

Stormwater Pollution Prevention Program
City of Mendota Heights



June 2006

Stormwater Pollution Prevention Program
Table of Contents

	<u>Page</u>
I. Summary of SWPPP Development Process.....	3-4
II. City of Mendota Heights BMP Summary Matrix.....	5-8
III. City of Mendota Heights BMP Pages.....	9-58

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 Mendota Heights 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 Mendota Heights 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.

Mendota Heights 2006 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	Quarterly Newsletter - <i>Heights Highlites</i>	X	X	X	X	X	X
1-2	City Website – Stormwater Information Page	X	X	X	X	X	X
1-3	Stormwater Educational Brochures.	X		X	X	X	
1-4	30-day Public Notice for Annual Stormwater Meeting	X	X				
1-5	Storm Drain Stenciling	X	X	X			X
1-6	Pagel Pond Signs	X	X				X
1-7	Evaluate Additional Educational Materials	X	X	X	X	X	X
1-8	Joint Educational Programs with Outside Entities	X	X	X	X	X	X
1-9	Televised City Council and Commission Meetings	X	X	X	X	X	X
2-1	Public Information Program	X	X	X	X	X	X
2-2	Annual Stormwater Public Meeting	X	X	X	X	X	X
2-3	Establish Meeting and Public Input Procedures		X				
2-4	Consideration of Written and Oral Public Input		X				
2-5	Public Project Support	X	X				

Mendota Heights 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
2-6	Household Cleanup Day	X	X	X		X	
2-7	Water Quality Monitoring Program	X	X				
2-8	Wetland Health Evaluation Program (WHEP)	X	X				
3-1	Nuisance / Illegal Dumping Ordinance	X		X	X		
3-2	Illicit Discharge, Detection and Enforcement Ordinance			X			
3-3	Storm Sewer Map			X		X	
3-4	Septic System Maintenance Program			X			
3-5	Sanitary Sewer Overflow Program			X			X
3-6	Complaint Hotline	X	X	X	X	X	X
3-7	E-mail Feedback System	X	X	X	X	X	X
4-1	Municipal Erosion and Sediment Control (ESC) Program	X	X	X	X	X	X
4-2	Erosion and Sediment Control (ESC) Ordinance			X	X		
4-3	Minimum Erosion and Sediment Control (ESC) BMPs				X		
4-4	ESC Plan Review Process				X		
4-5	Pre-construction Meeting				X		
4-6	Erosion and Sediment Control (ESC) Inspection and Enforcement				X		

Mendota Heights 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
5-1	Zoning Ordinance			X		X	
5-2	Post-Construction Maintenance Ordinance					X	
5-3	Surface Water Management Plan					X	
5-4	Wetlands Permit Program				X	X	
5-5	Structural and Non-Structural BMP List					X	
5-6	Plan Review Procedures				X	X	
5-7	Infiltration					X	X
5-8	Detention/Retention					X	
5-9	Long-Term Operation and Maintenance of the Stormwater System					X	X
6-1	Runoff Management System Inspection and Cleaning Program			X		X	X
6-2	Hazardous Materials Training			X			X
6-3	Street De-icing Program						X

Mendota Heights 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
6-4	Municipal Lawn Care Program						X
6-5	City Equipment Maintenance Program						X
6-6	Municipal Street Maintenance Program						X
6-7	WMO Participation						X
6-8	Staff Continuing Ed for Stormwater Management			X	X	X	X
6-9	Inspection Analysis and Frequency					X	X
6-10	Record Keeping and Reporting						X
6-11	Stockpile, Storage, and Material Handling Program						X

City of Mendota Heights BMP Pages

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 1-1

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input 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: Quarterly Newsletter - *Heights Highlites*

BMP Description: The Storm Water information provided in the City newsletter will include topics that address all Minimum Control Measures and focus on reducing pollutants in storm water. The Minimum Control measures addressed will be in conjunction with the seasonal issues that surround storm water runoff.

In addition to tailoring the articles with respect to seasonal issues will also consider all public comments, data collected from monitoring programs and feedback from City staff when deciding the topic of each newsletter article.

Measurable Goals:

- Number of stormwater articles
- Number of times newsletter is sent out
- Number mailed

Timeline / Implementation Schedule:

2003-2011 Current and ongoing

Specific Components & Notes (optional):

Responsible Person for this BMP

Name: Sue McDermott

Title: City Engineer

Phone: 651-452-1850

E-mail: suem@mendota-heights.com

Responsible Department or Organization

Dept. or Org.: Engineering

Dept. Head: City Engineer

Phone: 651-452-1850

E-mail: suem@mendota-heights.com

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

Audience: General public, Business Owners, Contractors, Developers

Educational Goal: Provide the public with information to make them aware of stormwater issues and volunteer opportunities.

BMP Description Sheet

MS4 Name: City of Mendota Heights

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: City Website – Stormwater Information Page	
BMP Description: The City website can be accessed to view ordinances, City Council agendas and meeting minutes, and will be updated to include storm water articles and phone numbers for reporting illicit discharges or other stormwater complaints.	
Measurable Goals: <ul style="list-style-type: none"> Completed description of web page and materials to be included Post SWPPP Track web page updates Quantify information provided on web page Track stormwater information provided elsewhere on city website 	Timeline / Implementation Schedule: 2004 - Developed description of web page and material to be included 2005 - Created storm water web page 2006-2011 – Ongoing, ensure web page is linked
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Audience: General public	
Educational Goal: Provide the public with information to make them aware of storm water issues, volunteer opportunities, contacts and regulations.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 1-3

Minimum Control Measures Addressed by This BMP

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

BMP Title: Stormwater Educational Brochures.	
BMP Description: Display storm water brochures at City Hall and St. Thomas Academy and distribute as billing inserts, providing information on household hazardous waste collection and disposal, proper lawn care practices and awareness of stormwater issues.	
Measurable Goals: <ul style="list-style-type: none"> Number and type of stormwater brochures distributed 	Timeline / Implementation Schedule: <p>2003 - Looked for available brochures 2004 - Developed education brochure program 2005 - Produced needed brochures 2006-2011 Ongoing - distribute brochures</p>
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Audience: General Public, Business Owners, Contractors, Developers, and School Children (K-12) Educational Goals: Provide the public with proper lawn care and yard waste disposal practices and awareness of effects on storm water quality.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 1-4

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 type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: 30-day Public Notice for Annual Stormwater Meeting	
BMP Description: Notify the public of the date, time and place of a meeting that, at least in part, will discuss the annual SWPPP report.	
Measurable Goals: <ul style="list-style-type: none"> Completed public notice requirement Number of places notices are posted 	Timeline / Implementation Schedule: 2003-2011 Annually - 30 days prior to annual meeting
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Audience: General public	
Educational Goals: Provide public with awareness and knowledge of the annual storm water meeting date, time, location, meeting process and subject.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 1-5

Minimum Control Measures Addressed by This BMP

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

BMP Title: Storm Drain Stenciling	
BMP Description: A coordinated effort with local WMOs and volunteers to provide storm drain stenciling throughout the City.	
Measurable Goals:	Timeline / Implementation Schedule:
<ul style="list-style-type: none"> Number of storm drains stenciled 	2003-2011 Ongoing
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
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Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Audience: General Public, School Children (K-12)	
Educational Goal: Provide information to the public regarding the discharge points of the storm sewer system.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 1-6

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

BMP Title: Pagel Pond Signs	
BMP Description: Place signs around Pagel Pond to identify the Pagel Pond Drainage Area.	
Measurable Goals:	Timeline / Implementation Schedule:
<ul style="list-style-type: none"> Number of signs posted 	2003-2011 Ongoing
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Audience: General Public	
Educational Goal: Provide information to the public regarding the Pagel Pond Drainage Area.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 1-7

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: Evaluate Additional Educational Materials	
BMP Description: The City will solicit storm water related materials, such as those listed within the Specific Components below, from outside entities, including, but not limited to: soil and water conservation districts, watershed districts, watershed management organizations, school districts, University of Minnesota extension, St. Thomas Academy and county, regional, state and federal government sources. The information collected during this process will be evaluated and incorporated if it has relevance with the Cities existing programs.	
Measurable Goals: <ul style="list-style-type: none"> • Number of solicitation letters sent out • List of materials received in response to the request 	Timeline / Implementation Schedule: <p>2003 - Solicited storm water related materials from outside entities</p> <p>2004 - Evaluated and edited material, as necessary, identified audiences and defined measurable goals</p> <p>2006-2011 – Ongoing, develop new materials for use by City as needed</p>
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Articles • Newsletters • Videos • Brochures • Special Packets • Inserts and displays • In-house training documents • Materials from conferences attended 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Audience: General Public, Business Owners, Developers, Contractors and School Children (K-12)	
Educational Goal: Ensure efficient delivery and coverage of stormwater related educational materials and provide an understanding of the storm water issues and volunteer opportunities for General Public, Business Owners, Developers, Contractors, and School Children	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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 stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Joint Educational Programs with Outside Entities

BMP Description: The City has been working with various outside entities such as the Dakota County Soil and Water Conservation District, Metropolitan Council Environmental Services Citizen Assisted Monitoring Program, Roger Lake Association, Neighborhood Groups, St. Thomas Academy, Gun Club Lake Water Management Organization, Lower Mississippi Watershed District, and West St. Paul. These partnerships include doing storm water improvement projects, training, lake monitoring, rain garden projects, educational seminars/workshops, erosion and sediment control inspections and other projects as identified. These partnerships either include a financial contribution, joint coordination of meetings, or partial funding.

The City will also consider contacting other outside entities including, but not limited to: watershed districts, school districts, University of Minnesota extension, and county, regional, state and federal government sources and discuss existing programs and how they can be coordinated and/or used effectively with the City's existing programs.

Measurable Goals:

- Number of outside entities contacted
- Number of outside entity programs identified

Timeline / Implementation Schedule:

2003 - Contacted outside entities
 2004 - Evaluated and compared outside entity programs with the City's existing programs
 2005 - Proposed a strategy that allows coordination and helps make effective use of outside entity educational programs, identified target audiences and defined measurable goals
 2006-2011 – Ongoing, review and update as needed

Specific Components & Notes (optional):

- Review outside entity reference list in SWPPP

Responsible Person for this BMP

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Responsible Department or Organization

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Dept. Head: City Engineer

Phone: 651-452-1850

E-mail: suem@mendota-heights.com

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

Audience: General Public, Business Owners, Developers, Contractors and School Children (K-12)
 Educational Goal: Ensure efficient delivery of stormwater educational material for the six minimum control measures.

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 1-9

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: Televised City Council and Commission Meetings	
BMP Description: City Council and commission meetings are televised on a local cable TV channel.	
Measurable Goals: <ul style="list-style-type: none"> Number and location of notices announcing date/time of meetings Number of meetings televised 	Timeline / Implementation Schedule: 2003-2011 - Current and ongoing
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Audience: General Public	
Educational Goal: Provide the public with information about City government activities and decisions regarding stormwater issues.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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 type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Public Information Program	
BMP Description: Update the existing public notification and review/comment process for development and public works projects, to include stormwater issues.	
Measurable Goals: <ul style="list-style-type: none"> Completed program Track implementation of program Number of people participating 	Timeline / Implementation Schedule: 2005 - Reviewed existing practices, documented number of meetings and participants under current practice 2006 - Revised the process 2007-2011 - Implement the revised process
Specific Components & Notes (optional): <ul style="list-style-type: none"> Reference existing plan review process 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional): Audience: General Public Educational Goals: Provide the public with awareness and knowledge of storm water and City government issues.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 2-2

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: Annual Stormwater Public Meeting	
BMP Description: The City will hold one Council meeting per year that allows time to specifically address the SWPPP. Possible revisions to the SWPPP will be discussed based on comments received and program evaluation by the City.	
Measurable Goals:	Timeline / Implementation Schedule:
<ul style="list-style-type: none"> Number of attendees to Annual Meeting 	2003-2011 - Annually - hold public meeting
Specific Components & Notes (optional):	
<ul style="list-style-type: none"> 30-day public notice City Council meeting agenda 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Audience: General Public	
Educational Goal: Provide the public opportunity for oral and written comments concerning the SWPPP.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 2-3

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
X	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: Establish Meeting and Public Input Procedures	
BMP Description: Specify the format of the Annual SWPPP meeting and the opportunity for residents to give input.	
Measurable Goals: <ul style="list-style-type: none"> Document and provide notice of the format of the annual meeting and means for public input on the SWPPP 	Timeline / Implementation Schedule: 2003-2011- Ongoing, provide notice of the format of the annual meeting and the means for public input on the SWPPP
Specific Components & Notes (optional):	
<ul style="list-style-type: none"> Publish related articles in newsletter and post on website. 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
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Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Audience: General Public	
Educational Goal: Provide the public notice and opportunity for oral and written comments concerning the SWPPP.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 2-4

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
X	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: Consideration of Written and Oral Public Input	
BMP Description: City staff will analyze public comments, both written and oral. Consideration will be given to incorporating comments into future SWPPP activities.	
Measurable Goals: <ul style="list-style-type: none"> • Receive public input • Analyze comments and revise SWPPP as necessary 	Timeline / Implementation Schedule: 2003-2011 – Ongoing, receive comments and revise SWPPP as appropriate
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Audience: General Public Educational Goal: Provide the public opportunity for oral and written comment for input into the SWPPP.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 2-5

Minimum Control Measures Addressed by This BMP

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

BMP Title: Public Project Support	
BMP Description: Facilitation of projects, performed by individuals or groups from the community, that are intended to contribute to surface water quality improvement	
Measurable Goals: <ul style="list-style-type: none"> • Number of projects performed • Qualitative description of project and participant(s) • Type of support provided by City 	Timeline / Implementation Schedule: 2003-2011 - Current and ongoing
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Boy scouts • Civic groups • School projects • Rogers Lake Residents; addressing aquatic plant growth and installation of rain gardens to treat stormwater runoff 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional): Audience: General Public Educational Goals: Public support of local/individual projects aimed at stormwater quality protection and improvement.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 2-6

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 checked="" type="checkbox"/>	Post-construction stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Household Cleanup Day	
BMP Description: The City holds a Household Cleanup Day to allow the public opportunity to dispose of non-hazardous waste materials such as household construction materials, scrap metal and wood, tires and furniture. The materials are collected by a licensed garbage hauler for proper disposal.	
Measurable Goals: <ul style="list-style-type: none"> Completed Household Cleanup Days Number of households participating Quantification of items collected 	Timeline / Implementation Schedule: 2003-2011 - Ongoing - hold Household Cleanup Day annually
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Audience: General Public	
Educational Goal: Provide the public an opportunity to dispose of non-hazardous materials in a proper manner.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 2-7

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 stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Water Quality Monitoring Program	
BMP Description: A program coordinated with St. Thomas Academy to monitor Rogers Lake, Pagel Pond and the Dodge Nature Center. St. Thomas Academy reports the monitoring results to the City Council, neighborhood associations and the Dodge Nature Center.	
Measurable Goals: <ul style="list-style-type: none"> • Number of people participating • Number of new studies implemented as a result of the monitoring program 	Timeline / Implementation Schedule: 2003-2011 - Ongoing - continue monitoring
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Audience: General Public	
Educational Goal: Provide the public participation in water quality monitoring and to increase public knowledge and awareness of impacts to local water bodies.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 2-8

Minimum Control Measures Addressed by This BMP

<input type="checkbox"/>	Public education & outreach	<input type="checkbox"/>	Construction site runoff controls
X	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: Wetland Health Evaluation Program (WHEP)	
BMP Description: WHEP is a Dakota County program in which the City participates. Volunteers collect information to evaluate plant and animal health and water quality.	
Measurable Goals: <ul style="list-style-type: none"> • Number of volunteers participating • Number of wetlands evaluated 	Timeline / Implementation Schedule: 2003-2011 Current and ongoing - Continue monitoring wetlands with the WHEP
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Audience: General Public	
Educational Goal: Provide the public participation in water quality monitoring and to increase public knowledge and awareness of impacts to local water bodies.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 3-1

Minimum Control Measures Addressed by This BMP

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

BMP Title: Nuisance / Illegal Dumping Ordinance	
BMP Description: An ordinance stating illegal dumping of trash or debris on public or private property is currently included in the City Code of Ordinances.	
Measurable Goals: <ul style="list-style-type: none"> Adoption of revised ordinance 	Timeline / Implementation Schedule: 2005-2007 - Review/revise the ordinance 2008 - Adopt revised ordinance 2009-2011 – Ongoing, annually review and update as needed
Specific Components & Notes (optional): <ul style="list-style-type: none"> Surface Water Management Plan scheduled for completion in 2006; use plan components during Ordinance revision 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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: Develop a new, or update existing ordinances to prevent illicit discharges, including enforcement and penalty procedures.	
Measurable Goals: <ul style="list-style-type: none"> Review of current illicit discharge language Review of other ordinances, including enforcement and penalties Adoption of new or updated ordinance 	Timeline / Implementation Schedule: 2004-2007 - Review other communities existing illicit discharge ordinances, compile all City ordinances and analyze draft of illicit discharge ordinance 2008 - Adopt illicit discharge detection and elimination ordinance 2009-2011 – Ongoing, review and update ordinance as needed
Specific Components & Notes (optional):	
<ul style="list-style-type: none"> Will work with Dakota County to revise ordinance after Surface Water Management Plan is completed 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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	X	Post-construction stormwater management
X	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Storm Sewer Map	
BMP Description: The current storm sewer map is located in CADD files and record plans. The City will complement the CADD files with development into a GIS platform.	
Measurable Goals: <ul style="list-style-type: none"> Periodic compilation of 25% of existing storm sewer data into mapping database 	Timeline / Implementation Schedule: <p>2003-2005 - Completed mapping of 25% of the storm sewer system</p> <p>2006 Map complete</p> <p>2007-2011 – Review and update as needed</p>
Specific Components & Notes (optional): <ul style="list-style-type: none"> Map pipes 24" or larger Map all outfalls Map all structural BMPs 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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

BMP Title: Septic System Maintenance Program	
BMP Description: The program requires maintenance and inspection of septic systems.	
Measurable Goals: <ul style="list-style-type: none"> • Number of notices sent to homeowners • Number of septic systems inspected • Number of reported system failures • Review existing program 	Timeline / Implementation Schedule: 2003 - Documented the septic system maintenance program 2004-2011- Ongoing, work with Dakota County
Specific Components & Notes (optional):	
<ul style="list-style-type: none"> • The City is working with Dakota County to have County complete notification requirements 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 3-5

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 checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Sanitary Sewer Overflow Program	
BMP Description: The sanitary sewer system is inspected, cleaned and maintained to evaluate the integrity of the system and to prevent overflows.	
Measurable Goals: <ul style="list-style-type: none"> • Length of sanitary sewer cleaned • Length of sanitary sewer pipe upgraded/replaced • Length of sanitary sewer video logged, existing and new/redevelopment • Number of observed overflows • Length of lining 	Timeline / Implementation Schedule: 2003-2011 - Current and ongoing - Implementation and documentation
Specific Components & Notes (optional): <ul style="list-style-type: none"> • 1/3 of the city sewer is inspected every year 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 3-6

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 stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Complaint Hotline	
BMP Description: The public can report observed potential or actual illicit discharges or pollution to the City Complaint Hotline	
Measurable Goals: <ul style="list-style-type: none"> Completed hotline program Number/type of calls received Number/type of discharges detected 	Timeline / Implementation Schedule: 2005 - Developed hotline program 2006 - Implemented hotline program 2007-2011 – Ongoing, annually review and update as needed
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 3-7

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 stormwater management
<input checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: E-mail Feedback System	
BMP Description: The public can use e-mail to provide information to the City regarding actual or potential illicit discharges, pollution problems and general storm water issues.	
Measurable Goals: <ul style="list-style-type: none"> • Number of stormwater e-mails • Number of stormwater issues discussed • Type of response action taken 	Timeline / Implementation Schedule: <p>2004 - Developed e-mail system 2005 - Implemented storm water e-mail system 2006-2011 – Ongoing, review and update as needed</p>
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 4-1

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach	<input checked="" type="checkbox"/>	Construction site runoff controls
<input 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: Municipal Erosion and Sediment Control (ESC) Program	
BMP Description: A comprehensive program to minimize the potential impact to surface waters from construction site runoff.	
Measurable Goals: <ul style="list-style-type: none"> Review and revise existing program Adoption of revised program 	Timeline / Implementation Schedule: 2004 - Reviewed and revise existing program 2005-2011 Ongoing and existing - Implementation of revised ESC Program and review and update as needed
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Inform contractors of ESC Program requirements and provide compliance training.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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 checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Erosion and Sediment Control (ESC) Ordinance	
BMP Description: An ordinance that describes the City ESC requirements, inspection and maintenance requirements, enforcement procedures, and possible actions for non-compliance.	
Measurable Goals: <ul style="list-style-type: none"> Completed review of existing ordinances Completed draft of stand-alone ESC ordinance Adoption of ESC ordinance 	Timeline / Implementation Schedule: 2003-2005 Ongoing implementation of ESC program 2006 - Reviewed existing ordinances and identified areas to strengthen Within six months after extension of coverage under the permit - Adopt new ordinance
Specific Components & Notes (optional): <ul style="list-style-type: none"> ESC plan review, inspection, and enforcement description Consistent with MPCA Storm Water Permit where appropriate Tree protection/preservation provisions Minimum BMP requirements Seeding requirements 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional): Inform contractors of ordinance requirements and location of ordinance (City website or City Hall).	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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

BMP Title: Minimum Erosion and Sediment Control (ESC) BMPs	
BMP Description: A list of minimum erosion and sediment control BMPs to meet the requirements of ordinance language. The BMPs are reviewed by the City during the plan review process and discussed at pre-construction meetings.	
<p>Measurable Goals:</p> <ul style="list-style-type: none"> Completed list of minimum ESC BMPs Number of contractors provided with ESC BMP list 	<p>Timeline / Implementation Schedule:</p> <p>2003 - Established list of minimum ESC BMPS for construction activities</p> <p>2004 - Provided developers and contractors a list of required BMPs</p> <p>2005-2011 Ongoing—review and update as needed</p>
<p>Specific Components & Notes (optional):</p> <ul style="list-style-type: none"> Erosion control silt fence Rock construction entrance Inlet protection device Tree protection fence Street sweeping 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
<p>Educational components related to this BMP (description or number – optional):</p> <p>Discuss BMPs with contractor at the grading pre-construction meeting and reiterate the minimum requirements for construction within the City.</p>	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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

BMP Title: ESC Plan Review Process

BMP Description: The City requires an Erosion and Sediment Control (ESC) Plan to be completed for proposed construction sites. The plan is reviewed and approved by the City. The process describes minimum plan review times and time-frames and authority for issuing warnings and stop work notices.

Measurable Goals:

- Number of plans reviewed
- Number of notices (to applicant) of required revisions
- Completed revision of review process
- Initiation of revised review process

Timeline / Implementation Schedule:

- Within six months after extension of coverage under the permit - Revise/update review process per ESC Ordinance
- Within six months after extension of coverage under the permit - Implement new process

Specific Components & Notes (optional):

Responsible Person for this BMP

Name: Sue McDermott

Title: City Engineer

Phone: 651-452-1850

E-mail: suem@mendota-heights.com

Responsible Department or Organization

Dept. or Org.: Engineering

Dept. Head: City Engineer

Phone: 651-452-1850

E-mail: suem@mendota-heights.com

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

Audience: General Public

Educational Goal: Provide the public opportunity for oral and written comments concerning the SWPPP.

BMP Description Sheet

MS4 Name: City of Mendota Heights

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: Pre-construction Meeting	
BMP Description: A meeting held prior to commencement of construction activities to discuss, in part, minimum ESC BMPs.	
Measurable Goals: <ul style="list-style-type: none"> • Number of meetings held • Number of attendees • Number of topics discussed 	Timeline / Implementation Schedule: 2003-2011 - Current and ongoing
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Inform contractors of ESC minimum requirements and revised ordinance as necessary.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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

BMP Title: Erosion and Sediment Control (ESC) Inspection and Enforcement	
BMP Description: The City conducts ESC inspection on active projects. Procedures for enforcement include a warning letter, stop work order and financial surety to ensure proper installation and maintenance.	
Measurable Goals: <ul style="list-style-type: none"> • number of inspections • number of warnings issued • number of stop work orders issued • number of times financial surety withheld 	Timeline / Implementation Schedule: 2003-2007 Current and ongoing - Site inspection and enforcement 2008 – Revise per new ESC Ordinance 2009-2011 – Implement revised process
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Work closely with Dakota County for inspection and enforcement • BMP implementation shall include inspection for construction site waste issues • Warning letter • Stop work order • Financial surety 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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 checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Zoning Ordinance	
BMP Description: A zoning ordinance to regulate land use, describe planning requirements and establish design standards according to the City Surface Water Management Plan.	
Measurable Goals: <ul style="list-style-type: none"> Completed review of zoning ordinance Adoption of revised ordinance 	Timeline / Implementation Schedule: 2006 - Completed review of ordinance to minimize development impacts on water quality 2008 - Adopt revised ordinance 2009-2011 – Ongoing, review and update as needed
Specific Components & Notes (optional):	
<ul style="list-style-type: none"> Revise Zoning ordinance to include Stormwater Runoff Ordinance 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	
Ordinance available on the City website or at City Hall.	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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: Post-Construction Maintenance Ordinance	
BMP Description: An ordinance requiring inspection and maintenance of a developments stormwater management system post construction.	
<p>Measurable Goals:</p> <ul style="list-style-type: none"> Adoption of revised ordinance 	<p>Timeline / Implementation Schedule:</p> <p>2005-2007 - Review existing ordinances, compare contrast with other cities and State guidelines</p> <p>2008 - Adopt the revised ordinance</p> <p>2009-2011 Ongoing, review and update as needed</p>
<p>Specific Components & Notes (optional):</p> <ul style="list-style-type: none"> As-built drawings Inspection Right-of-entry permits Maintenance Financial Surety 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name: City of Mendota Heights

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

<u>BMP Title:</u> Surface Water Management Plan	
<u>BMP Description:</u> The City is completing a Storm Water Management Plan, which includes post-construction design standards, information on the overall physical description of the surface water drainage system as well as storm water management system and BMP's for storm water quality. Also, a cost analysis of future capital improvement projects will be provided which comply with City approved growth and planning.	
<u>Measurable Goals:</u>	<u>Timeline / Implementation Schedule:</u>
<ul style="list-style-type: none"> • Completed Surface Water Management Plan 	2006 - Completed SWMP approved by City Council 2007 - Develop Capital Improvement Plan for stormwater improvement projects 2008-2011 - Ongoing implementation of SWMP. Annually review and update plan as needed
<u>Specific Components & Notes (optional):</u>	
<ul style="list-style-type: none"> • Approved by City Council • Regulatory mechanism for post-construction runoff • Watershed characteristics • Capital improvement and cost analysis • Wetland and FEMA Maps • Water Quality and Quantity problems 	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 5-4

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 checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Wetlands Permit Program	
BMP Description: A required perimeter area surrounding water bodies maintained to protect water quality.	
Measurable Goals: <ul style="list-style-type: none"> Completed review of current buffer requirements Comparison to County and WMO standards and guidelines Completion of appropriate revisions Number of permits Number of buffers 	Timeline / Implementation Schedule: <p>2005 - Reviewed current buffer requirements and compared to County and WMO standards and guidelines</p> <p>2006-2008 - Make appropriate revisions per new ordinances and implement revised buffer zone requirements</p> <p>2009-2011 Ongoing</p>
Specific Components & Notes (optional):	
<ul style="list-style-type: none"> Permit is required for grading within 100 feet of a wetland 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 5-5

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 checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Structural and Non-Structural BMP List	
BMP Description: A list of structural and non-structural BMPs to meet the requirements of regulatory or ordinance language. The BMPs are reviewed by the City during the plan review process.	
Measurable Goals: <ul style="list-style-type: none"> • Number of contractors supplied with list • Number and type of BMPs installed 	Timeline / Implementation Schedule: 2005 - Compiled list of post-construction BMPs 2006 2011 - Ongoing, distribute post-construction BMP list to contractors/developers working in the City
Specific Components & Notes (optional):	
<ul style="list-style-type: none"> • Revise per ordinance updates in 2008 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
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Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 5-6

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 checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Plan Review Procedures	
BMP Description: Plan review procedures are identified in City ordinances. The plan review procedures identify required submittals, review period, permit requirements, design standards, and approvals. This procedure is used to maintain compliance with the post-construction runoff control requirements of the Surface Water Management Plan (SWMP).	
<p>Measurable Goals:</p> <ul style="list-style-type: none"> Completed revision of plan review process Number of plans reviewed 	<p>Timeline / Implementation Schedule:</p> <ul style="list-style-type: none"> 2003 - Reviewed existing plan review process Within six months after extension of coverage under the permit- Implement revised plan review process and 2008-20011 - review and update as needed
Specific Components & Notes (optional):	
<ul style="list-style-type: none"> Assure there is a process to coordinate review with appropriate Agencies for threatened or endangered species and historic places and archeological sites. Assure there is a process to coordinate review with appropriate Agencies for environmental review required by state or federal laws 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 5-7

Minimum Control Measures Addressed by This BMP

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

BMP Title: Infiltration	
BMP Description: A structural BMP, such as a rain garden, is used to facilitate natural infiltration of stormwater that has been collected to control post construction runoff.	
Measurable Goals:	Timeline / Implementation Schedule:
<ul style="list-style-type: none"> Number of infiltration BMPs installed 	2003-2011 - Current and ongoing
Specific Components & Notes (optional):	
<ul style="list-style-type: none"> Encourage use of rain gardens on single family lots 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
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E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 5-8

Minimum Control Measures Addressed by This BMP

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

BMP Title: Detention/Retention	
BMP Description: The use of stormwater ponds to control post-construction stormwater runoff.	
Measurable Goals:	Timeline / Implementation Schedule:
<ul style="list-style-type: none"> Number of detention/retention BMPs installed or modified 	2003-2011 - Current and ongoing, review and update as needed
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
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Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name: City of Mendota Heights

Unique Identifying Number: 5-9

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 checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Long-Term Operation and Maintenance of the Stormwater System	
<u>BMP Description:</u> The City will operate and maintain all stormwater management facilities to ensure they continue serving their intended function to reduce the discharge of pollutants. Facility inspection and maintenance activities will be coordinated with Runoff Management System Inspection and Cleaning (6-1) BMP. Implementation of corrective measures will be performed within a year of discovery to the maximum extent practicable.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> • Number inspected • Number of repairs, replacements, or maintenance measures • Number of employees trained for proper O & M 	<u>Timeline / Implementation Schedule:</u> <ul style="list-style-type: none"> • 2006 Integrated inspection, operation, and maintenance activities with 6-1 • 2007-2011 Implement corrective measures to the MEP and annually review procedures and revise as needed
<u>Specific Components & Notes (optional):</u>	
• Runoff Management system Inspection and Cleaning (BMP 6-1)	
<u>Responsible Person</u>	<u>Responsible Department</u>
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
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<u>Educational components related to this BMP (description or number – optional):</u>	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 6-1

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 checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Runoff Management System Inspection, Cleaning, and Maintenance Program	
BMP Description: Maintenance of the system involves inspection and cleaning of inlets, catch basins, sumps and other structural sediment collection and pollution control devices. The City will inspect all structural pollution control devices within the City annually and maintain the system as appropriate. The City will also inspect at a rate of 20% per year the MS4 outfalls, sediment basins and ponds each year on a rotating basis.	
Measurable Goals: <ul style="list-style-type: none"> • Documentation of existing cleaning program • Number of sediment/pollution control devices cleaned, inspected, and maintained • Completion of revised schedule based on known and acquired knowledge of sediment and debris accumulation • Completed 20% of MS4 outfalls, sediment basins and ponds 	Timeline / Implementation Schedule: <p>2004 - Documented existing program 2005-2006 - Revised schedule based on sediment and debris accumulation 2007-2011 - Implement revised program; update and revise as appropriate</p>
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Inspection, cleaning, and maintenance schedule • Revise inspection and cleaning schedule based on existing and MS4 permit implementation experience 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
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Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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 checked="" type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Hazardous Materials Training	
BMP Description: City Employees involved with hazardous materials receive training in proper handling, use, disposal, and spill containment procedures.	
Measurable Goals: <ul style="list-style-type: none"> Regular scheduled training Number of employees receiving training 	Timeline / Implementation Schedule: 2003-2011- Current and ongoing (annually)
Specific Components & Notes (optional): <ul style="list-style-type: none"> Training for seasonal employees 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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

BMP Title: Street De-icing Program	
BMP Description: A program describing procedures and providing training for practices and issues related to street deicing.	
Measurable Goals: <ul style="list-style-type: none"> • Evaluation of de-icing alternatives • Initiation of new process (if applicable) • Number attending new process training • Quantification of new process application 	Timeline / Implementation Schedule: 2003-2005 - Evaluated de-icing alternatives (and did not select any) 2006 – Did not begin new de-icing process (not selected)
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Training • Storage • Application of sand/salt 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
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Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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 type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Municipal Lawn Care Program	
BMP Description: The Municipal Lawn Care Program describes proper procedures and practices for mowing and lawn care. The program includes a training component for practices and issues related to Fertilizer, pesticide, and herbicide application. Phosphorous-free fertilizer is used by the City	
Measurable Goals: <ul style="list-style-type: none"> • Number of employees trained/certified • Amount of fertilizer applied 	Timeline / Implementation Schedule: 2004 - Developed annual training program 2005-2011 and ongoing - conduct annual training
Specific Components & Notes (optional): <ul style="list-style-type: none"> • Phosphorous-free fertilizer • Training • Application 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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 Equipment Maintenance Program	
BMP Description: A program providing routine scheduled maintenance and safety inspections for City owned vehicles. An inside wash bay is used for vehicle cleaning.	
Measurable Goals: <ul style="list-style-type: none"> Completed vehicle/equipment maintenance program Implementation of the program Number of vehicles/equipment receiving maintenance (old vs. new program) 	Timeline / Implementation Schedule: <p>2006 - Developed a vehicle maintenance and documentation program</p> <p>2007-2011- Implement the vehicle maintenance and documentation program and update as needed</p>
Specific Components & Notes (optional): <ul style="list-style-type: none"> Scheduled maintenance Inside wash bay Fleet safety checks 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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 type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Municipal Street Maintenance Program	
BMP Description: The Municipal Street Maintenance Program consists of sweeping city streets and public parking lots a minimum of once each year and on an as needed basis.	
Measurable Goals: <ul style="list-style-type: none"> • Implementation of program • Quantification of street sweeping effect 	Timeline / Implementation Schedule: 2004 - Reviewed the existing street maintenance program 2005-2011 – Ongoing, implement revised program, if applicable
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

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 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: WMO Participation	
BMP Description: Work cooperatively with neighboring cities to manage runoff to Gun Club Lake and the Minnesota and Mississippi Rivers.	
Measurable Goals: <ul style="list-style-type: none"> Attendance by City staff at WMO meetings 	Timeline / Implementation Schedule: 2003-2011- Current and ongoing
Specific Components & Notes (optional): <ul style="list-style-type: none"> In 2003, the City submitted the MS4 Permit Application to the MPCA indicating a discharge to the Fort Snelling State Park Fen on question IV.2. After further investigation, the City has determined that the stormwater discharge from the City's jurisdiction does not enter the Fort Snelling Fen listed in Minn. Rule 7050.0180 Subp. 6b. nor any of the other "restricted discharge" waters listed in Subp. 6 and 6a. 	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
Educational components related to this BMP (description or number – optional):	

BMP Description Sheet

MS4 Name: City of Mendota Heights

Unique Identifying Number: 6-8

Minimum Control Measures Addressed by This BMP

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

BMP Title: Staff Continuing Education for Stormwater Management	
BMP Description: Attendance at or participation in conferences, etc. related to stormwater pollution prevention	
Measurable Goals: <ul style="list-style-type: none"> • Number of staff attending • Number of events attended by City staff • Number of events in which City staff has participated 	Timeline / Implementation Schedule: 2003-2011 - Current and ongoing, update as needed
Specific Components & Notes (optional):	
Responsible Person for this BMP	Responsible Department or Organization
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
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Educational components related to this BMP (description or number – optional):	

BMP Page

MS4 Name: City of Mendota Heights

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 checked="" type="checkbox"/>	Post-construction stormwater management
<input type="checkbox"/>	Illicit discharge detection & elimination	<input checked="" type="checkbox"/>	Pollution prevention/Good housekeeping

<u>BMP Title:</u> Inspection Analysis and Frequency	
<u>BMP Description:</u> The City will keep records of inspection results and evaluate the frequency of inspections based on maintenance patterns. Inspection results will be summarized in the Annual Report.	
<u>Measurable Goals:</u> <ul style="list-style-type: none"> Number inspected Number of inspection modifications Annual Report summary of inspection results 	<u>Timeline / Implementation Schedule:</u> 2006-2011 Evaluate maintenance patterns every two years (2007, 2009, and 2011) and modify inspection frequency as required.
<u>Specific Components & Notes (optional):</u> <ul style="list-style-type: none"> Runoff Management System Inspection and Cleaning (BMP 6-1) 	
Responsible Person	Responsible Department
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
Phone: 651-452-1850	Phone: 651-452-1850
E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
<u>Educational components related to this BMP (description or number – optional):</u> 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 Mendota Heights

Unique Identifying Number: 6-10

Minimum Control Measures Addressed by This BMP

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

BMP Title: Record Keeping and Reporting

BMP Description: 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.

Measurable Goals:

- Develop record keeping procedure
- Implement record keeping procedure

Timeline / Implementation Schedule:

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

Specific Components & Notes (optional):

Responsible Party

Name: Sue McDermott

Title: City Engineer

Phone: 651-452-1850

E-mail: suem@mendota-heights.com

Responsible Department

Dept. or Org.: Engineering

Dept. Head: City Engineer

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

BMP Page

MS4 Name: City of Mendota Heights

Unique Identifying Number: 6-11

Minimum Control Measures Addressed by This BMP

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

BMP Title: Stockpile, Storage and Material Handling Program

BMP Description: The City will develop a procedure to identify and manage exposed stockpiles owned and operated by the City to insure perimeter controls are in place and to prevent the offsite migration of stockpile material. Storage and material handling areas will be inspected in conjunction with the City Equipment Maintenance Program (6-5).

Measurable Goals:

- Identification of exposed stockpiles owned and operated by the City
- Coordination of inspection with other programs (6-5)

Timeline / Implementation Schedule:

2006 - Determined locations stockpiles
 2006 - Implemented stockpile, storage and material handling program
 2006 - Conducted annual inspections and reviewed and revised program needed

Specific Components & Notes (optional):

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

Responsible Party

Name: Sue McDermott

Title: City Engineer

Phone: 651-452-1850

E-mail: suem@mendota-heights.com

Responsible Department

Dept. or Org.: Engineering

Dept. Head: City Engineer

Phone: 651-452-1850

E-mail: suem@mendota-heights.com

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