

MPCA BMP Summary Sheets



**Revised
July 28th, 2008**

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

***BMP Title:** Distribute Educational Materials

***BMP Description:**

The City's program to distribute educational materials will focus on using the following list of BMPs from the City's attached SWPPP. The educational materials will be distributed through the City Newsletter, website and brochures given out at Spring Clean up Day and Medina Celebration Day. Although this educational program audience will be specifically directed towards the general public, some aspects of the BMPs will be directed towards contractors and developers. For additional information regarding each activity, see the attached SWPPP. As a goal, the City will be distributing educational material for each minimum control measure.

The following list of BMPs will be used to distribute stormwater education material:

- Public Information Program
- Public Newsletter Distribution
- MS4 Participation with Watershed Partners
- Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities
- City of Medina Website for Stormwater Concerns
- Listening Session with K-8, Teachers and Administrators
- Private Industry Program for Industrial Activities Permit Compliance
- Spring Cleanup Day
- Medina Celebration Day

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

BMP 1-2, 1-3, 1-4, 1-5, 1-6, 1-7, 1-8, 2-3, 2-4 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Public Information Program

- Adjustments made to SWPPP
- Amount of stormwater information distributed

Public Newsletter Distribution

- Stormwater article included in quarterly newsletter

MS4 Participation with Watershed Partners

- Number of items used from the Watershed Partner's media guide

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities

- Number of informational listening sessions held

City of Medina Website for Stormwater Concerns

- Development of website
- SWPPP available on website
- Provide links to stormwater related websites

Listening Session with K-8, Teachers and Administrators

- Number of listening sessions held with educational personnel

Private Industry Program for Industrial Activities Permit Compliance

- Number of business which participated with the city in filing an industrial activities permit

Spring Cleanup Day

- Events in the program
- Number of volunteers participating in the program
- Number of stormwater brochures distributed

Medina Celebration Day

- Events in the program
- Number of volunteers participating in the program

***Timeline/Implementation Schedule:**

Public Information Program

- 2006-2011 – Review existing community stormwater programs and determine if coordination is possible
- 2006-2011 – Develop informational materials
- 2006-2011 – Distribute informational materials and make available to the public

Public Newsletter Distribution

- 2006-2011 – Determine new material to include in newsletter
- 2006-2011 – Include storm water articles in newsletter

MS4 Participation with Watershed Partners

- 2006-2011 - This is a current city program. Annually review and update as needed

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities

- 2006-2011 - Target at a minimum 2 sessions per year

City of Medina Website for Stormwater Concerns

- 2007-2008 - determine scope, budget, and feasibility of website
- 2008 - Determine storm water connection to web site and what relevant data will be included
- 2008-2011 - Provide regular comprehensive contributions to website and storm water information
- 2009-2011 - Annually review and update as needed

Listening Session with K-8, Teachers and Administrators

- 2006-2011 Hold at least one educational listening session per year with appropriate persons

Private Industry Program for Industrial Activities Permit Compliance

- 2006-2011 - Hold at least one educational session regarding the industrial activities permit per year with appropriate business personnel

Spring Cleanup Day

- 2006-2011 – This event is occurring in the spring of each calendar year. Annually review and update as needed.

Medina Celebration Day

- 2006-2011– This event is occurring in the fall of each calendar year. Annually review and update as needed

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

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

***BMP Description:**

The City will implement an education program by using the following list of BMPs from the City's attached SWPPP. The program will be implemented by distributing education information through the City Newsletter, website and brochures given out at Spring Clean up Day and Medina Celebration Day. Although this educational program audience will be specifically directed towards the general public, some aspects of the BMPs will be directed towards contractors and developers. For additional information regarding each activity, see the attached SWPPP.

- Public Information Program
- Public Newsletter Distribution
- MS4 Participation with Watershed Partners
- Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities
- City of Medina Website for Stormwater Concerns
- Listening Session with K-8 Teachers and Administrators
- Private Industry Program for Industrial Activities Permit Compliance
- Spring Cleanup Day
- Medina Celebration Day

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

BMP 1-2, 1-3, 1-4, 1-5, 1-6, 1-8, 2-3, and 2-4 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Public Information Program

- Adjustments made to SWPPP
- Amount of stormwater information distributed

Public Newsletter Distribution

- Stormwater article included in quarterly newsletter

MS4 Participation with Watershed Partners

- Number of items used from the Watershed Partner's media guide

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities

- Number of informational listening sessions held

City of Medina Website for Stormwater Concerns

- Development of website
- SWPPP available on website
- Provide links to stormwater related websites

Listening Session with K-8 Teachers and Administrators

- Number of listening sessions held with educational personnel

Private Industry Program for Industrial Activities Permit Compliance

- Number of business which participated with the city in filing an industrial activities permit.

Spring Cleanup Day

- Events in the program
- Number of volunteers participating in the program

- Number of stormwater brochures distributed

Medina Celebration Day

- Events in the program
- Number of volunteers participating in the program

***Timeline/Implementation Schedule:**

Public Information Program

- 2006-2011 – Review existing community stormwater programs and determine if coordination is possible
- 2006-2011 – Develop informational materials
- 2006-2011 – Distribute informational materials and make available to the public

Public Newsletter Distribution

- 2006-2011 – Determine new material to include in newsletter
- 2006-2011 – Include storm water articles in newsletter

MS4 Participation with Watershed Partners

- 2006-2011 - This is a current city program. Annually review and update as needed

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities

- 2006-2011 - Target at a minimum of 2 sessions per year

City of Medina Website for Stormwater Concerns

- 2007-2008- Determine scope, budget, and feasibility of website
- 2008 - Determine storm water connection to web site and what relevant data will be included
- 2008-2011 - Provide regular comprehensive contributions to website and storm water information
- 2009-2011 - Annually review and update as needed

Listening Session with K-8 Teachers and Administrators

- 2006-2011 Hold at least one educational listening session per year with appropriate persons

Private Industry Program for Industrial Activities Permit Compliance

- 2006-2011 - Hold at least one educational session regarding the industrial activities permit per year with appropriate business personnel

Spring Cleanup Day

- 2006-2011 – This event is occurring in the spring of each calendar year. Annually review and update as needed

Medina Celebration Day

- 2006-2011– This event is occurring in the fall of each calendar year. Annually review and update as needed

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

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

***Audience(s) Involved:**

All residents within the City of Medina, property owners, local officials, city employees, contractors, and businesses owners are collectively targeted in the City's education program for public education.

***Educational Goals for Each Audience:**

Each BMP in the attached SWPPP indicates the appropriate target audience. As a collective program the following goals have been established for public education of the public education program.

Residents within the City of Medina and property owners: General stormwater awareness for each minimum control measure.

Local officials: Awareness of SWPPP, permit requirements, and pollution prevention/good housekeeping best management practices.

City Employees: To provide knowledge and technical abilities to implement proper stormwater practices for park and open space, storm sewer maintenance, fleet and building operation and maintenance, and new construction and land disturbance.

Contractors/Business owners: Knowledge of City rules, policies and enforcement actions related to illicit discharge, detection and elimination and construction site runoff control.

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

Public Information Program- Educate the Public on stormwater issues by coordinating the delivery of public education and outreach BMP's.

Public Newsletter Distribution- Incorporate Stormwater Issues into Public Newsletter.

MS4 Participation with Watershed Partners- The City of Medina will participate with the Watershed Partner's communications campaign, including newspaper, radio, ad TV spots and ready to use press releases and publications, in addition to creating unique features to the City of Medina.

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities- These will be informational sessions with the appropriate community members to determine where the City of Medina needs to target educational efforts.

City of Medina Website for Stormwater Concerns- The City of Medina will develop and maintain a city website that includes storm water related information.

Listening Session with K-8 Teachers and Administrators- Listening Session with K-8 teachers and administrators about how storm water education could fit into classroom curriculums, for all appropriate school systems.

Private Industry Program for Industrial Activities Permit Compliance- The City of Medina will work with an outside consulting firm to develop and implement an educational program for private industrial businesses located within the city limits to aid in their industrial activities permit compliance and submittal.

Conduct Annual Meeting to Discuss SWPPP- The City of Medina will hold an annual meeting to discuss and consider public input regarding the city's storm water management practices and receive public input on the adequacy and effectiveness of the SWPPP.

Consider Written and Oral Public Input Regarding the SWPPP- Analyze the comments and written material and adjust the SWPPP where appropriate.

Spring Cleanup Day- Involve the public in the specific applicable volunteer programs/events. Examples such as collection efforts headed up by volunteers and the Medina Parks Commission are some common volunteer programs used. Other programs, depending on a municipality's self-assessment, will determine the most appropriate way to involve volunteers in the SWPPP.

Medina Celebration Day- Involve the public in specific applicable stormwater programs/events. Examples such as presentations on water quality issues and lakeshore management techniques and multi-agency participation with DNR Metro Forestry and Wildlife, Three Rivers Park District, and Minnehaha Creek Watershed District are some common volunteer programs used. Additional programs, depending on the municipality's self-assessment, will be used to involve the public in the SWPPP.

***Activity Implementation Plan:**

Public Information Program

- 2006-2011 – Review existing community stormwater programs and determine if coordination is possible
- 2006-2011 – Develop informational materials
- 2006-2011 – Distribute informational materials and make available to the public

Public Newsletter Distribution

- 2006-2011 – Determine new material to include in newsletter
- 2006-2011 – Include storm water articles in newsletter

MS4 Participation with Watershed Partners

- 2006-2011 - This is a current city program. Annually review and update as needed

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities

- 2006-2011 - Target at a minimum of 2 sessions per year

City of Medina Website for Stormwater Concerns

- 2007-2008 - Determine scope, budget, and feasibility of website
- 2008- Determine storm water connection to web site and what relevant data will be included
- 2008-2011 - Provide regular comprehensive contributions to website and storm water information
- 2009-2011 - Annually review and update as needed

Listening Session with K-8, Teachers and Administrators

- 2006-2011 Hold at least one educational listening session per year with appropriate persons

Private Industry Program for Industrial Activities Permit Compliance

- 2006-2011 - Hold at least one educational session regarding the industrial activities permit per year with appropriate business personnel

Conduct Annual Meeting to Discuss SWPPP

- 2006-2011 – Meeting will be held annually prior to the June 30th annual report submittal deadline

Consider Written and Oral Public Input Regarding the SWPPP

- 2006-2011 Ongoing after annual public meeting to discuss SWPPP. Annually review and adjust SWPPP where appropriate

Spring Cleanup Day

- 2006-2011 – This event is occurring in the spring of each calendar year. Annually review and update as needed

Medina Celebration Day

- 2006-2011– This event is occurring in the fall of each calendar year. Annually review and update as needed

***Performance Measures:**

Public Information Program

- Adjustments made to SWPPP
- Amount of stormwater information distributed

Public Newsletter Distribution

- Stormwater article included in quarterly newsletter

MS4 Participation with Watershed Partners

- Number of items used from the Watershed Partner's media guide

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities

- Number of informational listening sessions held

City of Medina Website for Stormwater Concerns

- Development of website
- SWPPP available on website
- Provide links to stormwater related websites

Listening Session with K-8, Teachers and Administrators

- Number of listening sessions held with educational personnel

Private Industry Program for Industrial Activities Permit Compliance

- Number of businesses which participated with the city in filing an industrial activities permit.

Conduct Annual Meeting to Discuss SWPPP

- Completed annual meeting and had public attendance at this meeting

Consider Written and Oral Public Input Regarding the SWPPP

- Adjustments made to SWPPP

Spring Cleanup Day

- Events in the program
- Number of volunteers participating in the program

Medina Celebration Day

- Events in the program
- Number of volunteers participating in the program
- Number of stormwater brochures distributed

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

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

***Audience(s) Involved:**

All residents within the City of Medina, property owners, business owners, contractors and developers are collectively targeted in the City's education program for public participation and involvement through the following BMPs outlined in the attached SWPPP. Each BMP in the SWPPP indicates the appropriate target audience.

***Educational Goals for Each Audience:**

Each BMP in the attached SWPPP indicates the appropriate target audience. As a collective program the following goals have been established for public education of the public education program.

Residents within the City of Medina and property owners: General stormwater awareness for each minimum control measure.

Contractors/Business owners: Knowledge of City rules, policies and enforcement actions related to illicit discharge, detection and elimination and construction site runoff control.

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

Public Information Program- Educate the Public on stormwater issues by coordinating the delivery of public education and outreach BMP's

Public Newsletter Distribution-Incorporate Stormwater Issues into Public Newsletter

MS4 Participation with Watershed Partners- The City of Medina will participate with the Watershed Partner's communications campaign, including newspaper, radio, ad TV spots and ready to use press releases and publications, in addition to creating unique features to the City of Medina.

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities- These will be informational sessions with the appropriate community members to determine where the City of Medina needs to target educational efforts.

City of Medina Website for Stormwater Concerns- The City of Medina will develop and maintain a city website that includes storm water related information.

Listening Session with K-8 Teachers and Administrators- Listening Session with K-8 teachers and administrators about how storm water education could fit into classroom curriculums, for all appropriate school systems

Private Industry Program for Industrial Activities Permit Compliance- The City of Medina will work with an outside consulting firm to develop and implement an educational program for private industrial businesses located within the city limits to aid in their industrial activities permit compliance and submittal

Conduct Annual Meeting to Discuss SWPPP- The City of Medina will hold an annual meeting to discuss and consider public input regarding the city's storm water management practices and receive public input on the adequacy and effectiveness of the SWPPP

Consider Written and Oral Public Input Regarding the SWPPP- Analyze the comments and written material and

adjust the SWPPP where appropriate.

Spring Cleanup Day- Involve the public in the specific applicable volunteer programs/events. Examples such as collection efforts headed up by volunteers and the Medina Parks Commission are some common volunteer programs used. Other programs, depending on a municipality's self-assessment, will determine the most appropriate way to involve volunteers in the SWPPP.

Medina Celebration Day- Involve the public in specific applicable stormwater programs/events. Examples such as presentations on water quality issues and lakeshore management techniques and multi-agency participation with DNR Metro Forestry and Wildlife, Three Rivers Park District, and Minnehaha Creek Watershed District are some common volunteer programs used. Additional programs, depending on the municipality's self-assessment, will be used to involve the public in the SWPPP.

***Activity Implementation Plan:**

Public Information Program

- 2006-2011 – Review existing community stormwater programs and determine if coordination is possible
- 2006-2011 – Develop informational materials
- 2006-2011 – Distribute informational materials and make available to the public

Public Newsletter Distribution

- 2006-2011 – Determine new material to include in newsletter
- 2006-2011 – Include storm water articles in newsletter

MS4 Participation with Watershed Partners

- 2006-2011 - This is a current city program. Annually review and update as needed

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities

- 2006-2011 - Target at a minimum of 2 sessions per year

City of Medina Website for Stormwater Concerns

- 2007-2008- Determine scope, budget, and feasibility of website
- 2008 - Determine storm water connection to web site and what relevant data will be included
- 2008-2011 - Provide regular comprehensive contributions to website and storm water information
- 2009-2011 - Annually review and update as needed

Listening Session with K-8 Teachers and Administrators

- 2006-2011 Hold at least one educational listening session per year with appropriate persons

Private Industry Program for Industrial Activities Permit Compliance

- 2006-2011 - Hold at least one educational session regarding the industrial activities permit per year with appropriate business personnel

BMP 2-1: Conduct Annual Meeting to Discuss SWPPP

- 2006-2011 – Meeting will be held annually prior to the June 30th annual report submittal deadline.

Consider Written and Oral Public Input Regarding the SWPPP

- 2006-2011 Ongoing after annual public meeting to discuss SWPPP. Annually review and adjust SWPPP where appropriate

Spring Cleanup Day

- 2006-2011 – This event is occurring in the spring of each calendar year. Annually review and update as needed

Medina Celebration Day

- 2006-2011– This event is occurring in the fall of each calendar year. Annually review and update as needed

***Performance Measures:**

Public Information Program

- Adjustments made to SWPPP
- Amount of stormwater information distributed

Public Newsletter Distribution

- Stormwater article included in quarterly newsletter

MS4 Participation with Watershed Partners

- Number of items used from the Watershed Partner's media guide

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities

- Number of informational listening sessions held

City of Medina Website for Stormwater Concerns

- Development of website
- SWPPP available on website
- Provide links to stormwater related websites

Listening Session with K-8 Teachers and Administrators

- Number of listening sessions held with educational personnel

Private Industry Program for Industrial Activities Permit Compliance

- Number of businesses which participated with the city in filing an industrial activities permit

Conduct Annual Meeting to Discuss SWPPP

- Completed annual meeting and had public attendance at this meeting

Consider Written and Oral Public Input Regarding the SWPPP

- Adjustments made to SWPPP

Spring Cleanup Day

- Events in the program
- Number of volunteers participating in the program

Medina Celebration Day

- Events in the program
- Number of volunteers participating in the program
- Number of stormwater brochures distributed

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-3

***BMP Title:** Education Program: Illicit Discharge Detection and Elimination

***Audience(s) Involved:**

All residents within the City of Medina, property owners, developers, contractors, businesses owners are collectively targeted in the City's education program for illicit discharge detection and elimination. The education program will specifically include information that will be targeted towards preventing illegal dumping, illicit connections and education to promote proper land care practices, such as preventing the dumping of grass clippings, leaves, soil and landscape materials into the storm sewer system.

***Educational Goals for Each Audience:**

Residents within the City of Medina and property owners: General stormwater awareness for each minimum control measure.

Local officials: Awareness of SWPPP, permit requirements, and pollution prevention/good housekeeping best management practices

City Employees: To provide knowledge and technical abilities to implement proper stormwater practices for park and open space, storm sewer maintenance, fleet and building operation and maintenance, and new construction and land disturbance.

Contractors/Business owners: Knowledge of City rules, policies and enforcement actions related to illicit discharge, detection and elimination.

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

Public Information Program- Educate the Public on stormwater issues by coordinating the delivery of public education and outreach BMP's.

Public Newsletter Distribution- Incorporate Stormwater Issues into Public Newsletter.

City of Medina Website for Stormwater Concerns- The City of Medina will develop and maintain a city website that includes storm water related information.

Listening Session with K-8 Teachers and Administrators- Listening Session with K-8 teachers and administrators about how storm water education could fit into classroom curriculums, for all appropriate school systems.

Private Industry Program for Industrial Activities Permit Compliance- The City of Medina will work with an outside consulting firm to develop and implement an educational program for private industrial businesses located within the city limits to aid in their industrial activities permit compliance and submittal.

Conduct Annual Meeting to Discuss SWPPP- The City of Medina will hold an annual meeting to discuss and consider public input regarding the city's storm water management practices and receive public input on the adequacy and effectiveness of the SWPPP.

Consider Written and Oral Public Input Regarding the SWPPP- Analyze the comments and written material and adjust the SWPPP where appropriate.

Spring Cleanup Day- Involve the public in the specific applicable volunteer programs/events. Examples such as collection efforts headed up by volunteers and the Medina Parks Commission are some common volunteer

programs used. Other programs, depending on a municipality's self-assessment, will determine the most appropriate way to involve volunteers in the SWPPP.

Medina Celebration Day- Involve the public in specific applicable stormwater programs/events. Examples such as presentations on water quality issues and lakeshore management techniques and multi-agency participation with DNR Metro Forestry and Wildlife, Three Rivers Park District, and Minnehaha Creek Watershed District are some common volunteer programs used. Additional programs, depending on the municipality's self-assessment, will be used to involve the public in the SWPPP.

***Activity Implementation Plan:**

Public Information Program

- 2006-2011 – Review existing community stormwater programs and determine if coordination is possible
- 2006-2011 – Develop informational materials
- 2006-2011 – Distribute informational materials and make available to the public

Public Newsletter Distribution

- 2006-2011 – Determine new material to include in newsletter
- 2006-2011 – Include storm water articles in newsletter

City of Medina Website for Stormwater Concerns

- 2007-2008- Determine scope, budget, and feasibility of website
- 2008 - Determine storm water connection to web site and what relevant data will be included
- 2008-2011 - Provide regular comprehensive contributions to website and storm water information
- 2009-2011 - Annually review and update as needed

Listening Session with K-8 Teachers and Administrators

- 2006-2011 Hold at least one educational listening session per year with appropriate persons

Private Industry Program for Industrial Activities Permit Compliance

- 2006-2011 - Hold at least one educational session regarding the industrial activities permit per year with appropriate business personnel

Conduct Annual Meeting to Discuss SWPPP

- 2006-2011 – Meeting will be held annually prior to the June 30th annual report submittal deadline

Consider Written and Oral Public Input Regarding the SWPPP

- 2006-2011 Ongoing after annual public meeting to discuss SWPPP. Annually review and adjust SWPPP where appropriate

Spring Cleanup Day

- 2006-2011 – This event is occurring in the spring of each calendar year. Annually review and update as needed

Medina Celebration Day

- 2006-2011– This event is occurring in the fall of each calendar year. Annually review and update as needed

***Performance Measures:**

Public Information Program

- Adjustments made to SWPPP
- Amount of stormwater information distributed

Public Newsletter Distribution

- Stormwater article included in quarterly newsletter

City of Medina Website for Stormwater Concerns

- Development of website
- SWPPP available on website
- Provide links to stormwater related websites

Listening Session with K-8 Teachers and Administrators

- Number of listening sessions held with educational personnel

Private Industry Program for Industrial Activities Permit Compliance

- Number of businesses which participated with the city in filing an industrial activities permit.

Conduct Annual Meeting to Discuss SWPPP

- Completed annual meeting and had public attendance at this meeting

Consider Written and Oral Public Input Regarding the SWPPP

- Adjustments made to SWPPP

Spring Cleanup Day

- Events in the program
- Number of volunteers participating in the program

Medina Celebration Day

- Events in the program
- Number of volunteers participating in the program
- Number of stormwater brochures distributed

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-4

***BMP Title:** Education Program: Construction Site Run-off Control

***Audience(s) Involved:**

All City of Medina property owners, contractors, city staff and developers conducting land disturbing activities are collectively targeted in the City's education program for construction site run-off control. The educational program will include distributing educational materials using the activities used to reach the educational goals and will specifically include providing information on construction site erosion control.

***Educational Goals for Each Audience:**

Residents within the City of Medina and property owners: General stormwater awareness for each minimum control measure.

Local officials: Awareness of SWPPP, permit requirements, and pollution prevention/good housekeeping best management practices.

City Employees: To provide knowledge and technical abilities to implement proper stormwater practices, storm sewer system maintenance, fleet and building operation and maintenance, and new construction and land disturbance.

Contractors/Business owners: Knowledge of City rules, policies and enforcement actions related to construction site runoff control.

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

Public Information Program- Educate the Public on stormwater issues by coordinating the delivery of public education and outreach BMP's.

Public Newsletter Distribution- Incorporate Stormwater Issues into Public Newsletter.

MS4 Participation with Watershed Partners- The City of Medina will participate with the Watershed Partner's communications campaign, including newspaper, radio, ad TV spots and ready to use press releases and publications, in addition to creating unique features to the City of Medina.

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities- These will be informational sessions with the appropriate community members to determine where the City of Medina needs to target educational efforts for the following 2006 – 2011 permit cycle.

City of Medina Website for Stormwater Concerns- The City of Medina will develop and maintain a city website that includes storm water related information.

Listening Session with K-8 Teachers and Administrators- Listening Session with K-8 teachers and administrators about how storm water education could fit into classroom curriculums, for all appropriate school systems.

Private Industry Program for Industrial Activities Permit Compliance- The City of Medina will work with an outside consulting firm to develop and implement an educational program for private industrial businesses located within the city limits to aid in their industrial activities permit compliance and submittal.

Spring Cleanup Day- Involve the public in the specific applicable volunteer programs/events. Examples such

as collection efforts headed up by volunteers and the Medina Parks Commission are some common volunteer programs used. Other programs, depending on a municipality's self-assessment, will determine the most appropriate way to involve volunteers in the SWPPP.

Medina Celebration Day- Involve the public in specific applicable stormwater programs/events. Examples such as presentations on water quality issues and lakeshore management techniques and multi-agency participation with DNR Metro Forestry and Wildlife, Three Rivers Park District, and Minnehaha Creek Watershed District are some common volunteer programs used. Additional programs, depending on the municipality's self-assessment, will be used to involve the public in the SWPPP.

***Activity Implementation Plan:**

Public Information Program

- 2006-2011 – Review existing community stormwater programs and determine if coordination is possible
- 2006-2011 – Develop informational materials
- 2006-2011 – Distribute informational materials and make available to the public

MS4 Participation with Watershed Partners

- 2006-2011 - This is a current city program. Annually review and update as needed

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities

- 2006-2011 - Target at a minimum of 2 sessions per year

City of Medina Website for Stormwater Concerns

- 2007-2008- Determine scope, budget, and feasibility of website
- 2008 - Determine storm water connection to web site and what relevant data will be included
- 2008-2011 - Provide regular comprehensive contributions to website and storm water information
- 2009-2011 - Annually review and update as needed

Listening Session with K-8 Teachers and Administrators

- 2006-2011 Hold at least one educational listening session per year with appropriate persons
- 2006-2011 - Hold at least one educational session regarding the industrial activities permit per year with appropriate business personnel

Private Industry Program for Industrial Activities Permit Compliance

- 2006-2011 - Hold at least one educational session regarding the industrial activities permit per year with appropriate business personnel

Spring Cleanup Day

- 2006-2011 – This event is occurring in the spring of each calendar year. Annually review and update as needed

Medina Celebration Day

- 2006-2011– This event is occurring in the fall of each calendar year. Annually review and update as needed

***Performance Measures:**

Public Information Program

- Adjustments made to SWPPP
- Amount of stormwater information distributed

Public Newsletter Distribution

- Stormwater article included in quarterly newsletter

MS4 Participation with Watershed Partners

- Number of items used from the Watershed Partner's media guide.

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities

- Number of informational listening sessions held

City of Medina Website for Stormwater Concerns

- Development of website
- SWPPP available on website
- Provide links to stormwater related websites

Listening Session with K-8 Teachers and Administrators

- Number of listening sessions held with educational personnel

Private Industry Program for Industrial Activities Permit Compliance

- Number of businesses which participated with the city in filing an industrial activities permit

Spring Cleanup Day

- Events in the program
- Number of volunteers participating in the program

Medina Celebration Day

- Events in the program
- Number of volunteers participating in the program
- Number of stormwater brochures distributed

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-5

***BMP Title:** Education Program: Post-Construction Stormwater Management in New Development and Redevelopment

***Audience(s) Involved:**

All residents within the City of Medina, property owners, contractors, and developers are collectively targeted in the City's education program for post-construction stormwater management in new development and redevelopment.

***Educational Goals for Each Audience:**

Residents within the City of Medina and property owners: General stormwater awareness for each minimum control measure.

Local officials: Awareness of SWPPP, permit requirements, and pollution prevention/good housekeeping best management practices.

City Employees: To provide knowledge and technical abilities to implement proper stormwater practices for park and open space and storm sewer system maintenance.

Contractors/Business owners: Knowledge of City rules, policies and enforcement actions related to post-construction stormwater management.

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

Public Information Program- Educate the Public on stormwater issues by coordinating the delivery of public education and outreach BMP's.

Public Newsletter Distribution- Incorporate Stormwater Issues into Public Newsletter.

MS4 Participation with Watershed Partners- The City of Medina will participate with the Watershed Partner's communications campaign, including newspaper, radio, and TV spots and ready to use press releases and publications, in addition to creating unique features to the City of Medina.

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities- These will be informational sessions with the appropriate community members to determine where the City of Medina needs to target educational efforts for the following 2006 – 2011 permit cycle.

City of Medina Website for Stormwater Concerns- The City of Medina will develop and maintain a city website that includes storm water related information.

Listening Session with K-8 Teachers and Administrators- Listening Session with K-8 teachers and administrators about how storm water education could fit into classroom curriculums, for all appropriate school systems.

Private Industry Program for Industrial Activities Permit Compliance- The City of Medina will work with an outside consulting firm to develop and implement an educational program for private industrial businesses located within the city limits to aid in their industrial activities permit compliance and submittal.

Spring Cleanup Day- Involve the public in the specific applicable volunteer programs/events. Examples such as collection efforts headed up by volunteers and the Medina Parks Commission are some common volunteer

programs used. Other programs, depending on a municipality's self-assessment, will determine the most appropriate way to involve volunteers in the SWPPP.

Medina Celebration Day- Involve the public in specific applicable stormwater programs/events. Examples such as presentations on water quality issues and lakeshore management techniques and multi-agency participation with DNR Metro Forestry and Wildlife, Three Rivers Park District, and Minnehaha Creek Watershed District are some common volunteer programs used. Additional programs, depending on the municipality's self-assessment, will be used to involve the public in the SWPPP.

***Activity Implementation Plan:**

Public Information Program

- 2006-2011 – Review existing community stormwater programs and determine if coordination is possible
- 2006-2011 – Develop informational materials
- 2006-2011 – Distribute informational materials and make available to the public

Public Newsletter Distribution

- 2006-2011 – Determine new material to include in newsletter
- 2006-2011 – Include storm water articles in newsletter

MS4 Participation with Watershed Partners

- 2006-2011 - This is a current city program. Annually review and update as needed.

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities

- 2006-2011 - Target at a minimum of 2 sessions per year

City of Medina Website for Stormwater Concerns

- 2007-2008- Determine scope, budget, and feasibility of website
- 2008 - Determine storm water connection to web site and what relevant data will be included
- 2008-2011 - Provide regular comprehensive contributions to website and storm water information
- 2009-2011 - Annually review and update as needed

Listening Session with K-8 Teachers and Administrators

- 2006-2011 - Hold at least one educational listening session per year with appropriate persons

Private Industry Program for Industrial Activities Permit Compliance

- 2006-2011 - Hold at least one educational session regarding the industrial activities permit per year with appropriate business personnel

Spring Cleanup Day

- 2006-2011 – This event is occurring in the spring of each calendar year. Annually review and update as needed

Medina Celebration Day

- 2006-2011– This event is occurring in the fall of each calendar year. Annually review and update as needed

***Performance Measures:**

Public Information Program

- Adjustments made to SWPPP
- Amount of stormwater information distributed

Public Newsletter Distribution

- Stormwater article included in quarterly newsletter

MS4 Participation with Watershed Partners

- Number of items used from the Watershed Partner's media guide.

Listening Sessions with Homeowners, Garden Shops, Groundskeepers, Horse Farms and other Agricultural Related Activities

- Number of informational listening sessions held

City of Medina Website for Stormwater Concerns

- Development of website
- SWPPP available on website
- Provide links to stormwater related websites

Listening Session with K-8 Teachers and Administrators

- Number of listening sessions held with educational personnel

Private Industry Program for Industrial Activities Permit Compliance

- Number of businesses which participated with the city in filing an industrial activities permit.

Spring Cleanup Day

- Events in the program
- Number of volunteers participating in the program

Medina Celebration Day

- Events in the program
- Number of volunteers participating in the program
- Number of stormwater brochures distributed

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-6

***BMP Title:** Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations

***Audience(s) Involved:**

The education program will focus primarily on City employees; however will include residents, property owners, local officials and contractors/business owners to educate them about municipal operations. The education program will be focused at preventing or reducing polluting runoff from MS4 operations such as:

- Park and open space maintenance
- Fleet and building maintenance
- New construction and land disturbances
- Storm sewer system maintenance

***Educational Goals for Each Audience:**

Residents within the City of Medina and property owners: General stormwater awareness for each minimum control measure.

Local officials: Awareness of SWPPP, permit requirements, and pollution prevention/good housekeeping best management practices.

City Employees: To provide knowledge and technical abilities to implement proper stormwater practices for park and open space, storm sewer maintenance, fleet and building operation and maintenance, and new construction and land disturbance.

Contractors/Business owners: Knowledge of City rules, policies and enforcement actions related to illicit discharge, detection and elimination and construction site runoff control.

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

Public Information Program- Educate the Public on stormwater issues by coordinating the delivery of public education and outreach BMP's.

Public Newsletter Distribution- Incorporate Stormwater Issues into Public Newsletter.

City of Medina Website for Stormwater Concerns- The City of Medina will develop and maintain a city website that includes storm water related information.

Listening Session with K-8 Teachers and Administrators- Listening Session with K-8 teachers and administrators about how storm water education could fit into classroom curriculums, for all appropriate school systems.

Private Industry Program for Industrial Activities Permit Compliance- The City of Medina will work with an outside consulting firm to develop and implement an educational program for private industrial businesses located within the city limits to aid in their industrial activities permit compliance and submittal.

Spring Cleanup Day- Involve the public in the specific applicable volunteer programs/events. Examples such as collection efforts headed up by volunteers and the Medina Parks Commission are some common volunteer programs used. Other programs, depending on a municipality's self-assessment, will determine the most appropriate way to involve volunteers in the SWPPP.

Medina Celebration Day- Involve the public in specific applicable stormwater programs/events. Examples such as presentations on water quality issues and lakeshore management techniques and multi-agency

participation with DNR Metro Forestry and Wildlife, Three Rivers Park District, and Minnehaha Creek Watershed District are some common volunteer programs used. Additional programs, depending on the municipality's self-assessment, will be used to involve the public in the SWPPP.

Municipal Employee Training Program

The City will require training for all municipal employees to prevent or reduce pollutant runoff from City operations. The training program will be focused at preventing or reducing pollutant runoff from MS4 operations such as:

- Park and open space maintenance
- Fleet and building maintenance
- New construction and land disturbances
- Storm sewer system maintenance

***Activity Implementation Plan:**

Public Information Program

- 2006-2011 – Review existing community stormwater programs and determine if coordination is possible
- 2006-2011 – Develop informational materials
- 2006-2011 – Distribute informational materials and make available to the public

Public Newsletter Distribution

- 2006-2011 – Determine new material to include in newsletter
- 2006-2011 – Include storm water articles in newsletter

City of Medina Website for Stormwater Concerns

- 2007-2008- Determine scope, budget, and feasibility of website
- 2008 - Determine storm water connection to web site and what relevant data will be included
- 2008-2011 - Provide regular comprehensive contributions to website and storm water information
- 2009-2011 - Annually review and update as needed

Listening Session with K-8 Teachers and Administrators

- 2006-2011 - Hold at least one educational listening session per year with appropriate persons

Private Industry Program for Industrial Activities Permit Compliance

- 2006-2011 - Hold at least one educational session regarding the industrial activities permit per year with appropriate business personnel

Spring Cleanup Day

- 2006-2011 – This event is occurring in the spring of each calendar year. Annually review and update as needed

Medina Celebration Day

- 2006-2011– This event is occurring in the fall of each calendar year. Annually review and update as needed

Municipal Employee Training Program

- 2006-2011 Current and ongoing (annually). Update and revise as needed

***Performance Measures:**

Public Information Program

- Adjustments made to SWPPP
- Amount of stormwater information distributed

Public Newsletter Distribution

- Stormwater article included in quarterly newsletter

City of Medina Website for Stormwater Concerns

- Development of website
- SWPPP available on website
- Provide links to stormwater related websites

Listening Session with K-8 Teachers and Administrators

- Number of listening sessions held with educational personnel

Private Industry Program for Industrial Activities Permit Compliance

- Number of businesses which participated with the city in filing an industrial activities permit.

Spring Cleanup Day

- Events in the program
- Number of volunteers participating in the program

Medina Celebration Day

- Events in the program
- Number of volunteers participating in the program
- Number of stormwater brochures distributed

Municipal Employee Training Program

- Type of training
- Number of employees receiving training

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

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

***BMP Description:**

The City will participate with the Watershed Partner's communication campaign, U of M extension, Medina Horse Association and Hennepin County Environmental Services (HCES). They will specifically using the following two BMPs to coordinate their education program through outside entities.

MS4 Participation with Watershed Partners: The City of Medina will participate with the Watershed Partner's communications campaign, including newspaper, radio, ad TV spots and ready to use press releases and publications, in addition to creating unique features to the City of Medina.

Medina Celebration Day: Involve the public in specific applicable stormwater programs/events. Additional programs, depending on the municipality's self-assessment, will be used to involve the public in the SWPPP. This program includes members from the U of M extension, Medina Horse Association and HCES.

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

BMP 1-4 and 2-4, descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

MS4 Participation with Watershed Partners

- Number of items used from the Watershed Partner's media guide

Medina Celebration Day:

- Events in the program
- Number of volunteers participating in the program
- Number of stormwater brochures distributed

***Timeline/Implementation Schedule:**

MS4 Participation with Watershed Partners

- 2006-2011 - This is a current city program. Annually review and update as needed

Medina Celebration Day:

- 2006-2011– This event is occurs in the fall of each calendar year.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

<p>*BMP Title: Annual Public Meeting</p>
<p>*BMP Description: The City will provide at least 30 day public notice for the annual storm water meeting, any subsequent meeting to discuss provisions to the SWPPP, and hold the public meeting on an annual basis to discuss and consider public input regarding the City's Stormwater Management Practices.</p> <p><u>Conduct Annual Meeting to Discuss SWPPP-</u> The City of Medina will hold an annual meeting to discuss and consider public input regarding the city's storm water management practices and receive public input on the adequacy and effectiveness of the SWPPP.</p>
<p>Location(s) in SWPPP of detailed information relating to this BMP: BMP 2-1 descriptions in the SWPPP provide more detailed information for each minimum control measure</p>
<p>*Measurable Goals:</p> <p><u>Conduct Annual Meeting to Discuss SWPPP</u></p> <ul style="list-style-type: none">Completed annual meeting and had public attendance at this meeting
<p>*Timeline/Implementation Schedule:</p> <p><u>Conduct Annual Meeting to Discuss SWPPP</u></p> <ul style="list-style-type: none">2006-2011 – Meeting will be held annually prior to the June 30th annual report submittal deadline
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Chad Adams Department: City Administrator Phone: 763-473-4643 E-mail: Chad.Adams@ci.medina.mn.us</p>

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2a-1

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

***BMP Description:** The City will provide at least 30 day public notice for the annual storm water meeting, any subsequent meeting to discuss provisions to the SWPPP.

Follow Applicable Public Notice Requirements- Prepare a notice of public informational meeting at least 30 days prior to the annual stormwater meeting or any subsequent meetings to discuss the provisions of the SWPPP, its effectiveness, or amendments there to. Include all components listed below and distribute public notices in areas to best notify a diverse group of citizens within the Medina city limits. The notice will include the date, time and location of the public meeting; a concise description of the manner in which the meeting will be conducted and indicate that the SWPPP will be available for public review at the City Hall.

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

BMP 1-1 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Follow Applicable Public Notice Requirements

- Completed public notice and attendance at annual meeting for SWPPP review

***Timeline/Implementation Schedule:**

Follow Applicable Public Notice Requirements

- 2006-2011 - 30 Day public notice will be published in the Crow River News and in the quarterly City of Medina Newsletter and mailed directly to 1400 households 30 days prior to meeting, informational signs will be posted in three separate locations

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2b-1

***BMP Title:** Solicit Public Input and opinion on the Adequacy of the SWPPP

***BMP Description:** The City will solicit public input during the annual storm water meeting and any subsequent meeting to discuss provisions to the SWPPP.

Conduct Annual Meeting to Discuss SWPPP- The City of Medina will hold an annual meeting to discuss and consider public input regarding the city's storm water management practices and receive public input on the adequacy and effectiveness of the SWPPP.

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

BMP 2-1 and 2-2 descriptions in the SWPPP provide more detailed information for each minimum control measure.

***Measurable Goals:**

Conduct Annual Meeting to Discuss SWPPP

- Completed annual meeting and had public attendance at this meeting

***Timeline/Implementation Schedule:**

Conduct Annual Meeting to Discuss SWPPP

- 2006-2011 – Meeting will be held annually prior to the June 30th annual report submittal deadline

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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to incompleteness.

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

***BMP Title:** Consider Public Input

***BMP Description:** All public comments received at the City both written and oral using one of the methods identified in BMP Summary sheet 2b-1 will be considered and if prudent incorporated into the SWPPP.

Consider Written and Oral Public Input Regarding the SWPPP- Analyze the comments and written material and adjust the SWPPP where appropriate.

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

BMP 2-2 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Consider Written and Oral Public Input Regarding the SWPPP

- Adjustments made to SWPPP

***Timeline/Implementation Schedule:**

Consider Written and Oral Public Input Regarding the SWPPP

- 2006-2011 Ongoing after annual public meeting to discuss SWPPP. Annually review and adjust SWPPP where appropriate

Specific Components and Notes:

Consider Written and Oral Public Input Regarding the SWPPP

- Document oral and written public comments, and include any appropriate changes in annual report

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3a-1

<p>*BMP Title: Storm Sewer System Map</p>
<p>*BMP Description: The City is currently completing a storm sewer system map that identifies storm sewer system components and receiving bodies. The City will continue to update the map as needed annually.</p> <p><u>Storm Sewer Map</u> - A map that shows the location of appropriate storm sewer system components and receiving discharge bodies can facilitate management of illicit discharge detection and elimination. The City of Medina is currently in the process of completing a storm sewer system map. A map will be produced in CAD drafting format and will be updated as needed annually. The City will continue to update the system map and components listed below.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: BMP 3-1 descriptions in the SWPPP provide more detailed information for each minimum control measure</p>
<p>*Measurable Goals:</p> <p><u>Storm Sewer Map</u></p> <ul style="list-style-type: none">• Percentage of storm sewer system map completed at the end of each annual reporting year
<p>*Timeline/Implementation Schedule:</p> <p><u>Storm Sewer Map</u></p> <ul style="list-style-type: none">• 2006 – Sequester all existing maps and plans• 2007 – Synthesize existing maps and plans• 2007 – Identify and add new information• 2007-2008 – Verify accuracy and complete MS4 map including all natural water features• June 30th, 2008 – Completed MS4 map• 2009-2011 – Annually review and update as needed
<p>Specific Components and Notes:</p> <p><u>Storm Sewer Map</u></p> <ul style="list-style-type: none">• Ponds, streams, lakes, and wetlands• All pipes 24 inches in diameter and over that are part of the MS4• All outfalls and other discharge points leaving the MS4• Structural pollution control devices
<p>*Responsible Party for this BMP:</p> <p>Name: Chad Adams Department: City Administrator Phone: 763-473-4643 E-mail: Chad.Adams@ci.medina.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3b-1

<p>*BMP Title: Regulatory Control Program</p>
<p>*BMP Description: The City will develop an illicit discharge detection and elimination ordinance <u>Illicit Discharge, Detection, and Enforcement Ordinance-</u> The City of Medina will develop an ordinance to prohibit non-stormwater discharge into the storm sewer system.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: BMP 3-2 descriptions in the SWPPP provide more detailed information for each minimum control measure</p>
<p>*Measurable Goals:</p> <p><u>Illicit Discharge, Detection, and Enforcement Ordinance</u></p> <ul style="list-style-type: none">• Completed review of other regulating bodies ordinances• Complete draft ordinance• Completed ordinance
<p>*Timeline/Implementation Schedule:</p> <p><u>Illicit Discharge, Detection, and Enforcement Ordinance</u></p> <ul style="list-style-type: none">• 2006 – Review other communities and regulatory bodies existing illicit discharge ordinances• 2007 – Compile all current city ordinances related to illicit discharge and analyze gaps• 2007-2008 – Produce draft of illicit discharge, detection, and elimination ordinance• June 30th,2008 – Completed illicit discharge, detection, and elimination ordinance• 2009-2011 – Annually review and update as needed
<p>Specific Components and Notes:</p> <p><u>Illicit Discharge, Detection, and Enforcement Ordinance</u></p> <ul style="list-style-type: none">• Meetings with City Attorney• Septic system control• Illicit connections control• Illegal dumping control• Recreational sewage control• Right of Entry provision
<p>*Responsible Party for this BMP:</p> <p>Name: Chad Adams Department: City Administrator Phone: 763-473-4643 E-mail: Chad.Adams@ci.medina.mn.us</p>

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3c-1

<p>*BMP Title: Illicit Discharge Detection and Elimination Plan</p>
<p>*BMP Description: The City will set up a program to detect and eliminate illegal and /or improper connections to storm drainage systems and receiving water. After detection of illicit discharges the City will evaluate proper enforcement procedures and enforce the provisions pertaining to illicit discharges.</p> <p><u>Illicit Discharge Detection Program-</u> Program to detect and eliminate illegal and/or improper connections to storm drainage systems and receiving waters. Specific illicit discharge connections will be identified in years 2006, 2007, and 2008 using the specific component listed below. After detection of illicit discharge locations, the City of Medina will evaluate proper enforcement procedures and enforce the provisions of the City ordinance pertaining to illegal discharges into the storm sewer system.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: BMP 3-3 descriptions in the SWPPP provide more detailed information for each minimum control measure</p>
<p>*Measurable Goals:</p> <p><u>Illicit Discharge Detection Program</u></p> <ul style="list-style-type: none">• Complete list of existing information on illicit connection tests performed to date within the City• Complete prioritized illicit connection assessment sites. The prioritized list may include things like chlorinated pool discharges, illegal storage of greasy mechanical equipment and the detection of illicit discharges• Length of storm sewer inspected• Number of enforcement procedures
<p>*Timeline/Implementation Schedule:</p> <p><u>Illicit Discharge Detection Program</u></p> <ul style="list-style-type: none">• 2006 – Gather existing information on illicit connection tests performed to date within the City• 2007-2008 – Identify and prioritize future illicit connection assessment sites• 2006-2001– Begin conducting field tests of existing storm sewer system lines• 2009-2011 – Implement program and annually review and update as needed
<p>Specific Components and Notes:</p> <p><u>Illicit Discharge Detection Program</u></p> <ul style="list-style-type: none">• Program to detect and address failing septic systems• Program to detect and address illicit connections• Community hotline and documentation procedures• Inform public employees of non-storm water discharge hazards• Inform general public of non-storm water discharge hazards
<p>*Responsible Party for this BMP:</p> <p>Name: Chad Adams Department: City Administrator Phone: 763-473-4643 E-mail: Chad.Adams@ci.medina.mn.us</p>

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3d-1

<p>*BMP Title: Public and Employee Illicit Discharge Information Program</p>
<p>*BMP Description: The City will inform the employees, businesses and the general public about hazards associated with illegal discharges and improper disposal of waste. The program will include an education program with out reach materials.</p> <p><u>Employee and General Public Illicit Discharge Education Program-</u> Program to inform the public employees, businesses and the general public of water quality hazards associated with illegal discharges and improper disposal of waste.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: BMP 3-4 descriptions in the SWPPP provide more detailed information for each minimum control measure</p>
<p>*Measurable Goals:</p> <p><u>Employee and General Public Illicit Discharge Education Program</u></p> <ul style="list-style-type: none">• Created education program• Created outreach materials
<p>*Timeline/Implementation Schedule:</p> <p><u>Employee and General Public Illicit Discharge Education Program</u></p> <ul style="list-style-type: none">• 2006 – Identify outreach methods• 2007 – Develop outreach materials• 2008 – Implement in-person/volunteer outreach• 2009-2011 – Annually review and update as needed
<p>Specific Components and Notes:</p> <p><u>Employee and General Public Illicit Discharge Education Program</u></p> <ul style="list-style-type: none">• Devote time at regular staff meetings to discuss storm water issues and concerns• Recycling services informational billing• Coordinate with Public Education and Outreach minimum control measures• Coordinate with Public Participation and Involvement minimum control measures• Coordinate with Good Housekeeping minimum control measures• Community hotline and documentation procedures
<p>*Responsible Party for this BMP:</p> <p>Name: Chad Adams Department: City Administrator Phone: 763-473-4643 E-mail: Chad.Adams@ci.medina.mn.us</p>

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3e-1

***BMP Title:** Identification of Non Stormwater Discharges and Flows

***BMP Description:**

During the initial self-assessment process to determine the appropriate BMPs necessary to meet the MEP standard, City staff considered the following non-stormwater discharges and determined they should not be identified as significant contributors of pollutants to the City's stormwater system at this time.

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

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

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

***Measurable Goals:**

Not applicable

***Timeline/Implementation Schedule:**

Not applicable

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4a-1

<p>*BMP Title: Ordinance or other Regulatory Mechanism</p>
<p>*BMP Description: The City will analyze their current ordinance on construction site stormwater runoff, they will also look at inspections and enforcement and the selection of structural BMP that are in place for recommendation.</p> <p><u>Construction Site Storm Water Runoff Ordinance-</u> Medina will analyze their current ordinance, as it would pertain to erosion and sediment control and construction site management. They will analyze their time schedules for plan review; take a concentrated look at inspection and enforcement, and what selection of structural BMP's they have in place for recommendation.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: BMP 4-1 descriptions in the SWPPP provide more detailed information for each minimum control measure</p>
<p>*Measurable Goals:</p> <p><u>Construction Site Storm Water Runoff Ordinance</u></p> <ul style="list-style-type: none">• Adopt ordinance• Ordinance updates
<p>*Timeline/Implementation Schedule:</p> <p><u>Construction Site Storm Water Runoff Ordinance</u></p> <ul style="list-style-type: none">• 2006 – Adopt construction site stormwater runoff Ordinance• 2007 – Review ordinance to determine effectiveness• 2008 – Revise ordinance• 2009-2011 – Annually review and update as needed
<p>Specific Components and Notes:</p> <p><u>Construction Site Storm Water Runoff Ordinance</u></p> <ul style="list-style-type: none">• Current city ordinance review• Ordinance connection to MPCA minimum standards• Ordinance comparison to similar communities• Ordinance comparison to surrounding communities• Ordinance descriptor tools for public/trade professionals• Ordinance connection with county authority• Ordinance link with other governing authorities• Ordinance language for time lines relating to site plan review
<p>*Responsible Party for this BMP:</p> <p>Name: Chad Adams Department: City Administrator Phone: 763-473-4643 E-mail: Chad.Adams@ci.medina.mn.us</p>

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

BMP Summary Sheet

MS4 Name: City of Medina

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 construction site program will implement BMPs for construction site runoff. Standard have been developed to ensure minimized impacts to all potential water within the city limits of construction.

Erosion and Sediment Control BMP's- The City of Medina has developed, implemented and communicated 6 appropriate erosion and sediment control BMPs for construction site runoff.

ESC Standards During Municipal Land Disturbing Activities-The city is held to the appropriate erosion and sediment control standards that have been developed for any land disturbance activity occurring within the city jurisdiction. These standards ensure minimized impacts to all potential waters within the city limits of construction.

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

BMP 4-2 and 6-10 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Erosion and Sediment Control BMP's

- Completed list of 6 acceptable BMPs
- Updates to BMP List

ESC Standards During Municipal Land Disturbing Activities

- Number of city projects occurring within each construction year
- Total number of ESC inspections performed for city projects within each construction year

***Timeline/Implementation Schedule:**

Erosion and Sediment Control BMP's

- 2006 - Completion of 6 accepted erosion and sediment control BMPs for ordinance and review
- 2007 – Update BMP list per ESC Ordinance
- 2008-2011 Annually review and update as needed

ESC Standards During Municipal Land Disturbing Activities

- 2006 – Provide regular site inspections for any city project every 7 days or after each .25 inch rain event
- 2007 – Collect documentation for all ESC inspections for city projects during the construction season
- 2007-2011 – Analyze current ESC practices on all city owned projects, and make appropriate adjustments to required practices

Specific Components and Notes:

Erosion and Sediment Control BMP's

- 6 accepted BMP requirements
- Connection of BMPs to MPCA manual
- Construction Site Storm Water Runoff Ordinance
- Development and Redevelopment Review Program
- Develop Handout Piece describing a minimum of 6 Construction Site BMP's

ESC Standards During Municipal Land Disturbing Activities

- ESC ordinance
- ESC inspection services
- Site plan review process by city engineer for appropriate ESC practices

***Responsible Party for this BMP:**

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BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4c-1

<p>*BMP Title: Waste Controls for Construction Site Operators</p>
<p>*BMP Description: The City has a completed site review standards for construction site waste control issues. Updates and evaluations will be done annually on how they inspect for construction site waste control management.</p> <p><u>Construction Site Waste Control Issues</u>-Medina completed site review standards, as it pertains to construction site waste control issues. They will annually evaluate and update how they inspect for appropriate construction site waste control management.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: BMP 4-3 descriptions in the SWPPP provide more detailed information for each minimum control measure</p>
<p>*Measurable Goals:</p> <p><u>Construction Site Waste Control Issues</u></p> <ul style="list-style-type: none">• Develop responsible construction site management guidelines/principles• Develop accountability standards for professionals in construction site management within the community
<p>*Timeline/Implementation Schedule:</p> <p><u>Construction Site Waste Control Issues</u></p> <ul style="list-style-type: none">• 2006 – Completed list of responsible construction site management guidelines• 2007-2011 – Annually review and update as needed.
<p>Specific Components and Notes:</p> <p><u>Construction Site Waste Control Issues</u></p> <ul style="list-style-type: none">• Construction Site entrance criteria, site debris storage, and waste disposal definitions• Construction Site limits definition• Escrow funds for developers to adhere to standards of compliance• Ramifications for non-compliance• Provide training to community regarding standards
<p>*Responsible Party for this BMP:</p> <p>Name: Chad Adams Department: City Administrator Phone: 763-473-4643 E-mail: Chad.Adams@ci.medina.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

***BMP Title:** Procedure for Site Plan Review

***BMP Description:** The City will maintain procedures for the construction site plan review and incorporate mandatory provisions written in the Construction Site Storm Water Runoff Ordinance.

Construction Site Plan Review Process- The City of Medina will maintain procedures for construction site soil and sedimentation erosion control within the Development and Redevelopment Plan Review Program to incorporate mandatory provisions written in the Construction Site Storm Water Runoff Ordinance.

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

BMP 4-4 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

BMP 4-4: Construction Site Plan Review Process-

- Number of site plan reviews performed

***Timeline/Implementation Schedule:**

Construction Site Plan Review Process-

- 2006 – Completion of plan review documentation procedures
- 2007-2011 – Annually review and update as needed

Specific Components and Notes:

Construction Site Plan Review Process-

- Define communication link between planning, engineering, and zoning, other non profit's
- Timeline for a site plan review process determined to currently be 30 days
- Site plan review fees and City permit application
- Construction Site Storm Water Runoff Ordinance
- Development and Redevelopment Review Program
- Cooperate with 3 watershed districts on site inspection and site plan review process (joint authority issues)

***Responsible Party for this BMP:**

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BMP Summary Sheet

MS4 Name: City of Medina

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 will maintain record of public complaints of non-compliance stormwater related issues, annual reviews of the records keeping and how they store site inspection information will be conducted.

Construction Site Complaint Procedure- The City of Medina will maintain a record of public complaints for non-compliance issues related to storm water. The City will establish a procedure where people can submit complaints through the City's main phone line, which will be provided on the City website. The city will annually review their record keeping and how they store information regarding site inspection issues.

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

BMP 4-5 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Construction Site Complaint Procedure

- Number of calls from the community regarding storm water issues
- Number of City staff actions initiated based on calls received

***Timeline/Implementation Schedule:**

Construction Site Complaint Procedure

- 2006 – Documentation procedure will be complete
- 2007-2011 – Annually review and update as needed

Specific Components and Notes:

Construction Site Complaint Procedure

- Allows citizen reports on illicit discharge detection
- Allows citizen reports on construction site erosion violations
- City complaint receipt program

***Responsible Party for this BMP:**

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BMP Summary Sheet

MS4 Name: City of Medina

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 has an existing inspection and enforcement program that includes an active inspection program (BMP 4-6). The program will implement the techniques for fines and other financial incentives to ensure compliance to predetermined standards of performance during construction.

Construction Site Inspection and Enforcement Program- Medina will conduct inspection of construction sites and conduct enforcement methods as necessary. Medina will review how they inspect for appropriate construction site conditions and the effectiveness of the enforcement process.

Construction Site Enforcement Procedures- This is the most critical step in implementing an effective Construction Site Runoff Control Program. This is where a community will assess how well they are assuring compliance of their ordinance. This is where they understand how well their current system is working and how they can improve the system. This is also where a city needs to carefully consider the continuity of the inspection process and how to prevent “perceived” bias. This is also where the city will implement the techniques for fines and other financial incentives to ensure compliance to predetermined standards of performance during construction.

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

BMP 4-6 and 4-7 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Construction Site Inspection and Enforcement Program

- Analysis of site inspection criteria of what to look for, critical areas of concern definitions, and appropriate BMP installation guide
- Documentation of number of inspections and enforceable action letters

Construction Site Enforcement Procedures

- Number of inspection logs, enforceable action letters, database material, and funds collected for actions taken

***Timeline/Implementation Schedule:**

Construction Site Inspection and Enforcement Program

- 2006 - Analysis and refinement of current site inspection and enforcement methods
- 2007 – Develop log to track inspections and enforcement activity
- 2007 – Refine inspection procedures per Stormwater Construction Site Storm Water Runoff Control Ordinance
- 2007-2011 – Annually review and update as needed

Construction Site Enforcement Procedures

- 2006-2011 - This is a current city program. Annually review and update as needed.

Specific Components and Notes:

Construction Site Inspection and Enforcement Program

- Develop site inspection criteria
- Clearly define enforcement actions
- Develop log to track inspections and enforcement activity
- Develop certification criteria for anyone working on projects within the city
- Develop and enforce a stop work order for construction sites that are not in compliance with city standards

Construction Site Enforcement Procedures

- Letters of Credit in developers agreements
- Financial escrow accounts
- Other fiscal determinates for non-compliance
- Permit fees

***Responsible Party for this BMP:**

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BMP Summary Sheet

MS4 Name: City of Medina

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 will compare current city standards that are being utilized when new innovative stormwater management standards that will prevent or minimize water quality impacts. They will analyze limits set and standards for impervious surfaces.

Develop and implement strategies, which include a combination of structural and/or nonstructural best management practices (BMP's) appropriate for the City of Medina- The selection and program of BMP's that the City of Medina utilizes will set controls in place that prevent or minimize water quality impacts.

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

BMP 5-2 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Develop and implement strategies, which include a combination of structural and/or nonstructural best management practices (BMP's) appropriate for the City of Medina

- Compare/contrast the current city standards that are being utilized with innovative storm water management standards
- Analyze limits set on impervious surfaces and new development or re/development standards for impervious surfaces

***Timeline/Implementation Schedule:**

Develop and implement strategies, which include a combination of structural and/or nonstructural best management practices (BMP's) appropriate for the City of Medina

- 2006 – contrast with agency guidelines for model storm water best management practices
- 2007 – Analyze number of types of BMP's utilized to control storm water within city limits
- 2008 – Finalize the storm water management standards for the City of Medina
- 2009-2011 Annually review and update as needed

Specific Components and Notes:

Develop and implement strategies, which include a combination of structural and/or nonstructural best management practices (BMP's) appropriate for the City of Medina

Current BMP listing for post construction storm water management

- Wet Detention Ponds
- Storm Water Wetlands
- Rain Water Gardens
- Infiltration Basins
- Grassed Swales and Channels
- Vegetative Cover

- Sump Catch Basins
- Filter Strips
- Buffer Strips
- Channel Riprap
- Paved Flumes
- Catch Basin Inserts
- Vegetation Protection

***Responsible Party for this BMP:**

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BMP Summary Sheet

MS4 Name: City of Medina

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

Unique BMP Identification Number: 5b-1

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

***BMP Description:** The City uses the regulatory mechanisms as listed below to address post construction runoff from development and redevelopment. The regulatory mechanism provides an opportunity which better stormwater management standards and required BMPs can be implemented.

Ordinance or other regulatory mechanisms to address post construction runoff from new development and redevelopment projects to the extent allowable under law.-The City of Medina will analyze their current ordinance as it pertains to post construction storm water runoff. The City will look at their current collection of ordinances and analyze how these regulations dictate controls for surface water management standards

Develop and ensure a site plan review process as a requirement of the City of Medina ordinance dictating Post Construction Storm Water Management practices. This is a program that ensures that the review of plans for both new development and re-development provides a gateway through which better storm water management and required best management practices can be implemented. It also ensures the designed practices are functioning to the appropriate level for storm water control.

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

BMP 5-1 and 5-4 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Ordinance or other regulatory mechanisms to address post construction runoff from new development and redevelopment projects to the extent allowable under law.

- Compare/contrast the current city ordinance with the Model Storm water Ordinance provided by the Minnesota Pollution Control Agency and Metropolitan Council Model Storm water Ordinance
- Analyze current ordinance standards after a 36 month time frame to completely understand city initiatives with regard to storm water management

Develop and ensure a site plan review process as a requirement of the City of Medina ordinance dictating Post Construction Storm Water Management practices.

- Quantify the number of site plans reviewed by the City of Medina for each year of the permit cycle.
- Quantify the number of site plans reviewed internally by the City of Medina staff.
- Develop a standard site plan review checklist for storm water standards

***Timeline/Implementation Schedule:**

Ordinance or other regulatory mechanisms to address post construction runoff from new development and redevelopment projects to the extent allowable under law.

- 2006-2007 – contrast with agency guidelines for model storm water ordinances
- 2007-2008 – make appropriate changes to current ordinance structures
- 2008 – Finalize the storm water management ordinance into Medina City Code
- 2008-2011 Annually review and update as needed

Develop and ensure a site plan review process as a requirement of the City of Medina ordinance dictating Post Construction Storm Water Management practices.

- 2006 – Consider outsourced site plan review for storm water concerns for all commercial and residential development greater than one acre
- 2007 –Provide criteria for internal municipal site plan review for any land disturbance less than one acre
- 2007-2008 –Interface site plan review process with city’s long term storm water management goals.
- 2008-2011 Annually review and update as needed

Specific Components and Notes:

Ordinance or other regulatory mechanisms to address post construction runoff from new development and redevelopment projects to the extent allowable under law.

Current Ordinance Listing for Post Construction Storm water Management:

- 820.25 (d)
- 820.31
- 820.33
- 820.37.1-.4
- 820.39.3
- 820.47.8
- 820.55
- 825.55
- 825.07.11
- 825.07.95
- 827.04.4a-b
- 828.29.9
- 828.33
- 828.35
- 828.43

Develop and ensure a site plan review process as a requirement of the City of Medina ordinance dictating Post Construction Storm Water Management practices.

The current outsourced site plan review process currently encompasses the following BMP standards for review.

- Pitt method for treatment sizing
- Walker method for treatment sizing
- Bench area definition for maintenance and safety concerns
- Wetland vegetation preservation
- Buffer strips and infiltration strips
- Extended detention for the 2, 10, and 100 year rain events as appropriate
- Pond outlet structures

- Emergency spillways
- Anti seep diaphragms
- Draw down devices
- Assure review with appropriate Agencies for threatened or endangered species and historic places and archeological sites
- Assure review with appropriate Agencies for environmental review required by state or federal laws.

***Responsible Party for this BMP:**

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BMP Summary Sheet

MS4 Name: City of Medina

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 long term operation and maintenance program is to ensure long term operation and maintenance of BMPs installed as a result of the Cities ordinance requirements.

Develop and ensure long-term operation and maintenance of BMP's installed as a requirement of the City of Medina ordinance dictating Post Construction Storm Water Management practices.- This is a program that ensures the practices that are installed to managed and treat post construction storm water are managed, maintained, and operated in an effective manner. The maintenance requirements for permanent stormwater management are managed through developer's agreements that are approved during the plan review process. The developer's agreement will specify who is responsible for completing the maintenance and when the maintenance should be conducted.

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

BMP 5-3 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Develop and ensure long-term operation and maintenance of BMP's installed as a requirement of the City of Medina ordinance dictating Post Construction Storm Water Management practices.

- Total the number of developers agreements that address the long term maintenance of post construction storm water facilities after each year of this permit cycle
- Total number of BMPs inspected at the end of each year
- Total number of maintenance agreements renewed or written at the end of each year

***Timeline/Implementation Schedule:**

Develop and ensure long-term operation and maintenance of BMP's installed as a requirement of the City of Medina ordinance dictating Post Construction Storm Water Management practices.

- 2006 – Quantify and document all municipal owned post construction storm water BMP's (ponds etc.)
- 2006 – Develop standard developers agreement language to handle transfer of ownership issue with regard to BMP's as well as long term maintenance objectives
- 2006 –Consider long term maintenance objectives and interface with city comprehensive plan for storm water management
- 2006-2011 –Document annual inspection of all municipal owned post construction BMP's
- 2007-2011 – Annually review and update as needed

Specific Components and Notes:

***Responsible Party for this BMP:**

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BMP Summary Sheet

MS4 Name: City of Medina

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's operation and maintenance program includes programs designed at reducing pollutants from MS4 operations. These programs within the operation and maintenance program deal with handling of hazardous waste, a spill response plan, for landscape and lawn care practices, maintenance and inspection programs for storm drain systems and sanitary sewers.

Floor Drain Containment Program in Public Works Facilities- All public works and city facilities contain floor drains that lead to containment basins which are pumped on a contracted, regular basis. These containment basins ensure that no leakage to outside storm water would be possible. This contracted service provides the city with documentation of removal of wastewater materials.

Hazardous Materials Storage Program- Proper handling of hazardous waste can prevent spills or leakage. Proper disposal of hazardous waste can protect water resources

Landscaping and Lawn Care Practices- Proper maintenance of park space, landscaped medians or other municipal landscaped areas can protect water quality.

Spill Response Plan- A spill response plan defines the potential types of materials and/or compounds spilled, how fast the spill may spread, where the spill may travel, the potential impact of the spill on the downstream resources. The spill response plan also addresses what steps a municipality will take if a spill should occur.

City Owned Equipment Maintenance Program- Protecting against spills and leaks into an MS4 can protect water quality. Proper clean up techniques are also important

Sanitary Sewer Maintenance and Inspection Program- Cleaning of the sanitary sewer system is typically focused on conveyance structures and areas of containment. Consideration may be given to coordinating cleaning activities with inspection activities for city storm sewer systems.

Storm Drain System Cleaning- The city of Medina may contract with an outside entity to clean and maintain any necessary storm systems within the city's jurisdiction. This process will be done on an as needed basis, or every three years whichever is more frequent. The city will adjust this schedule if pollutants should accumulate and more frequent maintenance is required.

Municipal Employee Training Program- The City will require training for all municipal employees to prevent or reduce pollutant runoff from City operations. The training program will be focused at preventing or reducing pollutant runoff from MS4 operations such as:

- Park and open space maintenance
- Fleet and building maintenance
- New construction and land disturbances
- Storm sewer system maintenance

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

BMP 6-1, 6-2, 6-3, 6-4, 6-5, 6-6, 6-12 and 6-16 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Floor Drain Containment Program in Public Works Facilities

- Number of times floor drains are pumped annually
- Visual monitoring of quantity of wastewater and potential contaminants collected between pumping

Hazardous Materials Storage Program

- Number of regularly inspected storage units
- Percent of appropriate work force trained in hazardous material storage and maintenance
- Number of storage facilities equipped to store hazardous waste
- Establishment of containment protocols

Landscaping and Lawn Care Practices

- Amount of fertilizer used (as mass and/or mass applied per unit area)
- Amount of pesticides applied (as mass and/or mass applied per unit area)
- Amount of herbicides applied (as mass and/or mass applied per unit area)
- Whether or not phosphorous free fertilizer is being used
- Whether or not vegetative buffers are installed around high-chemical use areas

Spill Response Plan

- Whether or not an inventory of municipal facilities at risk for spills was created
- Number of preventative maintenance procedures performed on tanks, valves, pumps, pipes, and other equipment
- Whether or not a spill response plan was developed for municipal facilities
- Number of personnel trained in spill response
- Number of regularly inspected high-risk facilities

City Owned Equipment Maintenance Program

- Number of drip pans or boards used
- Number of spills reported
- Percentage of vehicles inspected for leaks
- Number of clean-up stations established at municipal facilities
- Amount of spill clean-up materials used

Sanitary Sewer Maintenance and Inspection Program

- Whether or not areas with high pollutant loading were inventoried and prioritized for cleaning
- Whether or not a capital investment is made to purchase a cleaning device
- The length of sanitary sewer cleaned annually
- The amount of debris removed during cleaning
- The number of repairs resulting from annual cleaning and inspection
- The number of times the automatic alarm systems respond to debris, or other potential contaminants to storm sewer system.

Storm Drain System Cleaning

- Number of times the outside entity is contracted per year for maintenance issues related to the city storm sewer system
- Number of inspections the city will conduct each year to clean out their storm sewer system

Municipal Employee Training Program

- Type of training
- Number of employees receiving training

***Timeline/Implementation Schedule:**

Floor Drain Containment Program in Public Works Facilities

- 2006-2011 This is a current practice in place for the City of Medina. Annually review and update as needed.

Hazardous Materials Storage Program

- 2006 – Develop and implement a log to track hazardous materials recycling program, and number of times recycling occurs throughout the year

- 2006-2007 – Develop and document city hazardous materials handling and storage policy
- 2006-2007 – Develop database of employees trained in city hazardous materials handling and storage policy
- 2008-2011 – Annually review and update as needed

Landscaping and Lawn Care Practices

- 2006-2011 This is a current city program. Annually review and update as needed

Spill Response Plan

- 2006 – Develop a list of known spills that have occurred in the MS4 and the actions taken
- 2007 – Strategize on potential spill and response scenarios
- 2007 – Develop preliminary spill response plan
- 2007 – Coordinate with outside agencies; afford public review of preliminary plan
- 2008 – Integrate spill response plan with MS4 map and city’s water resources
- 2008-2011 – Annually review and update as needed

City Owned Equipment Maintenance Program

- 2006 – Develop log for all city owned equipment and maintenance to that equipment
- 2006 - 2011 – Track all maintenance activities in city log for city owned equipment
- 2007- 2011 – Annually review and update as needed

Sanitary Sewer Maintenance and Inspection Program

- 2006-2011 This is a current city program. Annually review and update as needed

Storm Drain System Cleaning

- 2006 – Analyze current storm sewer maintenance requirements and budget appropriate dollars
- 2007 – Make determination if trouble areas need maintenance more frequently
- 2007 – Conduct maintenance for city’s storm sewer system through outsourced company
- 2007 - Analyze current storm sewer maintenance requirements and budget appropriate dollars
- 2008 - Analyze current storm sewer maintenance requirements and budget appropriate dollars
- 2008-2011- Annually review and update as needed

Specific Components and Notes:

Floor Drain Containment Program in Public Works Facilities

- Contains any vehicle maintenance materials that might drip during storage and maintenance.
- Contains any vehicle wash materials collected during vehicle washing.
- Contains any spills in public works areas during regular maintenance procedures.
- Contains any contaminated wastewater that might lead to impervious runoff if washed out side a covered building.

Hazardous Materials Storage Program

- Log for recycled hazardous materials
- Annual contract documented for hazardous materials removal and disposal
- Paid invoices for above services

Landscaping and Lawn Care Practices

- City currently requires staff to be trained on pesticide, herbicide, and fertilizer applications being done on city properties
- City contracts only with licensed applicators to apply above materials on any other city properties not being cared for by city staff
- Materials stored indoors in a proper fashion
- Materials applied only when necessary, over-applications are closely monitored and their connections to water quality issues

Spill Response Plan

- Coordinate with National Incident Management Training and Lake Area Management Preparedness Group

City Owned Equipment Maintenance Program

- None

Sanitary Sewer Maintenance and Inspection Program

- 2003-2011 This is a current city program. Annually review and update as needed

Storm Drain System Cleaning

- None

Municipal Employee Training Program

- 2006-2011 Current and ongoing (annually). Update and revise as needed

***Responsible Party for this BMP:**

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BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

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

***BMP Description:** The City's street maintenance program is aim to keep street debris out of the City's storm sewer system.

Municipal Street Maintenance Program- This program addresses the city's initiative to keep street debris out of their storm sewer system. This program addresses the city's initiative to keep street debris out of their storm sewer system. The City currently Sweeps the City streets on an annual basis, however in the Lake Independence neighborhood sweep on a biannual basis. This work is currently contracted out and is required to be completed using a pick-up style sweeper.

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

BMP 6-7 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Municipal Street Maintenance Program

- Annual quantity of street sweeping for all city streets
- Employee training on sweeping issues
- Requirement for construction sites to control off site tracking

***Timeline/Implementation Schedule:**

Municipal Street Maintenance Program

- 2006-2011 This is a current city program. Annually review and update as needed.

Specific Components and Notes:

Municipal Street Maintenance Program

- City owned equipment and outsourced service for maximum impact to city MS4 quality
- Re-use of sand collected in city compost piles

***Responsible Party for this BMP:**

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BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-2

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

***BMP Description:** The City will annually inspect all structural pollution control devices and perform maintenance as appropriate.

Structural MS4 Pollution Control Device Inspection and Maintenance Program- All current MS4 structural pollution control devices are inspected annually, and maintained as appropriate. Rational, objective criteria that are developed to assess whether repairs, replacement or maintenance are needed can ensure action is taken if warranted, regardless of personnel. It can also show potential areas that may need attention for causing actions (i.e. high sedimentation, flooding, etc.). If devices are identified as needing repairs they will be put on a prioritization list and worked into the City budget, which is funded through the Storm Water Utility. For devices that are posing an immediate threat to public safety will be repaired immediately. A schedule of when devices will be repaired will be provided in the annual report.

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

BMP 6-8 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Structural MS4 Pollution Control Device Inspection and Maintenance Program

- Whether or not criteria are developed
- Number of each type of action recommended
- Number of each type of action performed
- Proportion of successfully operating structural pollution control devices

***Timeline/Implementation Schedule:**

Structural MS4 Pollution Control Device Inspection and Maintenance Program

- 2006-2011 This is a current city program. Annually review and update as needed.

Specific Components and Notes:

Structural MS4 Pollution Control Device Inspection and Maintenance Program

- All catch basins and trash racks are cleaned and repaired immediately upon discovery of any potential issue causing them to be non-functional.

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-3

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

***BMP Description:** The City has a BMP for the inspection of all MS4 outfalls sediment basins and ponds to be inspected at a rate of 20% per year on a rotating basis such that 100% of outfalls are completed on a 5 year inspection cycle.

Outfall and Pond Inspection Program for all city owned MS4 systems- Sediment basins and ponds require periodic maintenance in order to keep the performance optimized, depending on watershed and precipitation factors. Outfalls can collect debris and trash that should be removed when abundant. Failing or faulty outfalls can result in downstream erosion and periodic inspections can address this issue. The City will inspect all outfalls and ponds at a rate of 20% per year on a rotating basis such that 100% of outfalls are completed on a 5 year inspection cycle.

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

BMP description 6-11 in the SWPPP provides more detailed information for each minimum control measure.

***Measurable Goals:**

Outfall and Pond Inspection Program for all city owned MS4 systems

- Inspect outfalls and ponds at a minimum of 20% per year on a rotating basis such that 100% of outfalls are completed on a 5 year inspection cycle.

***Timeline/Implementation Schedule:**

Outfall and Pond Inspection Program for all city owned MS4 systems

- 2006-2007 – Gather and map all city owned ponds and outfalls with numeric representation for inspection procedures.
- 2006-2011 – Continue inspecting outfalls and ponds at minimum of 20% per year on a rotating basis such that 100% of outfalls and ponds are completed on a 5 year inspection cycle.
- 2007-2011 – Implement outfall and pond cleaning procedure for city staff.

Specific Components and Notes:

Outfall and Pond Inspection Program for all city owned MS4 systems

- Record Keeping procedures

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-4

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

***BMP Description:** The City has a BMP for the inspection of exposed stockpile, storage and material handling areas to be completed at least annually

Stockpile, Storage, and Material Handling Program- The City will develop a procedure to identify and manage all stockpiles from soil, salt or used metals to ensure appropriate BMPS are in place and to prevent the offsite migration through leaching into the soil or during runoff events.

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

BMP 6-14 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Stockpile, Storage, and Material Handling Program

- Identification of stockpiles

***Timeline/Implementation Schedule:**

Stockpile, Storage, and Material Handling Program

- 2006 Determine locations stockpiles
- 2007 Implement stockpile, storage and material handling program
- 2008-2011 Conduct annual inspections and review and revise program needed

Specific Components and Notes:

Stockpile, Storage, and Material Handling Program

- Adopt an integrated inspection program to annually inspect stockpiles, storage and material handling areas.

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-5

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

***BMP Description:** The City will conduct annual inspections of MS4 structural pollution devices and determine if repairs, replacement, or maintenance measures are necessary.

Structural MS4 Pollution Control Device Inspection and Maintenance Program- All current MS4 structural pollution control devices are inspected annually, and maintained as appropriate. Rational, objective criteria that are developed to assess whether repairs, replacement or maintenance are needed can ensure action is taken if warranted. It can also show potential areas that may need attention for causing actions (i.e. high sedimentation, flooding, etc.). If devices are identified as needing repairs they will be put on a prioritization list and worked into the City budget, which is funded through the Storm Water Utility. For devices that are posing an immediate threat to public safety will be repaired immediately. A schedule of when devices will be repaired will be provided in the annual report.

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

BMP 6-8 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Structural MS4 Pollution Control Device Inspection and Maintenance Program

- Number of each type of action recommended
- Number of each type of action performed
- Proportion of successfully operating structural pollution control devices

***Timeline/Implementation Schedule:**

Structural MS4 Pollution Control Device Inspection and Maintenance Program

- 2006-2011 This is a current city program. Annually review and update as needed.

Specific Components and Notes:

Structural MS4 Pollution Control Device Inspection and Maintenance Program

- All catch basins and trash racks are cleaned and repaired immediately upon discovery of any potential issue causing them to be non-functional.

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

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

***BMP Description:** The City will submit an annual report following the requirements outline in the current MS4 permit.

Record Keeping and Reporting-The City will submit an annual report according to the requirements outlined in the current MS4 permit and retain all records required for at least three (3) years beyond the term of the permit. All records, including the approved SWPPP, will be available to the public at reasonable times during regular business hours after a 7 day advance notice and reasonable charge for requested copies.

Location(s) in SWPPP of detailed information relating to this BMP:
BMP description 6-15 in the SWPPP provides more detailed information.

***Measurable Goals:**

Record Keeping and Reporting

- Develop record keeping procedure
- Implement record keeping procedure

***Timeline/Implementation Schedule:**

Record Keeping and Reporting

- 2006-2007 : Develop record keeping procedure
- 2008-2011: Implement record keeping procedure

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Chad Adams
Department: City Administrator
Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us

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

BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

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

***BMP Description:** The City will keep records of inspection results and evaluate the frequency of inspections

Inspection Analysis and Frequency- The City will keep records of inspection results and evaluate the frequency of inspections based on maintenance patterns. Inspection results will be summarized in the Annual Report.

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

BMP 6-13 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Inspection Analysis and Frequency

- Number inspected
- Number of inspection modifications
- Annual Report summary of inspection results

***Timeline/Implementation Schedule:**

Inspection Analysis and Frequency

- 2006-2011 Evaluate maintenance patterns every two years (2007, 2009, and 2011) and modify inspection frequency as required.

Specific Components and Notes:

Inspection Analysis and Frequency

- Pond, Outfall, and Sediment Basin Inspection (BMP 6-1)
- Sanitary Sewer Maintenance and Inspection Program (6-6)
- Outfall and pond inspection for MS4 System (6-11)

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

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

Additional MP Summary Sheet Copy as Necessary

MS4 Name: City of Medina

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7.1

***BMP Title:** Additional Pollution Prevention/Good Housekeeping BMPs

***BMP Description:** The uses of alternative deicing products and proper application of road salt can less the impact on water quality.

Street Deicing Program- Proper application of road salt can minimize over-spreading. Use of alternative products can lessen the impact on water quality.

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

BMP 6-9 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Street Deicing Program

- Whether alternative products are used
- Proportion of alternative products used
- Degree of accuracy met by calibration of outsourced equipment
- Whether or not a schedule is developed to inspect road salt applicator vehicles

***Timeline/Implementation Schedule:**

Street Deicing Program

- 2006-2011 This is a current city program. Annually review and update as needed.

Specific Components and Notes:

Street Deicing Program

- Outsourced use of road salt applications as appropriate. The critical piece of this process is that this outsourcing is carefully monitored

***Responsible Party for this BMP:**

Name: Chad Adams

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

Additional MP Summary Sheet Copy as Necessary

MS4 Name: City of Medina

Minimum Control Measure: 7. ADDITIONAL BMPS

Unique BMP Identification Number: 7a-1

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

***BMP Description:**

Discharges Affecting Source Water Protection Areas

The Minnesota Department of Health has not created/nor approved a Part I and Part II Wellhead Protection Plan (WPP) for the City including the necessary map illustrating the wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330. The City will follow the recommendations outlined in the WPP once it is developed and will revise the SWPPP accordingly at that time.

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

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

BMP Sheet 7-1 descriptions in the SWPPP provide more detailed information for each minimum control measure

***Measurable Goals:**

Discharges Affecting Source Water Protection Areas

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

***Timeline/Implementation Schedule:**

- Upon development of a Wellhead Protect Plan.
- According to MDH schedule
- Upon development of a Wellhead Protection Plan or according to the MDH schedule for source water protection areas.

Specific Components and Notes:

- Cooperate with adjacent municipalities or organizations to protect other MDH identified high or moderate vulnerable areas to when they are found to overlap the City's jurisdictional boundary. Currently there are no areas that have been identified with high or medium vulnerability.

***Responsible Party for this BMP:**

Name: Chad Adams

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Phone: (763) 473-4643

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

Additional BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 7-Additional BMPs

Unique BMP Identification Number: 7a-2

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

***BMP Description:**

Impaired Waters Review Process

The City of Medina will review all discharges from our MS4 system to impaired waters, as defined by the current USEPA approved 303(d) list. The steps taken during this review, included in this BMP, will be instigated by one or more of the following trigger event:

1. Extension of MS4 Permit coverage upon approval of the City's submittal materials and Application by the MPCA Commissioner
2. 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. The City will depend on the 303(d) list of Impaired Waters to make this determination. Where the information in the list is insufficient, the City will contact the MPCA for further clarification.

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

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

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

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

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

The information contained with this BMP summary sheet is designed to meet all the requirements of the SWPPP for this BMP.

***Measurable Goals:**

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

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

Step 3: Completion of the impaired waters evaluation

Step 4: Completion of the impaired waters report

Step 5: Changes to the City's SWPPP

***Timeline/Implementation Schedule:**

Step 1: Within 6 months of a trigger event

Step 2: Within 6 months of a trigger event

Step 3: Within 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: Chad Adams

Department: City Administrator

Phone: (763) 473-4643

E-mail: chad.adams@ci.medina.mn.us

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

Additional BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 7-Additional BMPs

Unique BMP Identification Number: 7a-3

***BMP Title:** Response to TMDL Waste Load Allocation

***BMP Description:**

Response to TMDL Waste Load Allocation

If a USEPA-approved TMDL is developed and the MPCA determines that the City is within the drainage area of the impaired water and covered by the TMDL Waste Load Allocation, the City will review the adequacy of the SWPPP to determine whether it meets the TMDL's Waste Load Allocation. If the City determines that the SWPPP does not meet the applicable requirements, schedules and objectives of the TMDL, the City will make appropriate modifications to the SWPPP.

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

BMP Page 7-3

***Measurable Goals:**

Appropriate modifications to the SWPPP

***Timeline/Implementation Schedule:**

Within 18 months after the TMDL Waste Load Allocation is approved by USEPA and the MPCA determines that the City is within the drainage area of the impaired water and covered by the TMDL Waste Load Allocation

Specific Components and Notes:

The City will rely on information made available by the MPCA regarding the location, drainage areas, and Waste Load Allocations for TMDLs and impaired waters.

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

Phone: (763) 473-4643

E-mail: chad.adams@ci.medina.mn.us

Additional BMP Summary Sheet

MS4 Name: City of Medina

Minimum Control Measure: 7-Additional BMPs

Unique BMP Identification Number: 7a-4

***BMP Title:** ORVW Assessment-Wolsfeld Woods Scientific and Natural Area

***BMP Description:**

ORVW Assessment Wolsfeld Woods Scientific and Natural Area

A portion of the Wolsfeld Woods Scientific and Natural Area (SNA) is within the City of Medina and there are tributary areas within the City that drain to the SNA. This SNA is designated an "Outstanding Resource Value Water" or ORVW in Minnesota statute and is considered to be a water with Prohibited Discharge.

According to the Municipal Separate Storm Sewer System (MS4) General Permit the City must assess how the Storm Water Pollution Prevention Plan (SWPPP) can be reasonably modified to eliminate new and expanded discharges to ORVW.

To determine whether SWPPP modifications are necessary, Medina will prepare an assessment of its discharge to the ORVW by mapping the discharge points and the DNR minor subwatersheds discharging to the SNA. The City will map 1988, current and 2020 proposed land uses in the drainage area for Wolsfeld Woods SNA. The maps will be used to prepare comparative spreadsheet tables of land use composition across the three time frames. The City will then associate annualized runoff model input values to each of the land use conditions. Values such as runoff coefficient, event mean concentrations for total phosphorus (TP) and total suspended solids (TSS), and average annual precipitation will be used to calculate annual loadings for water volume, TP, and TSS for each of the three timeframes. To the extent possible, loadings of other pollutants will be estimated based on those for the three primary pollutants.

The loadings will be calculated under two conditions:

1. With no BMPs assumed
2. With BMPs assumed where applicable

In the second condition the actual performance of individual BMPs will not be modeled. Rather, a generalized performance metric will be established based on standard practice in place at the time a particular area developed. This standard practice (whether it be NURP, or Walker or some other sizing criteria) will be applied to the simple spreadsheet model as a uniform reduction.

If the assessment shows that a new and expanded discharge has occurred or that one will occur due to Medina's 2020 land use plan, then the City will review their existing SWPPP to determine the extent to which their existing BMPs mitigate the expanded loading and, if necessary, propose SWPPP modifications to eliminate the expanded loading. The SWPPP modifications will be a BMP-based, qualitative response, which may include ordinance modifications, zoning changes, or other types of structural and non-structural BMPs.

The assessment and proposed SWPPP modifications will be made available for public comment during Medina's 2009 annual MS4 public comment period and annual MS4 meeting. Subsequent to their annual public comment period and annual meeting, the assessment, proposed SWPPP modifications and public comments will be submitted with Medina's annual report.

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

BMP Page 7-4

***Measurable Goals:**

- Map the discharge points and the DNR minor subwatersheds discharging in whole or in part to the SNA.
- Provide a narrative estimate of the percent impervious cover for the 1998, current and 2020 proposed land use.
- Provide an assessment of the 1988, current and 2020 proposed land use to determine if an increase in discharge has occurred.
- If the City determines that an increase in discharge has or will result, they will make a reasonable attempt to modify their SWPPP to eliminate the discharge.
- Public notice the assessment results and any proposed SWPPP modifications.
- Submit the results of the assessment and any public comments with the 2009 annual report.

***Timeline/Implementation Schedule:**

- Within 90 days of extension of coverage - Map the discharge points and the DNR minor subwatersheds discharging in whole or in part to the SNA.
- With 90 days of extension of coverage - Provide a narrative estimate of the percent impervious cover for the 1998, current and 2020 proposed land use.
- May 2009 - Provide an assessment of the 1988, current and 2020 proposed land use to determine if an increase in discharge has occurred.
- May 2009 - If the City determines that an increase in discharge has or will result they will make a reasonable attempt to modify their SWPPP to eliminate the discharge.
- April 2009 - Public notice the assessment results and any proposed SWPPP modifications.
- June 30th, 2009 - Submit the results of the assessment and any public comments with the annual report.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Chad Adams

Department: City Administrator

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E-mail: chad.adams@ci.medina.mn.us

Stormwater Pollution Prevention Program



**Revised
July 28th, 2008**

Stormwater Pollution Prevention Program
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Summary of SWPPP Development Process

Before beginning to select BMPs and Measurable Goals, City staff undertook a self-assessment of our storm water system. Representatives from the firm Bonestroo, Rosene, Anderlik and Associates met with City of Medina staff to facilitate and document the self-assessment process. This was an evaluation of our City's conditions, needs, and practices. The objective of the process was to provide a knowledge base upon which to structure our SWPPP to meet the Permit's Maximum Extent Practicable standard. Details of this process are presented below.

Details of the Self-Assessment Process

The self-assessment was guided by materials included in the League of Minnesota Cities NPDES Phase II MS4 Guide Plan. This self-assessment process was accomplished through a set of discussions and communications between City and Bonestroo staff.

The results of this process include a set of understandings among City staff and written notes that together represent knowledge of our local stormwater system and the conditions that shape it. We have used the results of this self-assessment process to guide our selection of BMPs and Measurable Goals that make up the SWPPP for our Permit Application.

Based on this self-assessment process, our staff has considered the following, as well as additional, 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 & maintenance
- local land uses
- rate and type of development
- characteristics of our watershed
- organizational characteristics of our city

In addition to the self-assessment process discussed above, our staff has also considered the non-stormwater discharges listed below to determine whether they should be identified as significant contributors of pollutants to our stormwater system. We have determined that they are not significant contributors of pollutants to the Medina stormwater system.

- water line flushing
- landscape irrigation
- diverted stream flows

- rising ground waters
- uncontaminated ground water infiltration
- uncontaminated pumped ground water
- discharges from potable water sources
- foundation drains
- air conditioning condensation
- irrigation water
- springs
- water from crawl space pumps
- footing drains
- lawn watering
- individual residential car washing
- flows from riparian habitats and wetlands
- dechlorinated swimming pool discharges
- street wash water
- discharge or flows from fire fighting activities.

Permit Completion

The self-assessment process led to the development of this SWPPP, with appropriate BMPs and measurable goals for the City. The final SWPPP includes both existing and proposed BMPs, responsible persons, measurable goals, and timelines for implementation.

City of Medina SWPPP BMP Summary Matrix

BMP	Title	Public Education and Outreach	Public Participation and Involvement	Illicit Discharge Detection and Elimination	Construction Site Runoff Controls	Post-Construction Stormwater Management	Pollution Prevention/Good housekeeping
		1	2	3	4	5	6
1-1	Applicable Public Notice Requirements	X					
1-2	Educate the Public on Stormwater Issues by coordinating the delivery of public education and outreach BMP's	X	X	X	X	X	X
1-3	Public Newsletter Distribution	X	X	X	X	X	X
1-4	MS4 Participation with Watershed Partners	X	X	X	X	X	X
1-5	Listening Sessions with homeowners, garden shops, groundskeepers, horse farms, and other agricultural related activities.	X	X	X	X	X	X
1-6	City of Medina Website for Storm Water Concerns	X	X	X	X	X	X
1-7	Listening Session with K-8 teachers and administrators	X	X				
1-8	Private industry program for Industrial Activities Permit Compliance	X	X	X	X	X	X
2-1	Conduct Annual Meeting to Discuss SWPPP	X	X	X	X	X	X
2-2	Consider Written and Oral Public Input Regarding the SWPPP		X				
2-3	Spring Clean Up Day	X	X	X			X
2-4	Medina Celebration Day	X	X				X
2-5	Stormwater Complaint Procedure	X	X	X	X	X	X

City of Medina SWPPP BMP Summary Matrix Continued...

BMP	Title	Public Education and Outreach	Public Participation and Involvement	Illicit Discharge Detection and Elimination	Construction Site Runoff Controls	Post-Construction Stormwater Management	Pollution Prevention/Good housekeeping
		1	2	3	4	5	6
3-1	Storm Sewer System Map			X			
3-2	Illicit Discharge, Detection, and Enforcement Ordinance			X			
3-3	Illicit Discharge and Detection Program			X			
3-4	Employee and General Public Illicit Discharge Education Program			X			
4-1	Construction Site Storm Water Runoff Ordinance				X		
4-2	Erosion and Sediment Control Best Management Practices (BMPs)				X		
4-3	Construction Site Waste Control Issues				X		
4-4	Construction Site Plan Review Process				X		
4-5	Construction Site Complaint Procedure				X		
4-6	Construction Site Inspection and Enforcement Program				X		
4-7	Construction Site Enforcement Procedures				X		
5-1	Ordinance or Other Regulatory Mechanism to Address Post-construction Runoff From New Development and Redevelopment Projects to the Extent Allowable Under Law.					X	

City of Medina SWPPP BMP Summary Matrix Continued...

BMP	Title	Public Education and Outreach	Public Participation and Involvement	Illicit Discharge Detection and Elimination	Construction Site Runoff Controls	Post-Construction Stormwater Management	Pollution Prevention/Good housekeeping
		1	2	3	4	5	6
5-2	Develop and Implement Strategies, Which Include a Combination of Structural and/or Nonstructural Best Management Practices (BMP's) Appropriate for the City of Medina					X	
5-3	Develop and Ensure Long-term Operation and Maintenance of BMP's Installed as a Requirement of the City of Medina Ordinance Dictating Post-Construction Storm Water Management Practices.					X	
5-4	Develop and Ensure a Site Plan Review Process as a Requirement of the City of Medina Ordinance Dictating Post Construction Storm Water Management Practices.					X	
6-1	Floor Drain Containment Program in Public Works Facilities						X
6-2	Hazardous Materials Storage Program						X

6-3	Landscaping and Lawn Care Practices						X
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City of Medina SWPPP BMP Matrix Summary Continued...

BMP	Title	Public Education and Outreach	Public Participation and Involvement	Illicit Discharge Detection and Elimination	Construction Site Runoff Controls	Post-Construction Stormwater Management	Pollution Prevention/Good housekeeping
		1	2	3	4	5	6
6-4	Spill Response Plan						X
6-5	City Owned Equipment Maintenance Program						X
6-6	Sanitary Sewer Maintenance and Inspection Program						X
6-7	Municipal Street Maintenance Program						X
6-8	Structural MS4 Pollution Control Device Inspection and Maintenance Program						X
6-9	Street Deicing Program						X
6-10	ESC Standards During All Municipal Land Disturbance Projects						X
6-11	Outfall and Pond Inspection Program for All City Owned MS4 systems						X
6-12	Storm Drain System Cleaning						X
6-13	Inspection Analysis and Frequency					X	X
6-14	Stockpile, Storage and Material Handling Program			X			X
6-15	Record Keeping and Reporting						X

City of Medina BMP Pages

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 1-1

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Applicable Public Notice Requirements	
<u>BMP Description:</u> Prepare a notice of public informational meeting at least 30 days prior to the annual stormwater meeting or any subsequent meetings to discuss the provisions of the SWPPP, its effectiveness, or amendments there to. Include all components listed below and distribute public notices in areas to best notify a diverse group of citizens within the Medina city limits. The notice will include the date, time and location of the public meeting; a concise description of the manner in which the meeting will be conducted and indicate that the SWPPP will be available for public review at the City Hall.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> Completed public notice and attendance at annual meeting for SWPPP review 	<ul style="list-style-type: none"> 2006-2011 - 30 Day public notice will be published in the Crow River News and in the quarterly City of Medina Newsletter and mailed directly to 1400 households 30 days prior to meeting, informational signs will be posted in three separate locations
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> Date and time of meeting will coincide with Annual Reporting Process Location of the Public Meeting will be at Medina City Hall Location of the SWPPP and Annual Report will be at the Medina City Hall at least 60 days prior to the annual meeting Locations of Public Notice will be: <ul style="list-style-type: none"> City designated newspaper Quarterly City Newsletter Posted at City Hall and on the City Website 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

Audience: General Public

Educational goal: Give the general public awareness and knowledge of the stormwater meeting date, time, meeting process, and subject.

Activities: See BMP Description above

Implementation Plans: See Timeline/Implementation Schedule above

Performance Measures: See Measurable Goals above

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 1-2

Minimum Control Measures Addressed by This BMP

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

BMP Title: Public Information Program	
BMP Description: Educate the Public on Stormwater Issues by coordinating the delivery of public education and outreach BMP's	
Measurable Goals: <ul style="list-style-type: none"> • Adjustments made to SWPPP • Amount of stormwater information distributed 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006-2011 – Review existing community stormwater programs and determine if coordination is possible • 2006-2011 – Develop informational materials. • 2006-2011 – Distribute informational materials and make available to the public.
Specific Components & Notes (optional):	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional): Audience: General Public Educational goal: Give the general public awareness and understanding of the storm water issues, volunteer opportunities, contacts, and regulations. Activities: See BMP Description above Implementation Plans: See Timeline/Implementation Schedule above Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 1-3

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Public Newsletter Distribution	
<u>BMP Description:</u> Incorporate Stormwater Issues into Public Newsletter	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Stormwater article included in quarterly newsletter 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> 2006-2011 – Determine new material to include in newsletter 2006-2011 – Include storm water articles in newsletter
<u>Specific Components & Notes (optional):</u> 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> Audience: General Public Educational goal: Give the general public awareness and understanding of the storm water issues and volunteer opportunities Activities: See BMP Description above Implementation Plans: See Timeline/Implementation Schedule above Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 1-4

Minimum Control Measures Addressed by This BMP

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

BMP Title: MS4 Participation with Watershed Partners	
BMP Description: The City of Medina will participate with the Watershed Partner's communications campaign, including newspaper, radio, ad TV spots and ready to use press releases and publications, in addition to creating unique features to the City of Medina.	
Measurable Goals: <ul style="list-style-type: none"> Number of items used from the Watershed Partner's media guide. 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> 2006-2011 - This is a current city program. Annually review and update as needed.
Specific Components & Notes (optional): <ul style="list-style-type: none"> Brochures to homeowners regarding debris collection and disposal Newsletter articles regarding storm water 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional): Audience: General Public, Business Owners, Contractors, Developers, School Children Educational goal: Ensure efficient delivery and coverage of stormwater related education materials and provide an understanding of the storm water issues and volunteer opportunities. Activities: See BMP Description above Implementation Plans: See Timeline/Implementation Schedule above Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 1-5

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Listening Sessions with homeowners, garden shops, groundskeepers, horse farms, and other agricultural related activities.	
<u>BMP Description:</u> These will be informational sessions with the appropriate community members to determine where the City of Medina needs to target educational efforts for the following 2006 – 2011 permit cycle.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Number of informational listening sessions held 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> 2006-2011 - Target at a minimum of 2 sessions per year
<u>Specific Components & Notes (optional):</u> 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> Audience: General Public and Business Owners Educational goal: Communicate with general public and business owners to assure education efforts are achieving desired outcomes. Activities: See BMP Description above Implementation Plans: See Timeline/Implementation Schedule above Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 1-6

Minimum Control Measures Addressed by This BMP

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

BMP Title: City of Medina Website for Storm Water Concerns	
BMP Description: The City of Medina will develop and maintain a city website that includes storm water related information.	
Measurable Goals: <ul style="list-style-type: none"> • Development of website • SWPPP available on website • Provide links to stormwater related websites 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2007-2008 - Determine scope, budget, and feasibility of website • 2008 - Determine storm water connection to web site and what relevant data will be included • 2008-2011 - Provide regular comprehensive contributions to website and storm water information • 2009-2011 - Annually review and update as needed
Specific Components & Notes (optional):	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional): Audience: General Public, Business Owners, Contractors, Developers Educational goal: Give General Public, Business Owners, Contractors, and Developers awareness and understanding of the storm water issues, volunteer opportunities, contacts, and regulations. Activities: See BMP Description above Implementation Plans: See Timeline/Implementation Schedule above Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 1-7

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Listening Session with K-8 Teachers and Administrators	
<u>BMP Description:</u> Listening Session with K-8 teachers and administrators about how storm water education could fit into classroom curriculums, for all appropriate school systems	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Number of listening sessions held with educational personnel 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> 2006-2011 Hold at least one educational listening session per year with appropriate persons
<u>Specific Components & Notes (optional):</u> 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> Audience: K-8 teachers and administrators Educational goal: Open communication with local educators to ensure appropriate delivery of stormwater related educational programs to school children. Activities: See BMP Description above Implementation Plans: See Timeline/Implementation Schedule above Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 1-8

Minimum Control Measures Addressed by This BMP

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

BMP Title: Private Industry Program for Industrial Activities Permit Compliance	
BMP Description: The City of Medina will work with an outside consulting firm to develop and implement an educational program for private industrial businesses located within the city limits to aid in their industrial activities permit compliance and submittal.	
Measurable Goals: <ul style="list-style-type: none"> Number of businesses which participated with the city in filing an industrial activities permit. 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> 2006-2011 - Hold at least one educational session regarding the industrial activities permit per year with appropriate business personnel.
Specific Components & Notes (optional):	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional): Audience: Business Owners Educational goal: Ensure open communication with Business Owners and educate them about stormwater regulations affecting industrial activities. Activities: See BMP Description above Implementation Plans: See Timeline/Implementation Schedule above Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 2-1

Minimum Control Measures Addressed by This BMP

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

BMP Title: Conduct Annual Meeting to Discuss SWPPP	
BMP Description: The City of Medina will hold an annual meeting to discuss and consider public input regarding the city's storm water management practices and receive public input on the adequacy and effectiveness of the SWPPP.	
Measurable Goals: <ul style="list-style-type: none"> Completed annual meeting and had public attendance at this meeting 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> 2006-2011 – Meeting will be held annually prior to the June 30th annual report submittal deadline.
Specific Components & Notes (optional): The specific components listed below will be considered when developing and implementing the meeting agenda <ul style="list-style-type: none"> Introduction of City of Medina SWPPP Presentation of current city storm water challenges and concerns Description of current year SWPPP challenges and changes Description of upcoming year SWPPP expectations Open forum for public comment Conclusion and Notification of Annual Report submission Establish meeting procedures and process for internal city staff to discuss the SWPPP and its content Consider timely, relevant written materials submitted by the public pertaining to the SWPPP 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional): Audience: General Public Educational goal: Educate the General Public about the SWPPP and provide them an opportunity for oral and written statements concerning the SWPPP. Activities: See BMP Description above Implementation Plans: See Timeline/Implementation Schedule above Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 2-2

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Consider Written and Oral Public Input Regarding the SWPPP	
<u>BMP Description:</u> Analyze the comments and written material and adjust the SWPPP where appropriate.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Adjustments made to SWPPP 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> 2006-2011 Ongoing after annual public meeting to discuss SWPPP. Annually review and adjust SWPPP where appropriate.
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> Document oral and written public comments, and include any appropriate changes into annual report. 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> Audience: General Public Educational goal: Provide public a voice in City stormwater management activities Activities: See BMP Description above Implementation Plans: See Timeline/Implementation Schedule above Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 2-3

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Spring Clean Up Day	
<u>BMP Description:</u> Involve the public in the specific applicable volunteer programs/events. The examples below are some common volunteer programs used. Other programs, depending on a municipality's self-assessment, will determine the most appropriate way to involve volunteers in the SWPPP.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Events in the program • Number of volunteers participating in the program 	<ul style="list-style-type: none"> • 2006-2011 – This event is occurring in the spring of each calendar year. Annually review and update as needed.
<u>Specific Components & Notes (optional):</u> Collection efforts headed up by citizen volunteers and the Medina Parks Commission to collect and properly dispose of materials like:	
<ul style="list-style-type: none"> • Batteries, antifreeze, lawn mowers, tires, mattresses, windows, used appliances, etc. • Selling of trees, phosphorous free fertilizer, birdhouses, etc. • Boy scout troops volunteer to pick up roadside trash • Cooperative Effort to notify citizens in a mail out piece of County Wide Clean Up of Hazardous Waste Materials 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
Audience: General Public, Business Owners, School Children.	
Educational goal: Public awareness for the proper disposal of trash, appliances, hazardous and non-hazardous waste. Awareness of BMPs that can be used by homeowners and business owners to prevent stormwater runoff pollution.	
Activities: See BMP Description above	
Implementation Plans: See Timeline/Implementation Schedule above	
Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 2-4

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Medina Celebration Day	
<u>BMP Description:</u> Involve the public in specific applicable stormwater programs/events. The examples below are some common programs used. Additional programs, depending on the municipality's self-assessment, will be used to involve the public in the SWPPP.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Events in the program • Number of volunteers participating in the program • Number of stormwater brochures distributed 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006-2011– This event is occurring in the fall of each calendar year. Annually review and update as needed
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> • Presentations on water quality issues and lakeshore management techniques • Multi-agency participation with DNR Metro Forestry and Wildlife, Three Rivers Park District, and Minnehaha Creek Watershed District 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> Audience: General Public Educational goal: Give the general public awareness and understanding of the storm water issues, volunteer opportunities, contacts, and regulations. Activities: See BMP Description above Implementation Plans: See Timeline/Implementation Schedule above Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 2-5

Minimum Control Measures Addressed by This BMP

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

BMP Title: Storm Water Complaint Procedure	
BMP Description: The City of Medina will maintain a record of public complaints for non-compliance issues related to storm water. The city will annually review their record keeping and how they store information regarding site inspection issues	
Measurable Goals: <ul style="list-style-type: none"> Number of calls from the community regarding storm water issues Number of City staff actions initiated based on calls received 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> 2006 – Documentation procedure will be complete 2006-2011 – Annually review and update as needed
Specific Components & Notes (optional): <ul style="list-style-type: none"> Allows citizen reports on illicit discharge detection Allows citizen reports on construction site erosion violations City complaint receipt program 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 3-1

Minimum Control Measures Addressed by This BMP

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

BMP Title: Storm Sewer System Map	
BMP Description: A map that shows the location of appropriate storm sewer system components and receiving discharge bodies can facilitate management of illicit discharge detection and elimination. The City of Medina is currently in the process of completing a storm sewer system map. A map will be produced in CAD drafting format and will be updated as needed annually. The City will continue to update the system map and components listed below.	
Measurable Goals: <ul style="list-style-type: none">Percentage of storm sewer system map completed at the end of each annual reporting year	Timeline / Implementation Schedule: <ul style="list-style-type: none">2006 – Sequester all existing maps and plans2007 – Synthesize existing maps and plans2007 – Identify and add new information2007-2008 – Verify accuracy and complete MS4 map including all natural water featuresJune 30th, 2008– Completed MS4 map2009-2011 – Annually review and update as needed
Specific Components & Notes (optional): <ul style="list-style-type: none">Ponds, streams, lakes, and wetlandsAll pipes 24 inches in diameter and over that are part of the MS4All outfalls and other discharge points leaving the MS4Structural pollution control devices	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional): Creating a public complaint hotline for any issues related to storm sewer system and other conveyance structures.	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 3-2

Minimum Control Measures Addressed by This BMP

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

BMP Title: Illicit Discharge, Detection, and Enforcement Ordinance	
BMP Description: The City of Medina will develop an ordinance to prohibit non-stormwater discharge into the storm sewer system.	
Measurable Goals: <ul style="list-style-type: none"> • Completed review of other regulating bodies ordinances • Complete draft ordinance • Completed ordinance 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006 – Review other communities and regulatory bodies existing illicit discharge ordinances • 2007 – Compile all current city ordinances related to illicit discharge and analyze gaps • 2007-2008 – Produce draft of illicit discharge, detection, and elimination ordinance • June 30th, 2008 – Completed illicit discharge, detection, and elimination ordinance • 2009-2011 – Annually review and update as needed
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Meetings with City Attorney • Septic system control • Illicit connections control • Illegal dumping control • Recreational sewage control • Right of Entry provision 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional): Cooperative effort with outside entities on public education on illegal dumping issues and relationships to city owned waters.	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 3-3

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Illicit Discharge and Detection Program	
<u>BMP Description:</u> Program to detect and eliminate illegal and/or improper connections to storm drainage systems and receiving waters. Specific illicit discharge connections will be identified in years 2003, 2004, and 2005 using the specific component listed below. After detection of illicit discharge locations, the City of Medina will evaluate proper enforcement procedures and enforce the provisions of the City ordinance pertaining to illegal discharges into the storm sewer system.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Complete list of existing information on illicit connection tests performed to date within the City. • Complete prioritized illicit connection assessment sites • Length of storm sewer inspected • Number of enforcement procedures 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006 – Gather existing information on illicit connection tests performed to date within the City. • 2007-2008 – Identify and prioritize future illicit connection assessment sites • 2006-2011 – Begin conducting field tests of existing storm sewer system lines • 2009-2011 – Implement program and annually review and update as needed
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> • Program to detect and address failing septic systems • Program to detect and address illicit connections • Community hotline and documentation procedures • Inform public employees of non-storm water discharge hazards • Inform general public of non-storm water discharge hazards 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> <ul style="list-style-type: none"> • Community hotline and documentation procedures • Inform public employees of non-storm water discharge hazards • Inform general public of non-storm water discharge hazards 	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 3-4

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Employee and General Public Illicit Discharge Education Program	
<u>BMP Description:</u> Program to inform the public employees, businesses and the general public of water quality hazards associated with illegal discharges and improper disposal of waste.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Created education program • Created outreach materials 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006 – Identify outreach methods • 2007 – Develop outreach materials • 2008 – Implement in-person/volunteer outreach • 2009-2011 – Annually review and update as needed
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> • Devote time at regular staff meetings to discuss storm water issues and concerns • Recycling services informational billing • Coordinate with Public Education and Outreach minimum control measures • Coordinate with Public Participation and Involvement minimum control measures • Coordinate with Good Housekeeping minimum control measures • Community hotline and documentation procedures 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> <ul style="list-style-type: none"> • Informational paycheck stuffers • Informational utility bill stuffers • Coordinate with Public Outreach minimum control measures • Coordinate with Good Housekeeping minimum control measures • Community hotline and documentation procedures 	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 4-1

Minimum Control Measures Addressed by This BMP

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

BMP Title: Construction Site Storm Water Runoff Ordinance	
BMP Description: Medina will analyze their current ordinance, as it would pertain to erosion and sediment control and construction site management. They will analyze their time schedules for plan review; take a concentrated look at inspection and enforcement, and what selection of structural BMP's they have in place for recommendation.	
Measurable Goals: <ul style="list-style-type: none"> • Adopt ordinance • Ordinance updates 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006 – Adopt construction site stormwater runoff Ordinance • 2007 – Review ordinance to determine effectiveness • 2008 – Revise ordinance • 2009-2011 – Annually review and update as needed
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Current city ordinance review • Ordinance connection to MPCA minimum standards • Ordinance comparison to similar communities • Ordinance comparison to surrounding communities • Ordinance descriptor tools for public/trade professionals • Ordinance connection with county authority • Ordinance link with other governing authorities • Ordinance language for time lines relating to site plan review 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional): Develop Handout Piece describing a minimum of 6 Construction Site BMP's Continuous education by planning and zoning authorities under permit and site plan review requirements through city permit process	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 4-2

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Erosion and Sediment Control Best Management Practices (BMPs)	
<u>BMP Description:</u> The City of Medina has developed, implemented and communicated 6 appropriate erosion and sediment control BMPs for construction site runoff.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Completed list of 6 acceptable BMPs • Updates to BMP List 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006 - Completion of 6 accepted erosion and sediment control BMPs for ordinance and review • 2007 – Update BMP list per ESC Ordinance • 2008-2011 Annually review and update as needed
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> • 6 accepted BMP requirements • Connection of BMPs to MPCA manual • Construction Site Storm Water Runoff Ordinance • Development and Redevelopment Review Program • Develop Handout Piece describing a minimum of 6 Construction Site BMP's 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> <ul style="list-style-type: none"> • Develop Handout Piece describing a minimum of 6 Construction Site BMP's • Continuous education to contractor industry on minimum inspection requirements 	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 4-3

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Construction Site Waste Control Issues	
<u>BMP Description:</u> Medina completed site review standards, as it pertains to construction site waste control issues. They will annually evaluate and update how they inspect for appropriate construction site waste control management.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Develop responsible construction site management guidelines/principles Develop accountability standards for professionals in construction site management within the community 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> 2006 – Completed list of responsible construction site management guidelines 2007-2011 – Annually review and update as needed.
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> Construction Site entrance criteria, site debris storage, and waste disposal definitions Construction Site limits definition Escrow funds for developers to adhere to standards of compliance Ramifications for non-compliance Provide training to community regarding standards 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> <ul style="list-style-type: none"> Develop Handout Piece describing a minimum of 6 Construction Site BMP's 	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 4-4

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Construction Site Plan Review Process	
<u>BMP Description:</u> The City of Medina will maintain procedures for construction site sediment and erosion control within the Development and Redevelopment Plan Review Program to incorporate mandatory provisions written in the Construction Site Storm Water Runoff Ordinance.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> Number of site plan reviews performed 	<ul style="list-style-type: none"> 2006 – Completion of plan review documentation procedures 2007-2011 – Annually review and update as needed
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> Define communication link between planning, engineering, and zoning, other non profit's Timeline for a site plan review process determined to currently be 30 days Site plan review fees and City permit application Construction Site Storm Water Runoff Ordinance Development and Redevelopment Review Program Cooperate with 3 watershed districts on site inspection and site plan review process (joint authority issues) 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
Continuous education of developers, homeowners, and contractors will occur through the requirements of ESC practices during the site plan review process	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 4-5

Minimum Control Measures Addressed by This BMP

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

BMP Title: Construction Site Complaint Procedure	
BMP Description: The city of Medina will maintain a record of public complaints for non-compliance issues related to storm water. The City will establish a procedure where people can submit complaints through their main phone line, which will be provided in the City website. The city will annually review their record keeping and how they store information regarding site inspection issues.	
Measurable Goals: <ul style="list-style-type: none"> • Number of calls from the community regarding storm water issues • Number of city staff actions initiated based on calls received 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006 – Documentation procedure will be complete • 2007-2011 – Annually review and update as needed
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Allow citizen reports on illicit discharge detection • Allow citizen reports on construction site erosion violations • City complaint receipt program 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 4-6

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Construction Site Inspection and Enforcement Program	
<u>BMP Description:</u> Medina will conduct inspection of construction sites and conduct enforcement methods as necessary. Medina will review how they inspect for appropriate construction site conditions and the effectiveness of the enforcement process.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Analysis of site inspection criteria of what to look for, critical areas of concern definitions, and appropriate BMP installation guide • Documentation of number of inspections and enforceable action letters 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006 - Analysis and refinement of current site inspection an enforcement methods • 2007 – Develop log to track inspections and enforcement activity • 2007 – Refine inspection procedures per Stormwater Construction Site Storm Water Runoff Control Ordinance • 2007-2011 – Annually review and update as needed
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> • Develop site inspection criteria • Clearly define enforcement actions • Develop log to track inspections and enforcement activity • Develop certification criteria for anyone working on projects within the city • Develop and enforce a stop work order for construction sites that are not in compliance with city standards 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> Continuous education of developers, homeowners, and contractors will occur through the requirements of ESC practices during the site inspection and enforcement process	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 4-7

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Construction Site Enforcement Procedures	
<u>BMP Description:</u> This is the most critical step in implementing an effective Construction Site Runoff Control Program. This is where a community will assess how well they are assuring compliance of their ordinance. This is where they understand how well their current system is working and how they can improve the system. This is also where a city needs to carefully consider the continuity of the inspection process and how to prevent “perceived” bias. This is also where the city will implement the techniques for fines and other financial incentives to ensure compliance to predetermined standards of performance during construction.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Number of inspection logs, enforceable action letters, database material, and funds collected for actions taken. 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> 2006-2011 - This is a current city program. Annually review and update as needed.
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> Letters of Credit in developers agreements Financial escrow accounts Other fiscal determinates for non-compliance Permit fees 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> Continuous education of developers, homeowners, and contractors will occur through the requirements of ESC practices during the site inspection and enforcement process.	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 5-1

Minimum Control Measures Addressed by This BMP

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

<p><u>BMP Title:</u> Ordinance or Other Regulatory Mechanism to Address Post-construction Runoff From New Development and Redevelopment Projects to the Extent Allowable Under Law.</p>	
<p><u>BMP Description:</u> The City of Medina will analyze their current ordinance as it pertains to post construction storm water runoff. The City will look at their current collection of ordinances and analyze how these regulations dictate controls for surface water management standards</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> • Compare/contrast the current city ordinance with the Model Storm water Ordinance provided by the Minnesota Pollution Control Agency and Metropolitan Council Model Storm water Ordinance • Analyze current ordinance standards after a 36 month time frame to completely understand city initiatives with regard to storm water management 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> • 2006-2007 – contrast with agency guidelines for model storm water ordinances • 2007-2008 – make appropriate changes to current ordinance structures • 2008 – Finalize the storm water management ordinance into Medina City Code • 2008-2011 Annually review and update as needed

Continued...

<u>Specific Components & Notes (optional):</u>	
Current Ordinance Listing for Post Construction Storm water Management:	
<ul style="list-style-type: none">• 820 Subdivision Regulations• 825.55 Zoning-Administration: Site Plan Review• 828.29 Construction Site Stormwater Runoff Control Ordinance	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works Superintendent
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
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<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 5-2

Minimum Control Measures Addressed by This BMP

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

BMP Title:

Develop and Implement Strategies, Which Include a Combination of Structural and/or Nonstructural Best Management Practices (BMP's) Appropriate for the City of Medina

BMP Description:

The selection and program of BMP's that the City of Medina utilizes will set controls in place that prevent or minimize water quality impacts.

Measurable Goals:

- Compare/contrast the current city standards that are being utilized with innovative storm water management standards
- Analyze limits set on impervious surfaces and new development or re/development standards for impervious surfaces

Timeline / Implementation Schedule:

- 2006 – contrast with agency guidelines for model storm water best management practices
- 2007 – Analyze number of types of BMP's utilized to control storm water within city limits
- 2008 – Finalize the storm water management standards for the City of Medina
- 2009-2011 Annually review and update as needed

Continued...

Specific Components & Notes (optional):

Current BMP listing for post construction storm water management

- Wet Detention Ponds
- Storm Water Wetlands
- Rain Water Gardens
- Infiltration Basins
- Grassed Swales and Channels
- Vegetative Cover
- Sump Catch Basins
- Filter Strips
- Buffer Strips
- Channel Riprap
- Paved Flumes
- Catch Basin Inserts
- Vegetation Protection

Responsible Person**Name:** Chad Adams**Title:** City Administrator**Phone:** 763-473-4643**E-mail:** Chad.Adams@ci.medina.mn.us**Responsible Department****Title:** Public Works Superintendent**Dept. Head:** Steve Scherer**Phone:** 763-473-4643**E-mail:** Steve.Scherer@ci.medina.mn.us**Educational components related to this BMP (description or number – optional):**

An educational handout will be produced over the next two years to be distributed to homeowners who are interested in innovative post construction storm water techniques and BMP's.

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 5-3

Minimum Control Measures Addressed by This BMP

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

<p><u>BMP Title:</u> Develop and Ensure Long-term Operation and Maintenance of BMP's Installed as a Requirement of the City of Medina Ordinance Dictating Post-Construction Storm Water Management Practices. The maintenance requirements for permanent stormwater management are managed through developer's agreements that are approved during the plan review process. The developer's agreement will specify who is responsible for completing the maintenance and when the maintenance should be conducted.</p>	
<p><u>BMP Description:</u> This is a program that ensures the practices that are installed to manage and treat post construction storm water are managed, maintained, and operated in an effective manner.</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> • Total the number of developers agreements that address the long term maintenance of post construction storm water facilities after each year of this permit cycle • Total number of BMPs inspected at the end of each year • Total number of maintenance agreements renewed or written at the end of each year 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> • 2006 – Quantify and document all municipal owned post construction storm water BMP's (ponds etc.) • 2006 – Develop standard developers agreement language to handle transfer of ownership issue with regard to BMP's as well as long term maintenance objectives • 2006 –Consider long term maintenance objectives and interface with city comprehensive plan for storm water management • 2006-2011 –Document annual inspection of all municipal owned post construction BMP's • 2007-2011 – Annually review and update as needed
<p>Specific Components & Notes (optional):</p>	
<p>Responsible Person</p> <p>Name: Chad Adams</p> <p>Title: City Administrator</p> <p>Phone: 763-473-4643</p> <p>E-mail: Chad.Adams@ci.medina.mn.us</p>	<p>Responsible Department</p> <p>Title: Public Works Superintendent</p> <p>Dept. Head: Steve Scherer</p> <p>Phone: 763-473-4643</p> <p>E-mail: Steve.Scherer@ci.medina.mn.us</p>

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 5-4

Minimum Control Measures Addressed by This BMP

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

BMP Title:

Develop and Ensure a Site Plan Review Process as a Requirement of the City of Medina Ordinance Dictating Post Construction Storm Water Management Practices.

BMP Description:

This is a program that ensures that the review of plans for both new development and re-development provides a gateway through which better storm water management and required best management practices can be implemented. It also ensures the designed practices are functioning to the appropriate level for storm water control.

Measurable Goals:

- Quantify the number of site plans reviewed by the City of Medina for each year of the permit cycle.
- Quantify the number of site plans reviewed internally by the City of Medina staff.
- Develop a standard site plan review checklist for storm water standards.

Timeline / Implementation Schedule:

- 2006 – Consider outsourced site plan review for storm water concerns for all commercial and residential development greater than one acre.
- 2007 –Provide criteria for internal municipal site plan review for any land disturbance less than one acre.
- 2007-2008 –Interface site plan review process with city’s long term storm water management goals.
- 2008-2011 Annually review and update as needed

Continued...

Specific Components & Notes (optional):

- The current outsourced site plan review process currently encompasses the following BMP standards for review.
 - Pitt method for treatment sizing
 - Walker method for treatment sizing
 - Bench area definition for maintenance and safety concerns
 - Wetland vegetation preservation
 - Buffer strips and infiltration strips
 - Extended detention for the 2, 10, and 100 year rain events as appropriate
 - Pond outlet structures
 - Emergency spillways
 - Anti seep diaphragms
 - Draw down devices
 - Assure review with appropriate Agencies for threatened or endangered species and historic places and archeological sites
 - Assure review with appropriate Agencies for environmental review required by state or federal laws.

Responsible Person**Name:** Chad Adams**Title:** City Administrator**Phone:** 763-473-4643**E-mail:** Chad.Adams@ci.medina.mn.us**Responsible Department****Title:** Public Works Superintendent**Dept. Head:** Steve Scherer**Phone:** 763-473-4643**E-mail:** Steve.Scherer@ci.medina.mn.us**Educational components related to this BMP (description or number – optional):**

Continuous education will occur in the development and construction communities when these devices are required as a component of the post construction storm water site plan review process.

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 6-1

Minimum Control Measures Addressed by This BMP

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

BMP Title: Floor Drain Containment Program in Public Works Facilities	
BMP Description: All public works and city facilities contain floor drains that lead to containment basins which are pumped on a contracted, regular basis. These containment basins ensure that no leakage to outside storm water would be possible. This contracted service provides the city with documentation of removal of wastewater materials.	
Measurable Goals: <ul style="list-style-type: none"> • Number of times floor drains are pumped annually • Visual monitoring of quantity of wastewater and potential contaminants collected between pumping 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006-2011 This is a current practice in place for the City of Medina. Annually review and update as needed.
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Contains any vehicle maintenance materials that might drip during storage and maintenance. • Contains any vehicle wash materials collected during vehicle washing. • Contains any spills in public works areas during regular maintenance procedures. • Contains any contaminated wastewater that might lead to impervious runoff if washed out side a covered building. 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional): All city staff and public works employees are trained on the issue of drain containment upon hire.	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 6-2

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Hazardous Materials Storage Program	
<u>BMP Description:</u> Proper handling of hazardous waste can prevent spills or leakage. Proper disposal of hazardous waste can protect water resources.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Number of regularly inspected storage units • Percent of appropriate work force trained in hazardous material storage and maintenance • Number of storage facilities equipped to store hazardous waste • Establishment of containment protocols 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006 – Develop and implement a log to track hazardous materials recycling program, and number of times recycling occurs throughout the year • 2006-2007 – Develop and document city hazardous materials handling and storage policy • 2006-2007 – Develop database of employees trained in city hazardous materials handling and storage policy • 2008-2011 – Annually review and update as needed
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> • Log for recycled hazardous materials • Annual contract documented for hazardous materials removal and disposal • Paid invoices for above services 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Chad Adams	Title: Public Works
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> <ul style="list-style-type: none"> • On site training for any new staff on appropriate hazardous materials handling and storage procedures for the City of Medina 	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 6-3

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Landscaping and Lawn Care Practices	
<u>BMP Description:</u> Proper maintenance of park space, landscaped medians or other municipal landscaped areas can protect water quality.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Amount of fertilizer used (as mass and/or mass applied per unit area) • Amount of pesticides applied (as mass and/or mass applied per unit area) • Amount of herbicides applied (as mass and/or mass applied per unit area) • Whether or not phosphorous free fertilizer is being used • Whether or not vegetative buffers are installed around high-chemical use areas 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006-2011 This is a current city program. Annually review and update as needed
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> • City currently requires staff to be trained on pesticide, herbicide, and fertilizer applications being done on city properties • City contracts only with licensed applicators to apply above materials on any other city properties not being cared for by city staff • Materials stored indoors in a proper fashion • Materials applied only when necessary, over-applications are closely monitored and their connections to water quality issues 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Chad Adams	Title: Public Works
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 6-4

Minimum Control Measures Addressed by This BMP

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

BMP Title: Spill Response Plan	
BMP Description: A spill response plan defines the potential types of materials and/or compounds spilled, how fast the spill may spread, where the spill may travel, the potential impact of the spill on the downstream resources. The spill response plan also addresses what steps a municipality will take if a spill should occur.	
Measurable Goals: <ul style="list-style-type: none"> • Whether or not an inventory of municipal facilities at risk for spills was created • Number of preventative maintenance procedures performed on tanks, valves, pumps, pipes, and other equipment • Whether or not a spill response plan was developed for municipal facilities • Number of personnel trained in spill response • Number of regularly inspected high-risk facilities 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006 – Develop a list of known spills that have occurred in the MS4 and the actions taken • 2007 – Strategize on potential spill and response scenarios • 2007 – Develop preliminary spill response plan • 2007 – Coordinate with outside agencies; afford public review of preliminary plan • 2008 – Integrate spill response plan with MS4 map and city’s water resources • 2008-2011 – Annually review and update as needed
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Coordinate with National Incident Management Training and Lake Area Management Preparedness Group 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional): City staff will be required to take annual training on City of Medina spill response program, conducted internally.	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 6-5

Minimum Control Measures Addressed by This BMP

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

BMP Title: City Owned Equipment Maintenance Program	
BMP Description: Protecting against spills and leaks into an MS4 can protect water quality. Proper clean up techniques are also important	
Measurable Goals: <ul style="list-style-type: none"> • Number of drip pans or boards used • Number of spills reported • Percentage of vehicles inspected for leaks • Number of clean-up stations established at municipal facilities • Amount of spill clean-up materials used 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006 – Develop log for all city owned equipment and maintenance to that equipment • 2006 - 2011 – Track all maintenance activities in city log for city owned equipment • 2007- 2011 – Annually review and update as needed
Specific Components & Notes (optional):	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional): All city staff responsible for operating city owned equipment will be trained on city equipment maintenance requirements, and tracking procedures. (Internal Training)	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 6-6

Minimum Control Measures Addressed by This BMP

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

BMP Title: Sanitary Sewer Maintenance and Inspection Program	
BMP Description: Cleaning of the sanitary sewer system is typically focused on conveyance structures and areas of containment. Consideration may be given to coordinating cleaning activities with inspection activities for city storm sewer systems.	
<p>Measurable Goals:</p> <ul style="list-style-type: none"> • Whether or not areas with high pollutant loading were inventoried and prioritized for cleaning • Whether or not a capital investment is made to purchase a cleaning device • The length of sanitary sewer cleaned annually • The amount of debris removed during cleaning • The number of repairs resulting from annual cleaning and inspection • The number of times the automatic alarm systems respond to debris, or other potential contaminants to storm sewer system. 	<p>Timeline / Implementation Schedule:</p> <ul style="list-style-type: none"> • 2006-2011 This is a current city program. Annually review and update as needed

Continued....

<u>Specific Components & Notes (optional):</u>	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
All public works employees are trained in the value of a functioning sanitary sewer system, and also trained on regular inspection of this system.	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 6-7

Minimum Control Measures Addressed by This BMP

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

BMP Title: Municipal Street Maintenance Program	
BMP Description: This program addresses the city's initiative to keep street debris out of their storm sewer system. The City currently Sweeps the City streets on an annual basis, however in the Lake Independence neighborhood sweep on a biannual basis. This work is currently contracted out and is required to be completed using a pick-up style sweeper.	
Measurable Goals: <ul style="list-style-type: none"> • Annual quantity of street sweeping for all city streets • Employee training on sweeping issues • Requirement for construction sites to control off site tracking 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006-2011 This is a current city program. Annually review and update as needed.
Specific Components & Notes (optional): <ul style="list-style-type: none"> • City owned equipment and outsourced service for maximum impact to city MS4 quality • Re-use of sand collected in city compost piles • Immediate response whenever possible to city sweeping of trouble areas 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 6-8

Minimum Control Measures Addressed by This BMP

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

BMP Title: Structural MS4 Pollution Control Device Inspection and Maintenance Program	
BMP Description: All current MS4 structural pollution control devices are inspected annually, and maintained as appropriate. Rational, objective criteria that are developed to assess whether repairs, replacement or maintenance are needed can ensure action is taken if warranted, regardless of personnel. It can also show potential areas that may need attention for causing actions (i.e. high sedimentation, flooding, etc.). If devices are identified as needing repairs they will be put on a prioritization list and worked into the City budget, which is funded through the Storm Water Utility. For devices that are posing an immediate threat to public safety will be repaired immediately. A schedule of when devices will be repaired will be provided in the annual report.	
Measurable Goals: <ul style="list-style-type: none"> • Whether or not criteria are developed • Number of each type of action recommended • Number of each type of action performed • Proportion of successfully operating structural pollution control devices 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006-2011 This is a current city program. Annually review and update as needed.
Specific Components & Notes (optional): All catch basins and trash racks are cleaned and repaired immediately upon discovery of any potential issue causing them to be non-functional.	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 6-9

Minimum Control Measures Addressed by This BMP

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

BMP Title: Street Deicing Program	
BMP Description: Proper application of road salt can minimize over-spreading. Use of alternative products can lessen the impact on water quality.	
Measurable Goals: <ul style="list-style-type: none"> • Whether alternative products are used • Proportion of alternative products used • Degree of accuracy met by calibration of outsourced equipment • Whether or not a schedule is developed to inspect road salt applicator vehicles 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006-2011 This is a current city program. Annually review and update as needed.
Specific Components & Notes (optional): Outsourced use of road salt applications as appropriate. The critical piece of this process is that this outsourcing is carefully monitored	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 6-10

Minimum Control Measures Addressed by This BMP

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

BMP Title: ESC Standards During All Municipal Land Disturbance Projects	
BMP Description: The city is held to the appropriate erosion and sediment control standards that have been developed for any land disturbance activity occurring within the city jurisdiction. These standards ensure minimized impacts to all potential waters within the city limits of construction.	
Measurable Goals: <ul style="list-style-type: none"> • Number of city projects occurring within each construction year • Total number of ESC inspections performed for city projects within each construction year 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006 – Provide regular site inspections for any city project every 7 days or after each .25 inch rain event • 2007 – Collect documentation for all ESC inspections for city projects during the construction season • 2007-2011 – Analyze current ESC practices on all city owned projects, and make appropriate adjustments to required practices
Specific Components & Notes (optional): <ul style="list-style-type: none"> • ESC ordinance • ESC inspection services • Site plan review process by city engineer for appropriate ESC practices 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional): Case by case training for city personnel on appropriate ESC practices for all city owned projects through ESC site inspection and ESC site plan review. Training of appropriate city staff for appropriate ESC inspection and installation procedures.	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 6-11

Minimum Control Measures Addressed by This BMP

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

BMP Title: Outfall and Pond Inspection Program for All City Owned MS4 systems	
BMP Description: Sediment basins and ponds require periodic maintenance in order to keep the performance optimized, depending on watershed and precipitation factors. Outfalls can collect debris and trash that should be removed when abundant. Failing or faulty outfalls can result in downstream erosion and periodic inspections can address this issue. The City will inspect all outfalls and ponds at a rate of 20% per year on a rotating basis such that 100% of outfalls are completed on a 5 year inspection cycle.	
Measurable Goals: <ul style="list-style-type: none"> Inspect outfalls and ponds at minimum of 20% per year on a rotating basis such that 100% of outfalls are completed on a 5 year inspection cycle. 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> 2006-2007 – Gather and map all city owned ponds and outfalls with numeric representation for inspection procedures. 2006-2011 – Continue inspecting outfalls and ponds at minimum of 20% per year on a rotating basis such that 100% of outfalls and ponds are completed on a 5 year inspection cycle. 2007-2011 – Implement outfall and pond cleaning procedure for city staff.
Specific Components & Notes (optional): <ul style="list-style-type: none"> Record Keeping procedures and electronic database development 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional): Training program for city staff for mapping details, documentation procedures for inspection and maintenance of ponds and outfalls.	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 6-12

Minimum Control Measures Addressed by This BMP

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

BMP Title: Storm Drain System Cleaning	
BMP Description: The city of Medina may contract with an outside entity to clean and maintain any necessary storm systems within the city's jurisdiction. This process will be done on an as needed basis, or every three years whichever is more frequent. The city will adjust this schedule if pollutants should accumulate and more frequent maintenance is required.	
Measurable Goals: <ul style="list-style-type: none"> • Number of times the outside entity is contracted per year for maintenance issues related to the city storm sewer system • Number of inspections the city will conduct each year to clean out their storm sewer system 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006 – Analyze current storm sewer maintenance requirements and budget appropriate dollars • 2007 – Make determination if trouble areas need maintenance more frequently • 2007 – Conduct maintenance for city's storm sewer system through outsourced company • 2007 - Analyze current storm sewer maintenance requirements and budget appropriate dollars • 2008 - Analyze current storm sewer maintenance requirements and budget appropriate dollars • 2008-2011- Annually review and update as needed

Continued...

<u>Specific Components & Notes (optional):</u>	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	
Provide city public works staff with storm water system maintenance training	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 6-13

Minimum Control Measures Addressed by This BMP

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

BMP Title: Inspection Analysis and Frequency	
BMP Description: The City will keep records of inspection results and evaluate the frequency of inspections based on maintenance patterns. Inspection results will be summarized in the Annual Report.	
Measurable Goals: <ul style="list-style-type: none"> • Number inspected • Number of inspection modifications • Annual Report summary of inspection results 	Timeline / Implementation Schedule: <ul style="list-style-type: none"> • 2006-2011 Evaluate maintenance patterns every two years (2007, 2009, and 2011) and modify inspection frequency as required.
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Pond, Outfall, and Sediment Basin Inspection (BMP 6-1) • Sanitary Sewer Maintenance and Inspection Program (6-6) • Outfall and pond inspection for MS4 System (6-11) 	
Responsible Person	Responsible Department
Name: Chad Adams	Title: Public Works
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
Educational components related to this BMP (description or number – optional):	
Audience: City Employees	
Educational goal: To ensure employees are adjusting inspection frequency in accordance with maintenance patterns.	
Activities: See BMP Description above	
Implementation Plans: See Timeline/Implementation Schedule above	
Performance Measures: See Measurable Goals above	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 6-14

Minimum Control Measures Addressed by This BMP

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

BMP Title: Stockpile, Storage and Material Handling Program

BMP Description: The City will develop a procedure to identify and manage all stockpiles from soil, salt or used metals to ensure appropriate BMPS are in place and to prevent the offsite migration through leaching into the soil or during runoff events

Measurable Goals:

- Identification of exposed stockpiles

Timeline / Implementation Schedule:

- 2006 Determine locations stockpiles
- 2007 Implement stockpile, storage and material handling program
- 2008-2011 Conduct annual inspections and review and revise program needed

Specific Components & Notes (optional):

- Adopt an integrated inspection program to annually inspect stockpiles, storage and material handling areas.

Responsible Person

Name: Chad Adams

Title: City Administrator

Phone: 763-473-4643

E-mail: Chad.Adams@ci.medina.mn.us

Responsible Department

Title: Public Works

Dept. Head: Steve Scherer

Phone: 763-473-4643

E-mail: Steve.Scherer@ci.medina.mn.us

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

Audience: City Employees

Educational goal: Prevent discharges from stockpiles, storage and material handling areas

Activities: See BMP Description above

Implementation Plans: See Timeline/Implementation Schedule above

Performance Measures: See Measurable Goals above

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 6-15

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Record Keeping and Reporting	
<u>BMP Description:</u> The City will submit an annual report according to the requirements outlined in the current MS4 permit and retain all records required for at least three (3) years beyond the term of the permit. All records, including the approved SWPPP, will be available to the public at reasonable times during regular business hours after a 7 day advance notice and reasonable charge for requested copies.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Develop record keeping procedure • Implement record keeping procedure 	<ul style="list-style-type: none"> • 2006-2007 : Develop record keeping procedure • 2008-2011: Implement record keeping procedure
<u>Specific Components & Notes (optional):</u>	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Chad Adams	Title: Public Works
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: Chad.Adams@ci.medina.mn.us	E-mail: Steve.Scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Description Sheet

MS4 Name: City of Medina

Unique Identifying Number: 6-16

Minimum Control Measures Addressed by This BMP

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

BMP Title: Municipal Employee Training Program

BMP Description: The City will require training for all municipal employees to prevent or reduce pollutant runoff from City operations. The training program will be focused at preventing or reducing pollutant runoff from MS4 operations such as:

- Park and open space maintenance
- Fleet and building maintenance
- New construction and land disturbances
- Storm sewer system maintenance

Measurable Goals:

- Type of training
- Number of employees receiving training

Timeline / Implementation Schedule:

2006-2011 Current and ongoing (annually). Update and revise as needed.

Specific Components & Notes (optional):

- Operator training
- Construction site erosion and sediment training (Mn/DOT Certification)
- Fertilizer application training
- Hazardous material handling and spill response training

Responsible Person for this BMP

Name: Chad Adams

Title: City Administrator

Phone: (763) 473-4643

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Responsible Department or Organization

Dept. or Org.: Public Works

Dept. Head: Steve Scherer

Phone: (763) 473-4643

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

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 7-1*

Minimum Control Measures Addressed by This BMP

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

BMP Title: Discharge Affecting Source Water Protection Areas

BMP Description: The Minnesota Department of Health has not created/nor approved a Part I and Part II Wellhead Protection Plan (WPP) for the City including the necessary map illustrating the wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330. The City will follow the recommendations outlined in the WPP once it is developed and will revise the SWPPP accordingly at that time.

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

Measurable Goals:

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

Timeline / Implementation Schedule:

- Upon development of a Wellhead Protect Plan
- According to MDH schedule
- Upon development of a Wellhead Protection Plan or according to the MDH schedule for source water protection areas.

Specific Components & Notes (optional):

- Cooperate with adjacent municipalities or organizations to protect other MDH identified high or moderate vulnerable areas to when they are found to overlap the City's jurisdictional boundary. Currently there are no areas that have been identified with high or medium vulnerability.

Responsible Party

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Title: City Administrator

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Responsible Department

Dept. or Org.: Public Works

Dept. Head: Steve Scherer

Phone: 763-473-4643

E-mail: steve.scherer@ci.medina.mn.us

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

Audience: Citizens, well owners, cooperative agencies/organizations

Educational goal: To protect drinking water sources from contamination from stormwater runoff pollution

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 7-2

Permit Requirement Addressed by This BMP: Part IV.D.

BMP Title: Impaired Water(s) Review Process

BMP Description: The City of Medina will review all discharges from our MS4 system to impaired waters, as defined by the current USEPA approved 303(d) list. The steps taken during this review, included in this BMP, will be instigated by one or more of the following trigger event:

1. Extension of MS4 Permit coverage upon approval of the City's submittal materials and Application by the MPCA Commissioner
2. 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. 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.

<u>Measurable Goals:</u>		<u>Timeline / Implementation Schedule:</u>	
<u>Step 1:</u> Completion of the City's determination whether there are impaired waters of concern		<u>Step 1:</u> Within 6 months of a trigger event	
<u>Step 2:</u> A map showing the locations of discharges and delineated watershed areas.		<u>Step 2:</u> Within 6 months of a trigger event	
<u>Step 3:</u> Completion of the impaired waters evaluation		<u>Step 3:</u> Within 9 months of a trigger event	
<u>Step 4:</u> Completion of the impaired waters report		<u>Step 4:</u> Within 12 months of a trigger event	
<u>Step 5:</u> Changes to the City's SWPPP		<u>Step 5:</u> With 18 months of a trigger event	
<u>Specific Components & Notes (optional):</u>			
<p>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.</p>			
<u>Responsible Party</u>		<u>Responsible Department</u>	
Name: Chad Adams		Dept. or Org.: Public Works	
Title: City Administrator		Dept. Head: Steve Scherer	
Phone: 763-473-4643		Phone: 763-473-4643	
E-mail: chad.adams@ci.medina.mn.us		E-mail: steve.scherer@ci.medina.mn.us	
<u>Educational components related to this BMP (description or number – optional):</u>			
<p>The City will make efforts to include information about the TMDL/Impaired Waters programs in its stormwater education materials for the public.</p>			

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 7-3

Minimum Control Measures Addressed by This BMP

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

<u>BMP Title:</u> Response to TMDL Waste Load Allocation	
<u>BMP Description:</u> If a USEPA-approved TMDL is developed and the MPCA determines that the City is within the drainage area of the impaired water and covered by the TMDL Waste Load Allocation, the City will review the adequacy of the SWPPP to determine whether it meets the TMDL's Waste Load Allocation. If the City determines that the SWPPP does not meet the applicable requirements, schedules and objectives of the TMDL, the City will make appropriate modifications to the SWPPP.	
<u>Measurable Goals:</u> Appropriate modifications to the SWPPP	<u>Timeline / Implementation Schedule:</u> Within 18 months after the TMDL Waste Load Allocation is approved by USEPA and the MPCA determines that the City is within the drainage area of the impaired water and covered by the TMDL Waste Load Allocation
<u>Specific Components & Notes (optional):</u> The City will rely on information made available by the MPCA regarding the location, drainage areas, and Waste Load Allocations for TMDLs and impaired waters.	
<u>Responsible Party</u>	<u>Responsible Department</u>
Name: Chad Adams	Dept. or Org.: Public Works
Title: City Administrator	Dept. Head: Steve Scherer
Phone: 763-473-4643	Phone: 763-473-4643
E-mail: chad.adams@ci.medina.mn.us	E-mail: steve.scherer@ci.medina.mn.us
<u>Educational components related to this BMP (description or number – optional):</u> The City will make efforts to include information about the TMDL Waste Load Allocation and the TMDL/Impaired Waters programs in its stormwater education materials for the public.	

BMP Page

MS4 Name: City of Medina

Unique Identifying Number: 7-4

Minimum Control Measures Addressed by This BMP

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

BMP Title: ORVW Assessment Wolsfeld Woods Scientific and Natural Area

BMP Description: A portion of the Wolsfeld Woods Scientific and Natural Area (SNA) is within the City of Medina and there are tributary areas within the City that drain to the SNA. This SNA is designated an “Outstanding Resource Value Water” or ORVW in Minnesota statute and is considered to be a water with Prohibited Discharge.

According to the Municipal Separate Storm Sewer System (MS4) General Permit the City must assess how the Storm Water Pollution Prevention Plan (SWPPP) can be reasonably modified to eliminate new and expanded discharges to ORVW.

To determine whether SWPPP modifications are necessary, Medina will prepare an assessment of its discharge to the ORVW by mapping the discharge points and the DNR minor subwatersheds discharging to the SNA. The City will map 1988, current, and 2020 proposed land uses in the drainage area for Wolsfeld Woods SNA. The maps will be used to prepare comparative spreadsheet tables of land use composition across the three time frames. The City will then associate annualized runoff model input values to each of the land use conditions. Values such as runoff coefficient, event mean concentrations for total phosphorus (TP) and total suspended solids (TSS), and average annual precipitation will be used to calculate annual loadings for water volume, TP, and TSS for each of the three timeframes. To the extent possible, loadings of other pollutants will be estimated based on those for the three primary pollutants.

The loadings will be calculated under two conditions:

1. With no BMPs assumed
2. With BMPs assumed where applicable

In the second condition the actual performance of individual BMPs will not be modeled. Rather, a generalized performance metric will be established based on standard practice in place at the time a particular area developed. This standard practice (whether it be NURP, or Walker or some other sizing criteria) will be applied to the simple spreadsheet model as a uniform reduction.

If the assessment shows that a new and expanded discharge has occurred or that one will occur due to Medina’s 2020 land use plan, then the City will review their existing SWPPP to determine the extent to which their existing BMPs mitigate the expanded

<p>loading and, if necessary, propose SWPPP modifications to eliminate the expanded loading. The SWPPP modifications will be a BMP-based, qualitative response, which may include ordinance modifications, zoning changes, or other types of structural and non-structural BMPs.</p> <p>The assessment and proposed SWPPP modifications will be made available for public comment during Medina's 2009 annual MS4 public comment period and annual MS4 meeting. Subsequent to their annual public comment period and annual meeting, the assessment, proposed SWPPP modifications and public comments will be submitted with Medina's annual report.</p>	
<p><u>Measurable Goals:</u></p> <ul style="list-style-type: none"> • Map the discharge points and the DNR minor subwatersheds discharging in whole or in part to the SNA. • Provide a narrative estimate of the percent impervious cover for the 1998, current and 2020 proposed land use. • Provide an assessment of the 1988, current and 2020 proposed land use to determine if an increase in discharge has occurred. • If the City determines that an increase in discharge has or will result, they will make a reasonable attempt to modify their SWPPP to eliminate the discharge. • Public notice the assessment results and any proposed SWPPP modifications. • Submit the results of the assessment and any public comments with the 2009 annual report. 	<p><u>Timeline / Implementation Schedule:</u></p> <ul style="list-style-type: none"> • Within 90 days of extension of coverage - Map the discharge points and the DNR minor subwatersheds discharging in whole or in part to the SNA. • With 90 days of extension of coverage - Provide a narrative estimate of the percent impervious cover for the 1998, current and 2020 proposed land use. • May 2009 - Provide an assessment of the 1988, current and 2020 proposed land use to determine if an increase in discharge has occurred. • May 2009 - If the City determines that an increase in discharge has or will result they will make a reasonable attempt to modify their SWPPP to eliminate the discharge. • April 2009 - Public notice the assessment results and any proposed SWPPP modifications. • June 30th, 2009 - Submit the results of the assessment and any public comments with the annual report.
<p><u>Specific Components & Notes (optional):</u></p>	
<p>Responsible Party</p> <p>Name: Chad Adams</p> <p>Title: City Administrator</p> <p>Phone: 763-473-4643</p> <p>E-mail: chad.adams@ci.medina.mn.us</p>	<p>Responsible Department</p> <p>Dept. or Org.: Public Works</p> <p>Dept. Head: Steve Scherer</p> <p>Phone: 763-473-4643</p> <p>E-mail: steve.scherer@ci.medina.mn.us</p>
<p><u>Educational components related to this BMP (description or number – optional):</u></p>	