

**Stormwater Pollution Prevention Program**  
**City of Mendota Heights**



**June 2006**

**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 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:** A quarterly newsletter is distributed to the public. It includes information regarding volunteer opportunities, hazardous waste drop-off information, recycling information, proper lawn care practices, a "hotline" phone number to report illicit discharges, and other stormwater educational materials.

**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

<b>BMP Title:</b> City Website – Stormwater Information Page	
<b>BMP Description:</b> 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.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Completed description of web page and materials to be included</li> <li>Post SWPPP</li> <li>Track web page updates</li> <li>Quantify information provided on web page</li> <li>Track stormwater information provided elsewhere on city website</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2004 - Develop description of web page and material to be included 2005 - Create stormwater web page 2006-2011 – Ongoing, ensure web page is linked
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b>	
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

<b>BMP Title:</b> Stormwater Educational Brochures.	
<b>BMP Description:</b> 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.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Number and type of stormwater brochures distributed</li> </ul>	<b>Timeline / Implementation Schedule:</b> <p>2003 - Look for available brochures</p> <p>2004 - Develop education brochure program</p> <p>2005 - Produce needed brochures</p> <p>2006-2011 Ongoing - distribute brochures</p>
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b>	
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

<b>BMP Title:</b> 30-day Public Notice for Annual Stormwater Meeting	
<b>BMP Description:</b> Notify the public of the date, time and place of a meeting that, at least in part, will discuss the annual SWPPP report.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Completed public notice requirement</li> <li>Number of places notices are posted</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2011 Annually - 30 days prior to annual meeting
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
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<b>Educational components related to this BMP (description or number – optional):</b>	
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

<b>BMP Title:</b> Storm Drain Stenciling	
<b>BMP Description:</b> A coordinated effort with local WMOs and volunteers to provide storm drain stenciling throughout the City.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Number of storm drains stenciled</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2011 Ongoing
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
Name: Sue McDermott	Dept. or Org.: Engineering
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<b>Educational components related to this BMP (description or number – optional):</b>	
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

<b>BMP Title:</b> Pagel Pond Signs	
<b>BMP Description:</b> Place signs around Pagel Pond to identify the Pagel Pond Drainage Area.	
<b>Measurable Goals:</b>	<b>Timeline / Implementation Schedule:</b>
<ul style="list-style-type: none"> <li>Number of signs posted</li> </ul>	2003-2011 Ongoing
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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<b>Educational components related to this BMP (description or number – optional):</b>	
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.

**Measurable Goals:**

- Number of solicitation letters sent out
- List of materials received in response to the request

**Timeline / Implementation Schedule:**

2003 - Solicit storm water related materials from outside entities  
 2004 - Evaluate and edit material, as necessary, identify audiences and define measurable goals  
 2006-2011 – Ongoing, develop new materials for use by City as needed

**Specific Components & Notes (optional):**

- Articles
- Newsletters
- Videos
- Brochures
- Special Packets
- Inserts and displays
- In-house training documents
- Materials from conferences attended

**Responsible Person for this BMP**

Name: Sue McDermott

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**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, 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 will contact outside entities, including, but not limited to: soil and water conservation districts, watershed districts, watershed management organizations, 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 - Contact outside entities  
 2004 - Evaluate and compare outside entity programs with the City's existing programs  
 2005 - Propose a strategy that allows coordination and helps make effective use of outside entity educational programs, identify target audiences and define 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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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, 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

<b>BMP Title:</b> Televised City Council and Commission Meetings	
<b>BMP Description:</b> City Council and commission meetings are televised on a local cable TV channel.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Number and location of notices announcing date/time of meetings</li> <li>Number of meetings televised</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2011 - Current and ongoing
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
Name: Sue McDermott	Dept. or Org.: Engineering
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<b>Educational components related to this BMP (description or number – optional):</b>	
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

<b>BMP Title:</b> Public Information Program	
<b>BMP Description:</b> Update the existing public notification and review/comment process for development and public works projects, to include stormwater issues.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Completed program</li> <li>Track implementation of program</li> <li>Number of people participating</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2005 - Review existing practices, document number of meetings and participants under current practice 2006 - Revise the process 2007-2011 - Implement the revised process
<b>Specific Components &amp; Notes (optional):</b> <ul style="list-style-type: none"> <li>Reference existing plan review process</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b> 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

<b>BMP Title:</b> Annual Stormwater Public Meeting	
<b>BMP Description:</b> 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.	
<b>Measurable Goals:</b>	<b>Timeline / Implementation Schedule:</b>
<ul style="list-style-type: none"> <li>Number of attendees to Annual Meeting</li> </ul>	2003-2011 - Annually - hold public meeting
<b>Specific Components &amp; Notes (optional):</b>	
<ul style="list-style-type: none"> <li>30-day public notice</li> <li>City Council meeting agenda</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
Name: Sue McDermott	Dept. or Org.: Engineering
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<b>Educational components related to this BMP (description or number – optional):</b>	
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

<b>BMP Title:</b> Establish Meeting and Public Input Procedures	
<b>BMP Description:</b> Specify the format of the Annual SWPPP meeting and the opportunity for residents to give input.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Document and provide notice of the format of the annual meeting and means for public input on the SWPPP</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2011- Ongoing, provide notice of the format of the annual meeting and the means for public input on the SWPPP
<b>Specific Components &amp; Notes (optional):</b>	
<ul style="list-style-type: none"> <li>Publish related articles in newsletter and post on website.</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b>	
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

<b>BMP Title:</b> Consideration of Written and Oral Public Input	
<b>BMP Description:</b> City staff will analyze public comments, both written and oral. Consideration will be given to incorporating comments into future SWPPP activities.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• Receive public input</li> <li>• Analyze comments and revise SWPPP as necessary</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2011 – Ongoing, receive comments and revise SWPPP as appropriate
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b>	
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

<b>BMP Title:</b> Public Project Support	
<b>BMP Description:</b> Facilitation of projects, performed by individuals or groups from the community, that are intended to contribute to surface water quality improvement	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• Number of projects performed</li> <li>• Qualitative description of project and participant(s)</li> <li>• Type of support provided by City</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2011 - Current and ongoing
<b>Specific Components &amp; Notes (optional):</b> <ul style="list-style-type: none"> <li>• Boy scouts</li> <li>• Civic groups</li> <li>• School projects</li> <li>• Rogers Lake Residents; addressing aquatic plant growth and installation of rain gardens to treat stormwater runoff</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b> 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

<b>BMP Title:</b> Household Cleanup Day	
<b>BMP Description:</b> 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.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• Completed Household Cleanup Days</li> <li>• Number of households participating</li> <li>• Quantification of items collected</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2011 - Ongoing - hold Household Cleanup Day annually
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b>	
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

<b>BMP Title:</b> Water Quality Monitoring Program	
<b>BMP Description:</b> 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.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• Number of people participating</li> <li>• Number of new studies implemented as a result of the monitoring program</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2011 - Ongoing - continue monitoring
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b>	
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

<b>BMP Title:</b> Wetland Health Evaluation Program (WHEP)	
<b>BMP Description:</b> WHEP is a Dakota County program in which the City participates. Volunteers collect information to evaluate plant and animal health and water quality.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• Number of volunteers participating</li> <li>• Number of wetlands evaluated</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2011 Current and ongoing - Continue monitoring wetlands with the WHEP
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b>	
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

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

## 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

<b>BMP Title:</b> Illicit Discharge, Detection and Enforcement Ordinance	
<b>BMP Description:</b> Develop a new, or update existing ordinances to prevent illicit discharges, including enforcement and penalty procedures.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Review of current illicit discharge language</li> <li>Review of other ordinances, including enforcement and penalties</li> <li>Adoption of new or updated ordinance</li> </ul>	<b>Timeline / Implementation Schedule:</b> 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
<b>Specific Components &amp; Notes (optional):</b>	
<ul style="list-style-type: none"> <li>Will work with Dakota County to revise ordinance after Surface Water Management Plan is completed</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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<b>Educational components related to this BMP (description or number – optional):</b>	

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

<b>BMP Title:</b> Storm Sewer Map	
<b>BMP Description:</b> 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.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Periodic compilation of 25% of existing storm sewer data into mapping database</li> </ul>	<b>Timeline / Implementation Schedule:</b> <p>2003-2005 - Complete mapping of 25% of the storm sewer system</p> <p>2006 Map complete</p> <p>2007-2011 – Review and update as needed</p>
<b>Specific Components &amp; Notes (optional):</b> <ul style="list-style-type: none"> <li>Map pipes 24" or larger</li> <li>Map all outfalls</li> <li>Map all structural BMPs</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
Name: Sue McDermott	Dept. or Org.: Engineering
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<b>Educational components related to this BMP (description or number – optional):</b>	

## 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

<b>BMP Title:</b> Septic System Maintenance Program	
<b>BMP Description:</b> The program requires maintenance and inspection of septic systems.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• Number of notices sent to homeowners</li> <li>• Number of septic systems inspected</li> <li>• Number of reported system failures</li> <li>• Review existing program</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003 - Document the septic system maintenance program 2004-2011- Ongoing, work with Dakota County
<b>Specific Components &amp; Notes (optional):</b>	
<ul style="list-style-type: none"> <li>• The City is working with Dakota County to have County complete notification requirements</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b>	

## 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

<b>BMP Title:</b> Sanitary Sewer Overflow Program	
<b>BMP Description:</b> The sanitary sewer system is inspected, cleaned and maintained to evaluate the integrity of the system and to prevent overflows.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• Length of sanitary sewer cleaned</li> <li>• Length of sanitary sewer pipe upgraded/replaced</li> <li>• Length of sanitary sewer video logged, existing and new/redevelopment</li> <li>• Number of observed overflows</li> <li>• Length of lining</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2011 - Current and ongoing - Implementation and documentation
<b>Specific Components &amp; Notes (optional):</b> <ul style="list-style-type: none"> <li>• 1/3 of the city sewer is inspected every year</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b>	

## 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

<b>BMP Title:</b> Complaint Hotline	
<b>BMP Description:</b> The public can report observed potential or actual illicit discharges or pollution to the City Complaint Hotline	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Completed hotline program</li> <li>Number/type of calls received</li> <li>Number/type of discharges detected</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2005 - Develop hotline program 2006 - Implement hotline program 2007-2011 – Ongoing, annually review and update as needed
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b>	

## 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

<b>BMP Title:</b> E-mail Feedback System	
<b>BMP Description:</b> 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.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• Number of stormwater e-mails</li> <li>• Number of stormwater issues discussed</li> <li>• Type of response action taken</li> </ul>	<b>Timeline / Implementation Schedule:</b> <p>2004 - Develop e-mail system                  2005 - Implement storm water e-mail system                  2006-2011 – Ongoing, review and update as needed</p>
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b>	

## 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

<b>BMP Title:</b> Municipal Erosion and Sediment Control (ESC) Program	
<b>BMP Description:</b> A comprehensive program to minimize the potential impact to surface waters from construction site runoff.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Review and revise existing program</li> <li>Adoption of revised program</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2004 - Review and revise existing program 2005-2011 Ongoing - Implementation of revised ESC Program and review and update as needed
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b>	
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

<b>BMP Title:</b> Erosion and Sediment Control (ESC) Ordinance	
<b>BMP Description:</b> An ordinance that describes the City ESC requirements, inspection and maintenance requirements, enforcement procedures, and possible actions for non-compliance.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Completed review of existing ordinances</li> <li>Completed draft of stand-alone ESC ordinance</li> <li>Adoption of ESC ordinance</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2005 Ongoing implementation of ESC program 2006-2007 Review existing ordinances and identify areas to strengthen 2008 – Adopt ESC Ordinance
<b>Specific Components &amp; Notes (optional):</b> <ul style="list-style-type: none"> <li>ESC plan review, inspection, and enforcement description</li> <li>Consistent with MPCA Storm Water Permit where appropriate</li> <li>Tree protection/preservation provisions</li> <li>Minimum BMP requirements</li> <li>Seeding requirements</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b> 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

<b>BMP Title:</b> Minimum Erosion and Sediment Control (ESC) BMPs	
<b>BMP Description:</b> 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><b>Measurable Goals:</b></p> <ul style="list-style-type: none"> <li>• Completed list of minimum ESC BMPs</li> <li>• Number of contractors provided with ESC BMP list</li> </ul>	<p><b>Timeline / Implementation Schedule:</b></p> <p>2003 - Establish list of minimum ESC BMPs for construction activities</p> <p>2004 - Provide developers and contractors a list of required BMPs</p> <p>2005-2011 Ongoing—review and update as needed</p>
<p><b>Specific Components &amp; Notes (optional):</b></p> <ul style="list-style-type: none"> <li>• Erosion control silt fence</li> <li>• Rock construction entrance</li> <li>• Inlet protection device</li> <li>• Tree protection fence</li> <li>• Street sweeping</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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><b>Educational components related to this BMP (description or number – optional):</b></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

<b>BMP Title:</b> ESC Plan Review Process	
<b>BMP Description:</b> 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.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• Number of plans reviewed</li> <li>• Number of notices (to applicant) of required revisions</li> <li>• Completed revision of review process</li> <li>• Initiation of revised review process</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2007 -Current and ongoing - 2008 - Revise/update review process per ESC Ordinance 2009-2011- Implement new process
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b>	
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

<b>BMP Title:</b> Pre-construction Meeting	
<b>BMP Description:</b> A meeting held prior to commencement of construction activities to discuss, in part, minimum ESC BMPs.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• Number of meetings held</li> <li>• Number of attendees</li> <li>• Number of topics discussed</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2011 - Current and ongoing
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b>	
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

<b>BMP Title:</b> Erosion and Sediment Control (ESC) Inspection and Enforcement	
<b>BMP Description:</b> 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.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• number of inspections</li> <li>• number of warnings issued</li> <li>• number of stop work orders issued</li> <li>• number of times financial surety withheld</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2007 Current and ongoing - Site inspection and enforcement 2008 – Revise per new ESC Ordinance 2009-2011 – Implement revised process
<b>Specific Components &amp; Notes (optional):</b> <ul style="list-style-type: none"> <li>• Work closely with Dakota County for inspection and enforcement</li> <li>• BMP implementation shall include inspection for construction site waste issues</li> <li>• Warning letter</li> <li>• Stop work order</li> <li>• Financial surety</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
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<b>Educational components related to this BMP (description or number – optional):</b>	

## 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

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

<b>BMP Title:</b> Post-Construction Maintenance Ordinance	
<b>BMP Description:</b> An ordinance requiring inspection and maintenance of a developments stormwater management system post construction.	
<p><b>Measurable Goals:</b></p> <ul style="list-style-type: none"> <li>Adoption of revised ordinance</li> </ul>	<p><b>Timeline / Implementation Schedule:</b></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><b>Specific Components &amp; Notes (optional):</b></p> <ul style="list-style-type: none"> <li>As-built drawings</li> <li>Inspection</li> <li>Right-of-entry permits</li> <li>Maintenance</li> <li>Financial Surety</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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<b>Educational components related to this BMP (description or number – optional):</b>	

## 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

<b><u>BMP Title:</u></b> Surface Water Management Plan	
<b><u>BMP Description:</u></b> 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.	
<b><u>Measurable Goals:</u></b>	<b><u>Timeline / Implementation Schedule:</u></b>
<ul style="list-style-type: none"> <li>Completed Surface Water Management Plan</li> </ul>	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
<b><u>Specific Components &amp; Notes (optional):</u></b>	
<ul style="list-style-type: none"> <li>Approved by City Council</li> <li>Regulatory mechanism for post-construction runoff</li> <li>Watershed characteristics</li> <li>Capital improvement and cost analysis</li> <li>Wetland and FEMA Maps</li> <li>Water Quality and Quantity problems</li> </ul>	
<b><u>Responsible Person</u></b>	<b><u>Responsible Department</u></b>
Name: Sue McDermott	Dept. or Org.: Engineering
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<b><u>Educational components related to this BMP (description or number – optional):</u></b>	

## 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

<b>BMP Title:</b> Wetlands Permit Program	
<b>BMP Description:</b> A required perimeter area surrounding water bodies maintained to protect water quality.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Completed review of current buffer requirements</li> <li>Comparison to County and WMO standards and guidelines</li> <li>Completion of appropriate revisions</li> <li>Number of permits</li> <li>Number of buffers</li> </ul>	<b>Timeline / Implementation Schedule:</b> <p>2005 - Review current buffer requirements and compare 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>
<b>Specific Components &amp; Notes (optional):</b>	
<ul style="list-style-type: none"> <li>Permit is required for grading within 100 feet of a wetland</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
Name: Sue McDermott	Dept. or Org.: Engineering
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<b>Educational components related to this BMP (description or number – optional):</b>	

## 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

<b>BMP Title:</b> Structural and Non-Structural BMP List	
<b>BMP Description:</b> 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.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• Number of contractors supplied with list</li> <li>• Number and type of BMPs installed</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2005 - Compile list of post-construction BMPs 2006 2011– Ongoing, distribute post-construction BMP list to contractors/developers working in the City
<b>Specific Components &amp; Notes (optional):</b>	
<ul style="list-style-type: none"> <li>• Revise per ordinance updates in 2008</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
Name: Sue McDermott	Dept. or Org.: Engineering
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<b>Educational components related to this BMP (description or number – optional):</b>	

## 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

<b>BMP Title:</b> Plan Review Procedures	
<b>BMP Description:</b> 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).	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Completed revision of plan review process</li> <li>Number of plans reviewed</li> </ul>	<b>Timeline / Implementation Schedule:</b> <p>2003 - Review existing plan review process</p> <p>2004 -2011- Implement revised plan review process and review and update as needed</p>
<b>Specific Components &amp; Notes (optional):</b> <ul style="list-style-type: none"> <li>Assure there is a process to coordinate review with appropriate Agencies for threatened or endangered species and historic places and archeological sites.</li> <li>Assure there is a process to coordinate review with appropriate Agencies for environmental review required by state or federal laws</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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<b>Educational components related to this BMP (description or number – optional):</b>	

## 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

<b>BMP Title:</b> Infiltration	
<b>BMP Description:</b> 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.	
<b>Measurable Goals:</b>	<b>Timeline / Implementation Schedule:</b>
<ul style="list-style-type: none"> <li>Number of infiltration BMPs installed</li> </ul>	2003-2011 - Current and ongoing
<b>Specific Components &amp; Notes (optional):</b>	
<ul style="list-style-type: none"> <li>Encourage use of rain gardens on single family lots</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
Name: Sue McDermott	Dept. or Org.: Engineering
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<b>Educational components related to this BMP (description or number – optional):</b>	

## 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

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

## 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

<b><u>BMP Title:</u></b> Long-Term Operation and Maintenance of the Stormwater System	
<b><u>BMP Description:</u></b> 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.	
<b><u>Measurable Goals:</u></b> <ul style="list-style-type: none"> <li>• Number inspected</li> <li>• Number of repairs, replacements, or maintenance measures</li> <li>• Number of employees trained for proper O &amp; M</li> </ul>	<b><u>Timeline / Implementation Schedule:</u></b> <ul style="list-style-type: none"> <li>• 2006 Integrate inspection, operation, and maintenance activities with 6-1</li> <li>• 2007-2011 Implement corrective measures to the MEP and annually review procedures and revise as needed</li> </ul>
<b><u>Specific Components &amp; Notes (optional):</u></b>	
• Runoff Management system Inspection and Cleaning (BMP 6-1)	
<b><u>Responsible Person</u></b>	<b><u>Responsible Department</u></b>
Name: Sue McDermott	Dept. or Org.: Engineering
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<b><u>Educational components related to this BMP (description or number – optional):</u></b>	

## 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.

#### Measurable Goals:

- 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:

2004 - Document existing program  
 2005-2006 - Revise schedule based on sediment and debris accumulation  
 2007-2011 - Implement revised program; update and revise as appropriate

#### Specific Components & Notes (optional):

- Inspection, cleaning, and maintenance schedule
- Revise inspection and cleaning schedule based on existing and MS4 permit implementation experience

#### 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):

## 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

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

## 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

<b>BMP Title:</b> Street De-icing Program	
<b>BMP Description:</b> A program describing procedures and providing training for practices and issues related to street deicing.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• Evaluation of de-icing alternatives</li> <li>• Initiation of new process (if applicable)</li> <li>• Number attending new process training</li> <li>• Quantification of new process application</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2005 - Evaluate de-icing alternatives (and select if applicable) and Prepare for new process (if selected) 2006 - Begin new de-icing process (if selected)
<b>Specific Components &amp; Notes (optional):</b> <ul style="list-style-type: none"> <li>• Training</li> <li>• Storage</li> <li>• Application of sand/salt</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
Name: Sue McDermott	Dept. or Org.: Engineering
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<b>Educational components related to this BMP (description or number – optional):</b>	

## 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

<b>BMP Title:</b> Municipal Lawn Care Program	
<b>BMP Description:</b> 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	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• Number of employees trained/certified</li> <li>• Amount of fertilizer applied</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2004 - Develop annual training program 2005-2011 and ongoing - conduct annual training
<b>Specific Components &amp; Notes (optional):</b> <ul style="list-style-type: none"> <li>• Phosphorous-free fertilizer</li> <li>• Training</li> <li>• Application</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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<b>Educational components related to this BMP (description or number – optional):</b>	

## 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

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

## 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

<b>BMP Title:</b> Municipal Street Maintenance Program	
<b>BMP Description:</b> 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.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>• Implementation of program</li> <li>• Quantification of street sweeping effect</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2004 - Review and revise (if necessary) the existing street maintenance program 2005-2011 – Ongoing, implement revised program, if applicable
<b>Specific Components &amp; Notes (optional):</b>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
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E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
<b>Educational components related to this BMP (description or number – optional):</b>	

## 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

<b>BMP Title:</b> WMO Participation	
<b>BMP Description:</b> Work cooperatively with neighboring cities to manage runoff to Gun Club Lake and the Minnesota and Mississippi Rivers.	
<b>Measurable Goals:</b> <ul style="list-style-type: none"> <li>Attendance by City staff at WMO meetings</li> </ul>	<b>Timeline / Implementation Schedule:</b> 2003-2011- Current and ongoing
<b>Specific Components &amp; Notes (optional):</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	
<b>Responsible Person for this BMP</b>	<b>Responsible Department or Organization</b>
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
<b>Educational components related to this BMP (description or number – optional):</b>	

## 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

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

## 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

<b><u>BMP Title:</u></b> Inspection Analysis and Frequency	
<b><u>BMP Description:</u></b> 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.	
<b><u>Measurable Goals:</u></b> <ul style="list-style-type: none"> <li>• Number inspected</li> <li>• Number of inspection modifications</li> <li>• Annual Report summary of inspection results</li> </ul>	<b><u>Timeline / Implementation Schedule:</u></b> 2006-2011 Evaluate maintenance patterns every two years (2007, 2009, and 2011) and modify inspection frequency as required.
<b><u>Specific Components &amp; Notes (optional):</u></b> <ul style="list-style-type: none"> <li>• Runoff Management System Inspection and Cleaning (BMP 6-1)</li> </ul>	
<b><u>Responsible Person</u></b>	<b><u>Responsible Department</u></b>
Name: Sue McDermott	Dept. or Org.: Engineering
Title: City Engineer	Dept. Head: City Engineer
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E-mail: suem@mendota-heights.com	E-mail: suem@mendota-heights.com
<b><u>Educational components related to this BMP (description or number – optional):</u></b> 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 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 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