sewer system map
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• 2007- Identify and add any new information• 2008- Verify accuracy and standardize map nomenclature• June 30, 2008: Permit deadline for map completion
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3b-1

*BMP Title: Regulatory Control Program
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Completion of review of existing ordinances and comparison with other communities and regulatory bodies•
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• 2007- Review existing ordinance
Specific Components and Notes: <ul style="list-style-type: none">• 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•
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3c-1

*BMP Title: Illicit Discharge Detection and Elimination Plan
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of illicit discharges detected annually• Number of enforcement actions taken annually
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Effective immediately – Existing formal procedures for detection and elimination are in place•
Specific Components and Notes: <ul style="list-style-type: none">• 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.
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3d-1

*BMP Title: Public and Employee Illicit Discharge Information Program
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number and types of meetings at which information was presented
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• 2006- Identify opportunities for education of employees and public• 2007- Implement education into existing forums• Continue training at regularly scheduled meetings
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3e-1

<p>*BMP Title: Identification of Non Stormwater Discharges and Flows</p>
<p>*BMP Description:</p> <p>The City of Minnetonka will evaluate non-stormwater discharges to determine if they could be considered significant contributors of pollutants to jurisdictional water bodies.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none"> • Determination of significance completed
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none"> • 2007 - Meet with the fire, building inspection, zoning, utilities and engineering departments to discuss the items listed below • 2008-2010 - Include in an annual training program
<p>Specific Components and Notes:</p> <ul style="list-style-type: none"> • 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
<p>*Responsible Party for this BMP:</p> <p style="padding-left: 40px;">Name: Steven Lillehaug</p> <p style="padding-left: 40px;">Department: Engineering</p> <p style="padding-left: 40px;">Phone: 952-939-8234</p> <p style="padding-left: 40px;">E-mail: slillehaug@eminnetonka.com</p>

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4a-1

*BMP Title: Ordinance or other Regulatory Mechanism
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Continue implementing ordinance, documentation and enforcement procedures
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Adopted ordinance in 2003• Continue to enforce existing ordinance
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4b-1

*BMP Title: Construction Site Implementation of Erosion and Sediment Control BMPs
*BMP Description: The City of Minnetonka has developed procedures for construction site soil and sedimentation erosion control within the Planning Department's and Natural Resources Division site plan review process and the grading ordinance. Inspection and enforcement procedures are included. The MPCA's recommended construction site BMPs are referenced.
*Measurable Goals: <ul style="list-style-type: none">• Number of plan reviews performed annually• Number of inspections performed annually
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Grading and erosion control• Adopted ordinance in 2003• Continue to implement Construction Site Plan Review and Inspection Program
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4c-1

*BMP Title: Waste Controls for Construction Site Operators
*BMP Description: 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of annual inspections• Number of enforcement actions taken annually
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Adopted Grading and Erosion Control Ordinance in 2003• Continue to implement inspection program and training
Specific Components and Notes: <ul style="list-style-type: none">• Review nuisance ordinance• See BMP Summary Sheet 4a-1• See BMP Summary Sheet 4b-1
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

<p>*BMP Title: Procedure for Site Plan Review</p>
<p>*BMP Description:</p> <p>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.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none"> • Review existing development review/site plan review process with regards to the erosion control ordinance • Change site plan review procedures as necessary
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none"> • Continue to implement existing procedures
<p>Specific Components and Notes:</p> <ul style="list-style-type: none"> • 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
<p>*Responsible Party for this BMP:</p> <p style="margin-left: 20px;">Name: Loren Gordon</p> <p style="margin-left: 20px;">Department: Planning Department</p> <p style="margin-left: 20px;">Phone: 952-939-8296</p> <p style="margin-left: 20px;">E-mail: lgordon@eminnetonka.com</p>

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4e-1

*BMP Title: Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of complaints received annually• Number of sites brought into compliance
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Complaint Procedures were implemented in 2005, continue existing program
Specific Components and Notes: <ul style="list-style-type: none">• See BMP Summary Sheet 2b-2• See BMP Summary Sheet 4f-1
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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

BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1

*BMP Title: Establishment of Procedures for Site Inspections and Enforcement
*BMP Description: 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of site inspections conducted annually• Number of enforcement actions taken annually. Enforcement action includes holding inspections, requiring escrow, stop work orders and nuisance abatement.
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Existing procedures, continue implementing
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-2

*BMP Title: Road and Bridge Maintenance
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of street construction projects annually
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Existing program. Immediate implementation
Specific Components and Notes: <ul style="list-style-type: none">• Proper construction site material storage• Catch basins or other inlets covered or protected during construction
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

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

Unique BMP Identification Number: 5a-1

*BMP Title: Development and Implementation of Structural and/or Non-structural BMPs
*BMP Description: 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of plan reviews performed annually
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Continue to implement existing procedures
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Loren Gordon Department: Planning Phone: 952-939-8296 E-mail: lgordon@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

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

Unique BMP Identification Number: 5a-2

<p>*BMP Title: Electronic Version of Construction Site BMPs and Installation Criteria</p>
<p>*BMP Description:</p> <p>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.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none"> • Website links kept up to date
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none"> • Links have been created. Continue to monitor to assure that they are up to date
<p>Specific Components and Notes:</p> <ul style="list-style-type: none"> • 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
<p>*Responsible Party for this BMP:</p> <p style="margin-left: 20px;">Name: Steven Lillehaug</p> <p style="margin-left: 20px;">Department: Engineering</p> <p style="margin-left: 20px;">Phone: 952-939-8234</p> <p style="margin-left: 20px;">E-mail: slillehaug@eminnetonka.com</p>

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BMP Summary Sheet

MS4 Name: City of Minnetonka

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

Unique BMP Identification Number: 5a-3

*BMP Title: Community Resource Guide for BMP Availability
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Completed resource materials• Number of resource materials distributed
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Continue to distribute Resource Material• Update as needed
Specific Components and Notes: <ul style="list-style-type: none">• Distribute material at community events, on a “as-requested” basis, or as otherwise appropriate• Material available on the city website• Update as needed• Public education and public involvement components
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

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

Unique BMP Identification Number: 5a-4

*BMP Title: Education Classes and Workshops on Proper Erosion Control Installation Techniques
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of attendees at workshop
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Training Component was developed in 2004• Continue to implement training at the Building Contractors Workshop
Specific Components and Notes: <ul style="list-style-type: none">• Develop training agenda and brochures for handout• Public educational component• Encourage attendance at other available training and workshops (i.e. MnDOT certification)
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

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

Unique BMP Identification Number: 5a-5

*BMP Title: Wet Ponds, Dry Ponds
*BMP Description: The City of Minnetonka will continue to require wet and dry storm water detention ponds as detailed in the Water Resources Management Plan (WRP) 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of wet ponds installed• Number of dry ponds installed
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Wet and dry ponds will be implemented as a BMP immediately in areas where it is appropriate
Specific Components and Notes: <ul style="list-style-type: none">• Water Resources Management Plan, See BMP Summary Sheet 5b-2• Planning Ordinances, See BMP Summary Sheet 5b-1
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

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

Unique BMP Identification Number: 5a-6

*BMP Title: Underground Storage Pipe
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of underground storage pipes installed
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Underground storage pipes will be implemented as a BMP immediately in areas where it is appropriate.
Specific Components and Notes: <ul style="list-style-type: none">• Water Resources Management Plan, See BMP Summary Sheet 5b-2• Planning Ordinances, See BMP Summary Sheet 5b-1
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

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

Unique BMP Identification Number: 5a-7

*BMP Title: Infiltration Basin, Infiltration Trench, Rain Garden
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of infiltration basins, including infiltration trenches and rain gardens, installed
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Implementation of infiltration basins, infiltration trenches, and rain gardens as BMPs immediately in areas where it is appropriate
Specific Components and Notes: <ul style="list-style-type: none">• Water Resources Management Plan, See BMP Summary Sheet 5b-2• Planning Ordinances, See BMP Summary Sheet 5b-1
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

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

Unique BMP Identification Number: 5a-8

*BMP Title: Filter/Buffer Strips
*BMP Description: The City of Minnetonka recently adopted a wetland buffer provision in its <i>Wetland Ordinance</i> . 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.
*Measurable Goals: <ul style="list-style-type: none">• Approximate number of buffer strips installed
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Implementation of wetland buffer strips as a BMP immediately in areas where it is appropriate
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

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

Unique BMP Identification Number: 5a-9

*BMP Title: Stabilization Seeding
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of site visits without violations• Number of violations to seeding provision• Number and types of enforcement actions
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Effective immediately• By 2008 – make modifications, if appropriate to the Grading and Erosion Control Ordinance
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Jo Colleran Department: Public Works Phone: 952-988-8415 E-mail: jcolleran@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

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

Unique BMP Identification Number: 5a-10

<p>*BMP Title: Bio-Engineering</p>
<p>*BMP Description:</p> <p>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.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none"> • Number of bio-engineering techniques used
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none"> • Implementation of bio-engineering as BMPs immediately, in areas where it is appropriate
<p>Specific Components and Notes:</p> <ul style="list-style-type: none"> • Live Gully Repair • Live Crib Wall • Tree Revetments • Log Root Wads • Willow Posts • Live Stakes • Wattling or Live Facines
<p>*Responsible Party for this BMP:</p> <p style="margin-left: 20px;">Name: Steven Lillehaug</p> <p style="margin-left: 20px;">Department: Engineering</p> <p style="margin-left: 20px;">Phone: 952-939-8234</p> <p style="margin-left: 20px;">E-mail: slillehaug@eminnetonka.com</p>

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BMP Summary Sheet

MS4 Name: City of Minnetonka

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

Unique BMP Identification Number: 5a-11

*BMP Title: Structural or Hard Engineering Techniques
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of structural techniques used
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Implementation of structural techniques as BMPs immediately in areas where it is appropriate
Specific Components and Notes: <ul style="list-style-type: none">• Gabions• Grid Pavers• Grid Stabilization Structures• Paved Flumes• Outlet Stabilization Structure• Channel Riprap• Slope Riprap
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

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

Unique BMP Identification Number: 5a-12

*BMP Title: Manufactured BMPs
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of units installed
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Implementation of manufactured BMPs immediately in areas where it is appropriate
Specific Components and Notes: <ul style="list-style-type: none">• Catch basin inserts• Oil and Grit Separators• Swirl Concentrators (i.e. StormCeptor)
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

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

Unique BMP Identification Number: 5b-1

<p>*BMP Title: Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment</p>
<p>*BMP 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</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none"> • Number of plan reviews performed annually
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none"> • Existing ordinances, continue implementing
<p>Specific Components and Notes:</p> <ul style="list-style-type: none"> • 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
<p>*Responsible Party for this BMP:</p> <p style="padding-left: 20px;">Name: Loren Gordon</p> <p style="padding-left: 20px;">Department: Planning</p> <p style="padding-left: 20px;">Phone: 952-939-8296</p> <p style="padding-left: 20px;">E-mail: lgordon@eminnetonka.com</p>

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BMP Summary Sheet

MS4 Name: City of Minnetonka

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

Unique BMP Identification Number: 5b-2

*BMP Title: Water Resources Management Plan (WRMP)
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Completed WRMP
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Existing procedures, implement immediately
Specific Components and Notes: <ul style="list-style-type: none">• 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
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

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

Unique BMP Identification Number: 5c-1

*BMP Title: Long-term Operation and Maintenance of BMPs
*BMP Description: 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.
*Measurable Goals: <ul style="list-style-type: none">• Number of inspections performed• Number of repairs made
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• Existing procedures, continue to implement
Specific Components and Notes: <ul style="list-style-type: none">• See BMP Summary Sheets 6a-1 and 6b-1 thru 6b-6
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@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-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: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@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-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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BMP Summary Sheet

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

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

BMP Summary Sheet

MS4 Name: City of 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 style="margin-left: 20px;">Name: Brian Wagstrom</p> <p style="margin-left: 20px;">Department: Public Works Department</p> <p style="margin-left: 20px;">Phone: 952-988-8403</p> <p style="margin-left: 20px;">E-mail: Bwagstrom@eminnetonka.com</p>

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

BMP Summary Sheet

MS4 Name: City of 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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BMP Summary Sheet

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.
<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-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• 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
*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: 6b-1

*BMP Title: Annual Inspection of All Structural Pollution Control Devices
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">Inspect 100% of pollution control devices each year
*Timeline/Implementation Schedule: <ul style="list-style-type: none">Continue to implement existing inspection program2008 – 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
Specific Components and Notes: <ul style="list-style-type: none">Pollution control device inspection formIncorporate 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-1Based 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 anyEstablish a record keeping system to track activities, See BMP Summary Sheet 6b-5
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@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: 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: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@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: 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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BMP Summary Sheet

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: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@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: 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">• PermiTrac software
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@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: 6b-6

*BMP Title: Evaluation of Inspection Frequency
*BMP 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.
*Measurable Goals: <ul style="list-style-type: none">• Complete inspection records
*Timeline/Implementation Schedule: <ul style="list-style-type: none">• 2006 and 2007 – Document all inspections• 2008-2009 – Evaluate inspection frequency
Specific Components and Notes: <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
*Responsible Party for this BMP: Name: Steven Lillehaug Department: Engineering Phone: 952-939-8234 E-mail: slillehaug@eminnetonka.com

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BMP Summary Sheet

MS4 Name: City of Minnetonka

Minimum Control Measure: N/A

***BMP Title:** Nondegradation for Selected MS4s

***BMP Description:**

The City of Minnetonka will prepare a Loading Assessment and Nondegradation Report as per Part X. Appendix D. Sections B & C of the MS4 General Permit. The City will follow the public participation process as per Part X. Appendix D. Section D of the MS4 General Permit. After consideration of the input received during the public participation process, the City will prepare and submit the materials required in Part X. Appendix D. Section E of the MS4 General Permit.

During the MPCA review, notice, and preliminary determination processes, the City will work with the MPCA, if appropriate, to respond to comments and/or revise the submittal materials to prepare them for final approval.

After final determination by the MPCA, the City will modify the SWPPP as per the approved submittal materials and as needed to meet the nondegradation requirements.

***Measurable Goals:**

1. The City will prepare and submit materials to meet the requirements listed above.
2. The City will respond to and coordinate with the MPCA, as appropriate, during the MPCA review, notice, and preliminary determination processes.
3. Modify the SWPPP as per the approved modifications and as needed to meet the nondegradation requirements.

***Timeline/Implementation Schedule:**

Listed numbers below correspond to the Measurable Goals listed above

1. The City will prepare and submit the required materials listed above by 19 months after the effective date of the permit.
2. The City will respond to and coordinate with the MPCA, as appropriate, during the MPCA review, notice, and preliminary determination processes.
3. After the submittal materials are approved by the MPCA, the City will modify the SWPPP, as per the approved modifications and as needed to meet the nondegradation requirements, in a timely manner.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Steven Lillehaug

Department: Engineering

Phone: (952) 939-8234

E-mail: slillehaug@eminnetonka.com

BMP Summary Sheet

MS4 Name: City of Minnetonka

Permit Requirement Addressed by This Part IV.D. Section 303(d) listing

BMP:

Unique BMP Identification Number: NA

***BMP Title:** Response to Listing of Impaired Waters

***BMP Description:**

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

- trigger event
- impaired waters evaluation
- impaired waters report

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

For waters that are impaired only for mercury, only Step 1 of this BMP will be implemented. 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.

***Measurable Goals:**

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

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

Step 3: Completion of the impaired waters evaluation

Step 4: Completion of the impaired waters report

Step 5: Changes to the city's SWPPP

***Timeline/Implementation Schedule:**

Step 1: Within 6 months of a trigger event

Step 2: Within 6 months of a trigger event

Step 3: Within 9 months of a trigger event

Step 4: Within 12 months of a trigger event

Step 5: With 18 months of a trigger event

Specific Components and Notes:

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

***Responsible Party for this BMP:**

Name: Steve Lillehaug

Department: Engineering

Phone: 952-939-8234

E-mail: slillehaug@eminnetonka.com

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**Educational Activity Implementation Plan
2006 - 2010
City of Minnetonka**

Reporting Year:

Education Methods	Minimum Control Measure Addressed	Activity Implementation Schedule	Measurable Goals/Performance Measures	Notes
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All Audiences (General Public, K-12 Students, Property Managers (homeowners, renters, yard care companies, groundskeepers), Local Business, Government Officials and Boards, the Media, City Staff, Architects, Engineers, and Developers, and the Construction Industry)

1) City participation in <i>Metro WaterShed Partner's</i> media campaign, including newspaper, radio, and TV spots and ready-to-use press releases and publications-integrate with the city's education campaign.	Public Education Illicit Discharge	Ongoing Program 2006-2010-Continue to provide funding and information to media campaign and utilize existing materials	-Establish Partnership -Track material used for city's media campaigns -Track funding provided to <i>Metro WaterShed Partners</i>	
2) Press releases	Public Education Public Participation Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt.	2006-2010 - Continue to issue press releases relating to stormwater issues and educational opportunities	-Track number of articles submitted -Track topics discussed in articles -When possible, track distribution numbers	
3) City newsletter articles	Public Education Public Participation Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt.	2006-2010 - Continue to provide the city newsletter with articles that educate all audiences about stormwater related issues	-Track number of articles -Track topics discussed in articles -When possible, track distribution numbers	
4) Place NPDES SWPPP plan on the city's website and keep all links current	Public Education Public Participation	2006 - Establish links to the SWPPP on the city's website 2006-2010 - Update annually, or as needed Ongoing - Maintain accuracy of the links	-Track the number of comments regarding the SWPPP	
5) Brochures and pamphlets, either direct mailed, in combination with the city's billings, or handed out at city events or during regular city staff contacts	Public Education Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt. Municipal Pollution Prevention	2006-2010 - Continue to provide brochures 2008-2010 - Focus on educating local businesses	-Track number and topics of articles -Track distribution numbers -Track distribution methods	
6) Displays and information at city events, including the Open House, Summer Fest, Eco-Fair, Builders and Remodelers Fair, State of the City, and the Eco-Series of Walks and Talks	Public Education Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt. Municipal Pollution Prevention	2006-2010 - Continue to use displays with stormwater information at city events	-Track locations and times displayed -Estimate exposure numbers	
7) Presentations to interested groups	Public Education Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt.	2006-2010- Establish tailored presentations to fit the specific topics that apply to different interest groups 2006-2010 or as requested - Present established material the interest groups	-Track number of presentations given -Track topics covered -Track attendance -Record specific interest groups presented to	
8) Develop a grant program that enables community groups to do outreach education: wetland buffer grant, stream bank stabilization and rain gardens.	Public Education Post-Construction Storm Water Mgmt.	2006-2007 - Develop criteria and application process for a grant program 2008-2010 - Begin awarding grant money to qualified applicants 2010 - Evaluated effectiveness of program for future use	-Track number of grants awarded -Record amount of money spent on the program -Monitor applicant success with the program	

**Educational Activity Implementation Plan
2006 - 2010
City of Minnetonka**

Education Methods	Minimum Control Measure Addressed	Activity Implementation Schedule	Measurable Goals/Performance Measures	Notes
9) Develop programs for water resource restoration and monitoring - Stream and Lake clean up program -Stream, lake and wetland monitoring programs (WHEP, VSMP, and CAMP) -Habitat restoration and erosion control programs -Storm drain monitoring program	Public Education Illicit Discharge	2006-2010 - Continue to participate in established programs 2006-2010 - Evaluate and determine need for additional programs	-Record participant numbers -Monitor the areas that have been cleaned -Track number of water bodies monitored -Track number of projects and areas completed	
10) Annual NPDES/SWPPP plan public meeting	Public Education Public Participation	2006-2010 - Continue to hold annual public meeting to discuss issues with the SWPPP 2006-2010 - Evaluate comments and address appropriate issues in the SWPPP	-Record attendance numbers -Keep a record of comments regarding the SWPPP -Track changes made to the SWPPP based on resident comments	
11) Information shared during regular city staff contacts	Public Education Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt.	2006-2010 - Continue to address stormwater topics with different audiences as they arise	-Record number of visits -Record information imparted	
K-12 Students and Teachers				
1) Listening sessions with teachers and school administrators to determine educational opportunities and challenges.	Public Education	2007 & 2009 - Hold listening sessions 2006-2010 - Be available to teachers and administrators approaching with educational opportunities	-Track number of sessions -Keep a record of all suggestions or educational opportunities	
2) Provide educational materials to schools and help provide real world connections to classroom study - Storm water education in the classroom - Be a resource for water resource issues - Partner with other groups and agencies to provide teachers with tools needed to educate about water resource issues and awareness when opportunity exists	Public Education	2006-2010 - Continue existing program of providing educational materials to schools 2008 -2010 - Evaluate educational materials and develop additional educational materials as needed 2006-2010 - Continue to maintain educational partnerships 2010-Evaluate areas where more education is needed	-Record numbers for materials that are distributed -Track topics that are covered by materials -Track schools that receive materials -Track number of classrooms participating -Track participating schools	
3) Service learning opportunities, lake and stream monitoring, cleanup days, and restoration plantings.	Public Education	2006-2010 - Continue programs that educate by applying real world knowledge 2007 - Evaluate the need for additional activities	-Track number and type of activities -Track number of classrooms participating -Track participating schools	
Property managers (homeowners, renters, business owners, yard care companies, groundskeepers)				
1) Education reminders sent to groundskeepers, business owners, yard care companies, and garden shops about yard management issues	Public Education Illicit Discharge Construction Site Erosion	2006-2007 - Establish issues that need to be addressed by educational reminders 2008 & 2010 or as needed - Send reminders	-Track number of reminders mailed -Record any follow up by companies to reminders	
2) Workshops for homeowners on yard care, landscaping, and grounds maintenance	Public Education Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt.	2006 & 2007 - Integrate workshops into existing city events and educational forums 2006-2010 - Continue to present existing workshops as requested	-Record number of workshops -Track attendance numbers	
3) Develop and implement a "Green Award" program for property managers that adopt and implement natural resource BMPs	Public Education Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt.	2010 - Nominate and present the Green Award to qualified candidates	-Track recipients of award -Track the reason why each award was awarded	

**Educational Activity Implementation Plan
2006 - 2010
City of Minnetonka**

Education Methods	Minimum Control Measure Addressed	Activity Implementation Schedule	Measurable Goals/Performance Measures	Notes
Local Business				
1) Listening sessions with Local Business on how storm water management can be best incorporated into their operations. Encourage them to implement these BMPs	Public Education Illicit Discharge Post-Construction Storm Water Mgmt.	2009 - Hold formal listening sessions 2006-2010 - Be available to business and industry leaders approaching with additional ideas regarding stormwater issues	-Track number of sessions -Keep a record of suggestions implemented	
Government Officials and Boards				
1) Update city officials on the Water Quality Kickoff Campaign issues which included Project NEMO (Nonpoint Source Education for Municipal Officials) and was presented in January 2002	Public Education Public Participation Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt. Municipal Pollution Prevention	2006-2010 - Continually share information at meetings as it relates to development and engineering projects	-Track number of updates provided	
2) Presentations to city council and boards concerning stormwater management	Public Education Public Participation Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt. Municipal Pollution Prevention	2006-2010 - Continue to keep city officials up to date on stormwater management issues	-Track number of presentations made -Keep a record of topics discussed -If appropriate, make changes to the SWPPP	
3) Invite officials to participate in public participation activities, including workshops, cleanup events and restoration activities	Public Education Illicit Discharge Post-Construction Storm Water Mgmt.	2006-2010 - Continue to invite public officials to activities	-Track approximate participant numbers	
City Staff				
1) Presentations and discussions at staff meetings	Public Education Public Participation Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt. Municipal Pollution Prevention	2006-2010 - Continue existing program 2010 - Develop a handout with topics and discussion points to be shared with staff at regular department meetings	-Keep a record of meetings held -Track topics covered	
2) Local training on erosion control, construction site inspections, and storm water management	Public Education Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt. Municipal Pollution Prevention	2006-2010 - Continue existing program 2008 - Evaluate existing program to determine if additional topics are needed	-Keep a record of trainings held -Track participant numbers -Keep track of topics covered	
3) Attend stormwater workshops and conferences	Public Education Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt. Municipal Pollution Prevention	2006-2010 - Continue with existing procedures	-Track number and type of conferences attended -Record topics covered	
4) Erosion control certification training for construction site inspectors	Construction Site Erosion Post-Construction Storm Water Mgmt.	2006-2010 - Continue with existing program	-Track attendance	
5) Staff incorporates BMPs in daily activities at work and at home	Public Education Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt. Municipal Pollution Prevention	2006-2010 - Continue with existing program	-Track approximate number of structural BMPs used -Track approximate number of non-structural BMPs used -Keep a record of staff observations regarding BMPs	

**Educational Activity Implementation Plan
2006 - 2010
City of Minnetonka**

Education Methods	Minimum Control Measure Addressed	Activity Implementation Schedule	Measurable Goals/Performance Measures	Notes
Architects, Engineers, and Developers				
1) Encourage attendance at storm water workshops and conferences (e.g. Building Contractors Workshop)	Public Education Construction Site Erosion Post-Construction Storm Water Mgmt.	2006-2010 - Continue with existing procedures	-Number of people encouraged to attend storm water workshops and conferences	
2) Information shared during regular plan review and city staff contacts	Public Education Construction Site Erosion Post-Construction Storm Water Mgmt.	2006-2010 - Continue with existing procedures	-Record the number of projects reviewed annually	
3) City to make resources available, e.g., City of Minnetonka Development Guidelines, MPCA Storm water BMP manual, Met Council Small Sites BMP Manual, city handouts, and Center for Watershed Protection website	Public Education Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt.	2006-2010 - Continue with existing procedures Keep resources up to date in order to provide the most current information	-Record items distributed and referenced	
4) Encourage conservation development techniques and share examples	Construction Site Erosion Post-Construction Storm Water Mgmt.	2006-2010 - Continue with existing program	-Track number of conservation techniques used during the development stage -Track the number of developments incorporating techniques	
Construction Industry				
1) Encourage attendance at erosion control and storm water workshops and conferences (e.g. Building contractors workshop)	Public Education Construction Site Erosion Post-Construction Storm Water Mgmt.	2006-2010 - Continue with existing procedures	-Number of people encouraged to attend storm water workshops and conferences	
2) City to make resources available, e.g., City of Minnetonka Development Guidelines, MPCA Storm water BMP manual, Met Council Small Sites BMP Manual, city handouts, and Center for	Public Education Illicit Discharge Construction Site Erosion Post-Construction Storm Water Mgmt.	2006-2010 - Continue with existing procedures Keep resources up to date in order to provide the most current information	-Record items distributed and referenced	