

**STORM WATER POLLUTION PREVENTION PROGRAM  
FOR THE MANAGEMENT  
OF MUNICIPAL SEPARATE STORM SEWER SYSTEMS  
WITHIN THE CITY OF PRIOR LAKE**

**CERTIFICATION**

---

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

---

Ross T. Bintner, P.E.

Date: June 1, 2006

Lic.No.44570

Revision #1 - October 6, 2008

Revision # 2 – November 26, 2008

## TABLE OF CONTENTS

---

### **I. General Storm Water Permit Application for MS4s.**

### **II. Storm Water Pollution Prevention Plan**

#### **A. Introduction**

#### **B. Evaluation**

#### **C. Forward to BMP summary sheets.**

#### **D. MCM 1 – Public Education and Outreach**

- i. 1a-1 Distribute Educational Materials
- ii. 1b-1 Implement an Education Program
- iii. 1c-1 Education Program: Public Education and Outreach
- iv. 1c-2 Public Participation
- v. 1c-3 Education Program: Illicit Discharge Detection and Elimination
- vi. 1c-4 Education Program: Construction Site Runoff Control
- vii. 1c-5 Education Program: Post-Construction Storm Water Management in New Development and Redevelopment
- viii. 1c-6 Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
- ix. 1d-1 Coordination of Education Program
- x. 1e-1 Annual Public Meeting

#### **E. MCM 2 – Public Participation / Involvement**

- i. 2a-1 Comply with Public Notice Requirements
- ii. 2b-1 Solicit Public Input and opinion on the Adequacy of the SWPPP
- iii. 2c-1 Consider Public Input

#### **F. MCM 3 – Illicit Discharge Detection and Elimination**

- i. 3a-1 Storm Sewer System Map
- ii. 3b-1 Regulatory Control Program
- iii. 3c-1 Illicit Discharge Detection and Elimination Program
- iv. 3d-1 Public and Employee Illicit Discharge Information Program
- v. 3e-1 Identification of Non Storm Water Discharges and Flows

#### **G. MCM 4 – Construction Site Storm Water Runoff Control**

- i. 4a-1 Ordinance or other Regulatory Mechanism
- ii. 4b-1 Construction Site Implementation of Erosion and Sediment Control BMPs
- iii. 4c-1 Waste Controls for Construction Site Operators
- iv. 4d-1 Procedure of Site Plan Review

## CITY OF PRIOR LAKE SWPPP

- v. 4e-1 Establishment of Procedures for the Receipt and Consideration of Reports of Storm Water Noncompliance
- vi. 4f-1 Establishment of Procedures for Site Inspections and Enforcement.

### **H. MCM 5 – Post Construction Storm Water Management in New Development and Redevelopment**

- i. 5a-1 Development and Implementation of Structural and/or Non-structural BMPs
- ii. 5b-1 Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment
- iii. 5c-1 Long-term Operation and Maintenance of BMPs

### **I. MCM 6 – Pollution Prevention / Good Housekeeping**

- i. 6a-1 Municipal Operations and Maintenance Program
- ii. 6a-2 Street Sweeping
- iii. 6b-2 Annual Inspection of All Structural Pollution Control Devices
- iv. 6b-3 Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on Rotating Basis
- v. 6b-4 Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas
- vi. 6b-5 Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures
- vii. 6b-6 Record Reporting and Retention of all Inspections and Responses to the Inspections
- viii. 6b-7 Evaluation of Inspection Frequency

### **J. Additional BMPs**

- i. Part IV – Total Maximum Daily Load
- ii. Part IX - Source Water Protection
- iii. Part X - Nondegradation for Selected MS4s

### **K. Background**

## **III. Implementation Schedule**

## **IV. Annual Report**

## II.A INTRODUCTION

This Storm Water Pollution Prevention Program (SWPPP) has been prepared in conformance with the National Pollutant Discharge Elimination System (NPDES), Phase II Rules as amended, (33 U.S.C. 1251ET SEQ; hereafter, the “Act”), 40 CFR 122, 123, and 124, as amended, ET SEQ; Minnesota Statutes Chapters 115 and 116, as amended and Minnesota Rules, Chapter 7001.

The goal of the National Pollutant Discharge Elimination System Permit is to restore and maintain the chemical, physical, and biological integrity of waters of the state through management and treatment of urban storm water runoff. The Department of Natural Resources Wetland and Waters, and the wetlands identified in the National Wetland Inventory. This program requires that this be accomplished through the management of Municipal Separate Storm Sewer Systems (MS4s) through the preparation of a Storm Water Pollution Prevention Program (SWPPP).

The SWPPP identifies the goals and the Best Management Practices (BMPs) that will be undertaken to meet the requirements of the NPDES Phase II rules. Measurable goals have been established for each of the BMPs included in the SWPPP along with an implementation plan and the persons responsible for implementing the BMPs.

The SWPPP was created to conform to the requirements of the MPCA set forth in both the 2006-2011 general permit and associated guidance documents. The use of standardized BMP sheets, numbering system, and topic list was required. BMP summary sheets for minimum control measure (MCM) 1 reference the Joint Stormwater Education Plan for Scott County, which is attached as part of the SWPPP in section V. The Joint Stormwater Education Plan is intended to serve as the SWPPP for MCM 1. BMP summary sheets for MCM 2-6, contain all required information and are intended to serve as the SWPPP.

These six minimum control measures are:

1. Public education and outreach on storm water impacts.
2. Public participation and involvement.
3. Illicit discharge detection and elimination.
4. Construction site runoff control.
5. Post construction storm water management in new development and redevelopment.
6. Pollution prevention/good housekeeping for municipal operations.

For each of these six minimum control measures, appropriate BMPs have been identified along with measurable goals, an implementation schedule, and the persons responsible to complete each measure.

The City of Prior Lake is a Selected MS4 as defined in Appendix E of the general permit. Under Appendix E, a loading analysis and nondegradation analysis are required to be prepared by December 1, 2007.

This SWPPP is the second iteration of this document. The original SWPPP was intended to serve from 2003-2008, but due to the revision of the general permit it was only in effect from 2003-2005. The revised SWPPP (2006-2011) is built off of the experience gained under the first iteration and picks up many of its goals in various levels of completion. Where appropriate, the BMP sheets include the status of the current program.

This SWPPP is intended to manage and minimize the discharge of pollutants from MS4s to the maximum extent practicable (MEP). This will be accomplished through the implementation of the BMPs outlined within this SWPPP. These BMPs are a combination of education, maintenance, control techniques, system design and engineering methods, and other provisions appropriate to meet the requirements of the NPDES Phase II permit. BMPs have been prepared to address each of the six minimum control measures as outlined in the rules.

## **II.B MUNICIPAL SEPARATE STORM SEWER SYSTEM EVALUATION**

An evaluation of the storm sewer system was completed under the previous permit to determine the factors affecting the Maximum Extent Practicable (MEP) standards set forth within the NPDES Phase II Rule.

1. Sources of pollutants
2. Potential polluting activities being conducted in the watershed
3. Sensitivity of receiving waters and wetlands within the system
4. Intended uses of receiving waters
5. Local concerns and storm water issues
6. The size of the MS4, the available staff, and the number of residents
7. BMP implementation schedules
8. Ability to finance storm water related programs
9. Hydraulics and hydrology of the watershed
10. Geology
11. Ability to finance and perform operation and maintenance of the MS4
12. Land uses
13. Development and redevelopment expectations
14. Watershed characteristics
15. Organizational structure of the municipal operator

An inventory of these factors and policies developed to manage water resources within the City can be found in the City's Local Surface Water Management Plan (LSWMP).

During the preparation of the 2003-2008 SWPPP, a number of non-storm water discharges were evaluated to determine if they are significant contributors of pollutants to the storm sewer system. Non-storm water discharges which were evaluated include:

1. Flushing of municipal waterlines

## CITY OF PRIOR LAKE SWPPP

2. Residential, commercial and agricultural landscape irrigation
3. Stream flow diversions
4. Groundwater outputs and rising elevations
5. Uncontaminated pumped ground water
6. Uncontaminated groundwater infiltration
7. Filtration backwash from municipal water treatment facility
8. Discharge of foundation drains into the MS4
9. Potable water source discharges
10. Condensation from air conditioning units
11. Car washing by individual residents
12. Discharges from the chlorinated swimming pools
13. Wash water from street sweeping activities
14. Water discharged from firefighting activities

These sources of non-storm water inputs into the municipal separate storm sewer system were determined not to be significant contributors of pollutants. Therefore, BMPs were not prepared to address these storm water discharges.

This SWPPP incorporates new activities and existing practices to develop a program, designed to protect water quality as required by the Clean Water Act. The BMPs included within this SWPPP, are the results of the City carefully and thoughtfully evaluating the storm water discharges within their jurisdiction, and as a result believe implementation of these BMPs meet the prescribed “maximum extent practicable” standard.

### **I.L.C FORWARD TO BMP SUMMARY SHEETS**

This Storm Water Pollution Prevention Program outlines the Best Management Practices which are appropriate for the City of Prior Lake to control or reduce the pollutants in storm water runoff to the maximum extent practicable.

The City of Prior Lake reserves the right to amend and/or delete the described BMPs based on the availability of funding for this program. Furthermore, the City may coordinate the responsibility of selected BMPs with other governing agencies such as community groups, non-profit organizations, soil and water conservation districts, watershed districts, watershed management organizations, school districts, University of Minnesota Extension, or county, regional, state, and federal government programs, which represent storm water within the City.

Best Management Practices (BMPs) have been prepared for each of the six minimum control measures and are described on the requisite BMP summary sheets. A description of each BMP, an implementation schedule, measurable goals that determine the success or benefit, and the person responsible to complete each BMP is included.

**SECTION II, D-I BMP SHEETS FOLLOW:**

MCM 1-6 all program information is provided on the BMP summary sheets.

This Page Intentionally Left Blank



## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1a-1

|  |
|--|
| <b>BMP Title:</b> Distribute Educational Materials   |
| <b>BMP Description:</b> (V.G.1.a)<br>City of Prior Lake will distribute educational materials through a variety of media and keep a record of education efforts                                  |
| <b>Measurable Goals:</b><br>A record of educational efforts will be kept and should meet the requirements permit section V.G.1.a.  |
| <b>Timeline/Implementation Schedule:</b><br>This activity will begin in 2006 and continue annually through 2011.   |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1b-1

**BMP Title:** Implement an Education Program

**BMP Description:** (V.G.1.b)

The City will conduct activities spelled out on BMP Summary Sheets 1c-1 through 1c-6 which serves as the city's educational program.

**Measurable Goals:**

A summary of educational efforts will be kept in SWPPP records. Educational efforts shall meet the requirements of permit section V.G.1

**Timeline/Implementation Schedule:**

This activity will begin in 2006 and continue annually through 2011.

**Specific Components and Notes:**

**Responsible Party for this BMP:**

Name: Ross Bintner - Water Resources Engineer

Department: Public Works / Engineering

Phone: 952-447-9831

E-mail: rbintner@cityofpriorlake.com

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-1

|  |
|--|
| <b>BMP Title:</b> Educational Program: Public Education and Outreach   |
| <b>Audience(s) Involved:</b> (V.G.1.c)<br>City decision makers are the focus of this BMP.  |
| <b>Educational Goals for Each Audience:</b><br>Decision Makers: Increase awareness and understanding of storm water issues and understanding of scope of educational activities.                 |
| <b>Activities Used to Reach Educational Goals:</b><br>City Staff will keep decision makers advised of SWPPP efforts during monthly advisory committee meetings.                                  |
| <b>Activity Implementation Plan:</b><br>1) Summary and update of SWPPP program in advisory committee meetings.   |
| <b>Performance Measures:</b><br>Committee feedback and level of interest will be used to gage depth of knowledge.  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-2

|  |
|--|
| <b>BMP Title:</b> Educational Program: Public Participation  |
| <b>Audience(s) Involved:</b> (V.G.1.c)<br>The general public is the focus of this BMP.   |
| <b>Educational Goals for Each Audience:</b><br>General Public: Increase public awareness and understanding of storm water issues within the community.   |
| <b>Activities Used to Reach Educational Goals:</b><br>The City will advertise and hold an annual public meeting and provide a description of the MS4 permit and SWPPP. The meeting will include a public hearing welcoming input on the SWPPP.   |
| <b>Activity Implementation Plan:</b><br><ol style="list-style-type: none"><li>1) Provide proper public meeting notice and advertise public hearing.</li><li>2) Hold public meeting and describe MS4 permit and SWPPP.</li><li>3) Welcome public input and hold official hearing.</li></ol> |
| <b>Performance Measures:</b><br>Public hearing attendance will be recorded and serve as a gage of interest in the program.   |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com   |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-3

|   |
|---|
| <b>BMP Title:</b> Educational Program: Illicit Discharge Detection and Elimination  |
| <b>Audience(s) Involved:</b> (V.G.1.c)<br>General public and City staff and the focus of this BMP.  |
| <b>Educational Goals for Each Audience:</b><br>General public: Increase awareness of household activities on water quality including illicit discharges.<br>City Staff: Increase awareness of maintenance operations on water quality.                            |
| <b>Activities Used to Reach Educational Goals:</b><br>General Public: A variety of media will be used to deliver concise educational material.<br>City Staff: Water resources engineer will conduct training at staff meetings and through personal interactions. |
| <b>Activity Implementation Plan:</b><br>General public: Distribute concise educational material widely.<br>City Staff: Attendance of staff meetings where training takes place.   |
| <b>Performance Measures:</b><br>General public: No available performance measures.<br>City Staff: No available performance measures.  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com  |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-4

|  |
|--|
| <b>BMP Title:</b> Educational Program: Construction Site Runoff Control  |
| <b>Audience(s) Involved:</b> (V.G.1.c)<br>Contractors and general public are the focus of this BMP.  |
| <b>Educational Goals for Each Audience:</b><br>Contractors: Increase awareness of building and land grading activities on water quality.   |
| <b>Activities Used to Reach Educational Goals:</b><br>Contractors: Preconstruction meetings will include overview of construction site erosion and sediment control procedures. ESC compliance inspection reports will provide one-on-one education.<br>Public: IDD&E program will encourage resident reporting of problems. |
| <b>Activity Implementation Plan:</b><br>Contractors: Attendance and discussion of ESC provisions at preconstruction meeting. Receipt of ESC compliance inspections (BMP 4b-1).   |
| <b>Performance Measures:</b><br>Contractors: Increased adherence to construction site permit will be used as a performance measure. Contractors should respond to issues addressed in ESC reports promptly.  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com   |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-5

|   |
|---|
| <b>BMP Title:</b> Education Program: Post-Construction Storm Water Management in New Development and Redevelopment  |
| <b>Audience(s) Involved:</b> (V.G.1.c)<br>The general public and City staff are the focus of this BMP.  |
| <b>Educational Goals for Each Audience:</b><br>General public: Increase awareness of neighborhood infrastructure on water quality.<br>City Staff: Increase understanding of system of BMPs and their operations and maintenance on water quality.   |
| <b>Activities Used to Reach Educational Goals:</b><br>General Public: A variety of media and interaction with maintenance personnel during routine maintenance will be used to deliver concise educational materials and messages.<br>City Staff: Water resources engineer will conduct training at staff meetings and through personal interactions. |
| <b>Activity Implementation Plan:</b><br>General public: Distribute concise educational material widely.<br>City Staff: Attendance of staff meetings where training takes place.   |
| <b>Performance Measures:</b><br>General public: No direct performance measures.<br>City Staff: No direct performance measures.  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com  |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1c-6

|  |
|--|
| <b>BMP Title:</b> Education Program: Pollution Prevention / Good Housekeeping for Municipal Operations   |
| <b>Audience(s) Involved:</b> (V.G.1.c)<br>City Staff is the focus of this BMP.   |
| <b>Educational Goals for Each Audience:</b><br>Increase awareness and understanding of storm water issues among City staff.  |
| <b>Activities Used to Reach Educational Goals:</b><br>Staff training.  |
| <b>Activity Implementation Plan:</b><br>Water resources engineer will conduct training at staff meetings and through personal interactions.  |
| <b>Performance Measures:</b><br>Staff demonstrates increased understanding of stormwater issues.   |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com |



## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1d-1

|   |
|---|
| <b>BMP Title:</b> Coordination of Education Program   |
| <b>BMP Description:</b> (V.G.1.d)<br>The City of Prior Lake participates in county-wide educational planning efforts lead by the Scott WMO. Membership varies, and includes cities, townships, tribal governments, and watershed organizations. |
| <b>Measurable Goals:</b><br>The City of Prior Lake will share content with educational partners, and cross promote events.  |
| <b>Timeline/Implementation Schedule:</b><br>The City will participate in county-wide education planning for the duration of the permit.   |
| <b>Specific Components and Notes:</b><br>N/A  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831d<br>E-mail: rbintner@cityofpriorlake.com   |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**Unique BMP Identification Number:** 1e-1

|   |
|---|
| <b>BMP Title:</b> Annual Public Meeting / Annual Report   |
| <b>BMP Description:</b> (V.G.1.e)<br>The City will conduct a public meeting on the City's Storm Water Pollution Prevention Program; solicit public opinion on the plan, and consider written and oral input into the SWPPP. Annual public meeting will include a summary of the Annual Report<br><br>Annual Report will be submitted to the MPCA as required under permit section V.C, and VI.D<br><br>All information is included on this summary sheet. |
| <b>Measurable Goals:</b><br>Hold the public meeting, record attendance, keep minutes, record statements and written comments and document changes made to the SWPPP.  |
| <b>Timeline/Implementation Schedule:</b><br>This activity will continue from 2006 annually through 2011.  |
| <b>Specific Components and Notes:</b>   |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com  |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 2-PUBLIC Participation/Involvement

**Unique BMP Identification Number:** 2a-1

|  |
|--|
| <b>BMP Title:</b> Comply With Public Notice Requirements   |
| <b>BMP Description:</b> (V.G.2.a)<br>The City will issue a notice of the public informational meeting (detailed in 1e-1) in the Prior Lake American at least 30 days prior to the meeting.<br><br>The notice will contain a reference to the SWPPP, the date, time, and location of the public informational meeting; a concise description of the manner in which the public informational meeting will be conducted; and shall indicate the location where a copy of the SWPPP is available for public review. The City will make available a copy of the notice to all who have requested that they be informed of public meetings for the SWPPP. |
| <b>Measurable Goals:</b><br>Advertise the public informational meeting so that persons interested in participating or attending receive adequate notice of the meeting in compliance with applicable state rules.<br>Include public notice and other methods used to advertise the SWPPP and annual meeting in annual report.  |
| <b>Timeline/Implementation Schedule:</b><br>This activity will continue from 2006 annually through 2011.   |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com   |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 2-PUBLIC Participation/Involvement

**Unique BMP Identification Number:** 2b-1

|  |
|--|
| <b>BMP Title:</b> Solicit Public Input and Opinion on the Adequacy of the SWPPP  |
| <b>BMP Description:</b> (V.G.2.b)<br><p>The City will provide opportunity for interested persons to make oral statements or provide written comments on the SWPPP at public meeting detailed in 1e-1. A reasonable amount of time will be made available at the meeting for questions and comments. Persons not able to attend the meeting may submit written comments on the SWPPP within the time identified in the public notice for the meeting.</p> <p>The City will also solicit public input and provide opportunity for comment on the SWPPP at any time through the City's website. Comments will be recorded and presented at the next annual meeting.</p> |
| <b>Measurable Goals:</b><br><p>Track the number of attendees at the annual public meeting on the SWPPP.<br/>Track the number of oral and written comments received on the SWPPP.</p>   |
| <b>Timeline/Implementation Schedule:</b><br><p>This activity will continue from 2006 annually through 2011.</p>  |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br><p>Name: Ross Bintner - Water Resources Engineer<br/>Department: Public Works / Engineering<br/>Phone: 952-447-9831<br/>E-mail: rbintner@cityofpriorlake.com</p>   |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 2-PUBLIC Participation/Involvement

**Unique BMP Identification Number:** 2c-1

**BMP Title:** Consider Public Input

**BMP Description:** (V.G.2.c)

The City will review all input provided on the SWPPP.

The City will revise the SWPPP, as appropriate, based on input received.

**Measurable Goals:**

Log input received, and keep with SWPPP.

Make Record of Decision on all input.

**Timeline/Implementation Schedule:**

This activity will continue from 2006 annually through 2011.

**Specific Components and Notes:**

**Responsible Party for this BMP:**

Name: Ross Bintner - Water Resources Engineer

Department: Public Works / Engineering

Phone: 952-447-9831

E-mail: rbintner@cityofpriorlake.com

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 3- Illicit Discharge Detection and Elimination

**Unique BMP Identification Number:** 3a-1

|  |
|--|
| <b>BMP Title:</b> Storm Sewer System Map   |
| <b>BMP Description:</b> (V.G.3.a)<br>City will develop a map showing ponds, streams, lakes, wetlands, structural pollution control systems, outfalls, and all pipes greater than 24" by June 30, 2008.<br><br>Once Complete, the City will update the map annually to include changes to the storm sewer system throughout the City including but not limited to, new development, street improvements, water quality projects, wetland mitigation projects and any changes to the storage or conveyance of storm water within the City. |
| <b>Measurable Goals:</b><br>Include summary of progress and changes made to keep map current in annual report.   |
| <b>Timeline/Implementation Schedule:</b><br>The City will conduct annual reviews of this activity (2003-2008).<br>2006: Begin mapping system<br>2007: Continue mapping system<br>2008: Complete mapping system<br>2009-11: Update system annually  |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com   |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 3- Illicit Discharge Detection and Elimination

**Unique BMP Identification Number:** 3b-1

|  |
|--|
| <b>BMP Title:</b> Regulatory Control Program   |
| <b>BMP Description:</b> (V.G.3.b)<br>The City will develop an ordinance, which will address the issue of non-storm water discharges in the City's storm sewer system. Elements of this ordinance will include but are not limited to defining allowable discharges, setting policy as it pertains to violations and penalties and mitigation requirements.<br><br>Regulatory control structure will be established in accordance with findings from Nondegradation Analysis and Loading Assessment and will be used as a tool in the IDD&E Program detailed in 3c-1. |
| <b>Measurable Goals:</b><br>2007: Progress summary.<br>2008: Progress summary.<br>2009: Progress summary and final version of ordinance.<br>2009-11: Performance will be measured through implementation associated with 3c-1.   |
| <b>Timeline/Implementation Schedule:</b><br>2007: Research controls used in nearby Cities.<br>2008: Draft ordinance.<br>2009: Consider ordinance for adoption.   |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com   |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 3- Illicit Discharge Detection and Elimination

**Unique BMP Identification Number:** 3c-1

|  |
|--|
| <b>BMP Title:</b> Illicit Discharge Detection and Elimination Program  |
| <b>BMP Description:</b> (V.G.3.c)<br>City will develop and implement a program to detect and address non-storm water discharges to the MS4 storm water system.<br><br>IDD&E program will be established in accordance with findings from Nondegradation Analysis and Loading Assessment. |
| <b>Measurable Goals:</b><br>2009: Include summary of progress in annual report.<br>2010: Include summary of progress in annual report.<br>2011: BMP Performance measurable goals to be determined by the program.  |
| <b>Timeline/Implementation Schedule:</b><br>2009: Structure program and define policy.<br>2010: Train key staff on implementation of program.<br>2011: Begin full scale implementation of program.   |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com   |



## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 3- Illicit Discharge Detection and Elimination

**Unique BMP Identification Number:** 3d-1

|   |
|---|
| <b>BMP Title:</b> Public and Employee Illicit Discharge Information Program   |
| <b>BMP Description:</b> (V.G.3.d)<br>City will inform employees, businesses, and public of the hazards associated with illegal discharges and improper disposal of waste as part of its Education Program |
| <b>Measurable Goals:</b><br>Include summary of information provided in annual report.   |
| <b>Timeline/Implementation Schedule:</b><br>This BMP will begin in 2006 and continue annually until 2011.   |
| <b>Specific Components and Notes:</b>   |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com          |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 3- Illicit Discharge Detection and Elimination

**Unique BMP Identification Number:** 3e-1

|  |
|--|
| <b>BMP Title:</b> Identification of Non Storm Water Discharges and Flows   |
| <b>BMP Description:</b> (V.G.3.e)<br>IDD&E program will be established in accordance with findings from Nondegradation Analysis and Loading Assessment. If non-Storm Water discharges are identified as significant contributors of pollution, they will be addressed through the creation of BMPs during the reporting cycle. |
| <b>Measurable Goals:</b><br>Determination of significance through study.   |
| <b>Timeline/Implementation Schedule:</b><br>This BMP will be implemented if significance is established.   |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com   |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 4-Construction Site Storm Water Runoff Control

**Unique BMP Identification Number:** 4a-1

|  |
|--|
| <b>BMP Title:</b> Ordinance or Other Regulatory Mechanism  |
| <b>BMP Description:</b> (V.G.4.a)<br>The City will evaluate its Ordinance for adequacy and, if appropriate, revise the Ordinance within six months after extension of coverage under this permit.                        |
| <b>Measurable Goals:</b><br>An ordinance or other regulatory mechanism that meets the requirements of V.G.4.a should be in effect 6 months after extension of coverage under this permit.                                |
| <b>Timeline/Implementation Schedule:</b><br>Within six months after extension of coverage under this permit, this BMP will take place.<br>Maintenance of Ordinance or other regulatory mechanism for duration of permit. |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com                         |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 4-Construction Site Storm Water Runoff Control

**Unique BMP Identification Number:** 4b-1

|  |
|--|
| <b>BMP Title:</b> Construction Site Implementation of Erosion and Sediment Control BMPs  |
| <b>BMP Description:</b> (V.G.4.b)<br>The City will perform spot checks on active construction to monitor NPDES construction site permit compliance.<br><br>Where appropriate, City will require corrective action by permit holder using escalating enforcement options in ordinance and development agreements and/or forward reports of noncompliance to the MPCA. |
| <b>Measurable Goals:</b><br>Increased compliance with construction site permit provisions.   |
| <b>Timeline/Implementation Schedule:</b><br>Within 6 months after extension of coverage under this permit, continuing through 2011.  |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com   |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 4-Construction Site Storm Water Runoff Control

**Unique BMP Identification Number:** 4c-1

|  |
|--|
| <b>BMP Title:</b> Waste Controls for Construction Site Operators   |
| <b>BMP Description:</b> (V.G.4.c)<br>The City will perform spot checks on active construction to monitor NPDES construction site permit compliance. (Section F of construction site permit requires appropriate waste controls)<br><br>Where appropriate, City will require corrective action by permit holder using escalating enforcement options in ordinance and development agreements and/or forward reports of noncompliance to the MPCA. |
| <b>Measurable Goals:</b><br>Increased compliance with construction site permit provisions.   |
| <b>Timeline/Implementation Schedule:</b><br>Within 6 months after extension of coverage under this permit, continuing through 2011.  |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com   |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 4-Construction Site Storm Water Runoff Control

**Unique BMP Identification Number:** 4d-1

|  |
|--|
| <b>BMP Title:</b> Procedure of Site Plan Review  |
| <b>BMP Description:</b> (V.G.4.d)<br>The City will review development plans with consideration to potential water quality impacts.   |
| <b>Measurable Goals:</b><br>Development and change in use will meet stormwater requirements in rules and ordinance.  |
| <b>Timeline/Implementation Schedule:</b><br>This activity will continue from 2006 annually through 2011.   |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 4-Construction Site Storm Water Runoff Control

**Unique BMP Identification Number:** 4e-1

|  |
|--|
| <b>BMP Title:</b> Establishment of Procedures for the Receipt and Consideration of Reports of Storm Water Noncompliance  |
| <b>BMP Description:</b> (V.G.4.e)<br>Reports of noncompliance received through website or hotline will be tracked. Each report of noncompliance will be followed up on and a record of the consideration given will be made. |
| <b>Measurable Goals:</b><br>Reports of noncompliance will be kept in SWPPP records.  |
| <b>Timeline/Implementation Schedule:</b><br>This activity will continue from 2006 through 2011.  |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com                             |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 4-Construction Site Storm Water Runoff Control

**Unique BMP Identification Number:** 4f-1

|  |
|--|
| <b>BMP Title:</b> Establishment of Procedures for Site Inspections and Enforcement   |
| <b>BMP Description:</b> (V.G.4.f)<br>When City is signatory to a NPDES construction site permit, site inspections will be complete as required. Deficiencies found during construction site inspection will be corrected to the terms spelled out in the permit.<br><br>When the City is not a signatory to a NPDES construction site permit, construction site inspection, enforcement and review will follow procedure spelled out in BMP 4b-1 and 4c-1. |
| <b>Measurable Goals:</b><br>Increased compliance with construction site permit provisions.   |
| <b>Timeline/Implementation Schedule:</b><br>This activity will continue from 2006 through 2011.  |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com   |



## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 5-Post Construction Storm Water Management

**Unique BMP Identification Number:** 5a-1

|  |
|--|
| <b>BMP Title:</b> Development and Implementation of Structural and/or Non-structural BMPs  |
| <b>BMP Description:</b> (V.G.5.a)<br>The City will use its Local Surface Water Management Plan and associated rules as a guide for the management of post construction storm water management.   |
| <b>Measurable Goals:</b><br>Track the performance of downstream drainage systems from recent development by spot checking at least 1 development per year.                                       |
| <b>Timeline/Implementation Schedule:</b><br>This activity will continue from 2006 annually through 2011.   |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 5-Post Construction Storm Water Management

**Unique BMP Identification Number:** 5b-1

|  |
|--|
| <b>BMP Title:</b> Regulatory Mechanisms to Address Post Construction Runoff from New Development and Redevelopment   |
| <b>BMP Description:</b> (V.G.5.b)<br>Design standards detailed in the Public Works Design Manual give criteria for rate, volume, and sediment / nutrient loads are required through ordinance and enforced through development agreements and permit conditions. |
| <b>Measurable Goals:</b><br>Development and redevelopment must meet standards.   |
| <b>Timeline/Implementation Schedule:</b><br>This activity will continue from 2006 annually through 2011.   |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com   |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 5-Post Construction Storm Water Management

**Unique BMP Identification Number:** 5c-1

|  |
|--|
| <b>BMP Title:</b> Long-term Operation and Maintenance of BMPs  |
| <b>BMP Description:</b> (V.G.5.c)<br>The City will adequately operate and maintain its storm water system. Details of O&M are included in MCM 6.   |
| <b>Measurable Goals:</b><br>Compliance with BMP 6b-2 and 6b-3 will be used to measure the compliance of this BMP.<br><br>*Unmeasured goals detailed in Notes section below.                      |
| <b>Timeline/Implementation Schedule:</b><br>This activity will continue from 2006 annually through 2011.   |
| <b>Specific Components and Notes:</b><br>*Maintenance must keep up with system aging such that the level of service for water quality BMPs does not degrade on a system wide average basis.      |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 6-Pollution Prevention / Good Housekeeping

**Unique BMP Identification Number:** 6a-1

|   |
|---|
| <b>BMP Title:</b> Municipal Operations and Maintenance Program  |
| <b>BMP Description:</b> (V.G.6.a)<br>Training of maintenance staff will occur on an annual basis with a wide variety of topics with the ultimate goal of reducing pollutant runoff from operations. Topics could include: Salt application, erosion problem identification and reporting, street sweeping, outfall maintenance, stockpile and handling area protocols, construction site erosion control, and others. |
| <b>Measurable Goals:</b><br>Number of training sessions held.<br>Number of attendees at each session.   |
| <b>Timeline/Implementation Schedule:</b><br>This activity will continue from 2006 annually through 2011.  |
| <b>Specific Components and Notes:</b>   |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com  |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 6-Pollution Prevention / Good Housekeeping

**Unique BMP Identification Number:** 6a-2

|  |
|--|
| <b>BMP Title:</b> Street Sweeping  |
| <b>BMP Description:</b><br>The City has an extensive program of street sweeping and is continually experimenting with methods and techniques to improve its results in preventing sediment from entering its wetlands and lakes.<br><br>This BMP is not specifically required by the MS4 permit. |
| <b>Measurable Goals:</b><br>N/A  |
| <b>Timeline/Implementation Schedule:</b><br>N/A  |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com   |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 6-Pollution Prevention / Good Housekeeping

**Unique BMP Identification Number:** 6b-2

|  |
|--|
| <b>BMP Title:</b> Annual Inspection of All Structural Pollution Control Devices  |
| <b>BMP Description:</b> (V.G.6.b.2)<br>All structural pollution control devices such as trap manholes, grit chambers, sumps, floatable skimmer, separators, small settling and filtering devices will be inspected annually. |
| <b>Measurable Goals:</b><br>Compliance with 6b-6 will be used to measure compliance with this BMP.<br><br>*Unmeasured goals detailed in Notes section below.   |
| <b>Timeline/Implementation Schedule:</b><br>This activity will continue from 2006 annually through 2011.   |
| <b>Specific Components and Notes:</b><br>*Maintenance must keep up with system aging such that the level of service for water quality BMPs does not degrade on a system wide average basis.                                  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com                             |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 6-Pollution Prevention / Good Housekeeping

**Unique BMP Identification Number:** 6b-3

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

**BMP Description:** (V.G.6.b.3)

A minimum of 20% of all MS4 outfalls, sediment basin and ponds will be inspected on a rotating basis.

**Measurable Goals:**

Compliance with 6b-6 will be used to measure compliance with this BMP.

**Timeline/Implementation Schedule:**

This activity will continue from 2006 annually through 2011.

**Specific Components and Notes:**

**Responsible Party for this BMP:**

Name: Ross Bintner - Water Resources Engineer

Department: Public Works / Engineering

Phone: 952-447-9831

E-mail: rbintner@cityofpriorlake.com

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 6-Pollution Prevention / Good Housekeeping

**Unique BMP Identification Number:** 6b-4

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

**BMP Description:** (V.G.6.b.4)

All exposed stockpiles, storage and material handling areas will be inspected at least once annually.

**Measurable Goals:**

Compliance with 6b-6 will be used to measure compliance with this BMP.

**Timeline/Implementation Schedule:**

This activity will continue from 2006 annually through 2011.

**Specific Components and Notes:**

**Responsible Party for this BMP:**

Name: Ross Bintner - Water Resources Engineer

Department: Public Works / Engineering

Phone: 952-447-9831

E-mail: rbintner@cityofpriorlake.com



## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 6-Pollution Prevention / Good Housekeeping

**Unique BMP Identification Number:** 6b-5

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

**BMP Description:** (V.G.6.b.5)

All inspections associated with 6b-2, 6b-3, and 6b-4, will include an assessment of whether repair, replacement, or maintenance measures are necessary.

All routine repair, replacement, and maintenance measures required will be complete within the same year as the inspection.

If measures cannot be complete within the same year as inspection, a record and schedule for completion will be kept with SWPPP records.

**Measurable Goals:**

Compliance with 6b-6 will be used to measure compliance with this BMP.

**Timeline/Implementation Schedule:**

This activity will continue from 2006 annually through 2011.

**Specific Components and Notes:**

**Responsible Party for this BMP:**

Name: Ross Bintner - Water Resources Engineer

Department: Public Works / Engineering

Phone: 952-447-9831

E-mail: rbintner@cityofpriorlake.com

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 6-Pollution Prevention / Good Housekeeping

**Unique BMP Identification Number:** 6b-6

|  |
|--|
| <b>BMP Title:</b> Record Reporting and Retention   |
| <b>BMP Description:</b> (V.G.6.b.6)<br>Results of all inspections required under 6b-2, 6b-3, and 6b-4 and the follow up measures required under 6b-5 will be summarized in the Annual Report. Detailed records that form the basis for the summary will be kept with the SWPPP.<br><br>SWPPP, annual reports (1e-1), inspection reports (6b-6), follow up measures (6b-6), public input (2b-1), record of consideration (2b-2), and all other data used or created as a requirement of this SWPPP will be kept until June 2014 (3 years after permit expiration) as required under permit section III.E. |
| <b>Measurable Goals:</b><br>Detailed inspection records kept with SWPPP.   |
| <b>Timeline/Implementation Schedule:</b><br>This activity will continue from 2006 through 2011.  |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com   |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** 6-Pollution Prevention / Good Housekeeping

**Unique BMP Identification Number:** 6b-7

|  |
|--|
| <b>BMP Title:</b> Evaluation of Inspection Frequency   |
| <b>BMP Description:</b> (V.G.6.b.7)<br>Records kept as part of 6b-6 will be analyzed to determine appropriateness of inspection and maintenance frequency.<br><br>If an increased frequency is needed, 2 inspections per year will be used.<br>If a decreased frequency is warranted, 1 inspection every 2 years will be used. |
| <b>Measurable Goals:</b><br>Changes to inspection frequency will be summarized in SWPPP records.   |
| <b>Timeline/Implementation Schedule:</b><br>This activity will continue from 2006 annually through 2011.   |
| <b>Specific Components and Notes:</b>  |
| <b>Responsible Party for this BMP:</b><br>Name: Ross Bintner - Water Resources Engineer<br>Department: Public Works / Engineering<br>Phone: 952-447-9831<br>E-mail: rbintner@cityofpriorlake.com   |

## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** N/A

**Unique BMP Identification Number:** Part IV - D

|  |
|--|
| <p><b>BMP Title:</b> Total Maximum Daily Load</p>  |
| <p><b>BMP Description:</b> (IV.D)</p> <p>Pre-TMDL: The City of Prior Lake will annually review the USEPA 303(d) list and assess discharges to listed waters. Watershed delineations from the Local Surface Water Management Plan and GIS system map will be used to determine drainage areas and current levels of treatment. City Staff will determine if additional measures should be taken to reduce discharge to listed waters.</p> <p>TMDL: After a USEPA approved TMDL has been complete for an Impaired Waters affecting the City, the City will review the adequacy of, and revise its SWPPP, within 18 months of the waste load allocation (WLA) approval, in accordance with permit section IV.D.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:<br/><i>All information included in summary sheet.</i></p> |
| <p><b>Measurable Goals:</b></p> <ol style="list-style-type: none"> <li>1. Annual assessment of discharges to listed waters.</li> <li>2. Track progress on TMDL assessments within City.</li> <li>3. Change procedures to reduce discharge prior to TMDL.</li> <li>4. Implement systematic improvements required by completed TMDLs to meet WLA.</li> </ol>   |
| <p><b>Timeline/Implementation Schedule:</b></p> <ol style="list-style-type: none"> <li>1. Annually summarize listed waters and considerations made to reduce discharge.</li> <li>2. Summarize listed waters TMDL progress and additional measures taken to reduce discharge.</li> <li>3. Cooperate and participated in active TMDL studies.</li> <li>4. Change official controls and practices to required to meet WLAs.</li> </ol>  |
| <p><b>Specific Components and Notes:</b></p>   |
| <p><b>Responsible Party for this BMP:</b></p> <p style="padding-left: 20px;">Name: Ross Bintner - Water Resources Engineer</p> <p style="padding-left: 20px;">Department: Public Works / Engineering</p> <p style="padding-left: 20px;">Phone: 952-447-9831</p> <p style="padding-left: 20px;">E-mail: rbintner@cityofpriorlake.com</p>  |



## BMP Summary Sheet

**MS4 Name:** City of Prior Lake

**Minimum Control Measure:** N/A

**Unique BMP Identification Number:** Part X

|  |
|--|
| <p><b>*BMP Title:</b> Nondegradation for Selected MS4s</p>   |
| <p><b>*BMP Description:</b></p> <p>The City will prepare a Loading Assessment and Nondegradation Report as per Part X. Appendix D. Sections B &amp; C of the MS4 General Permit. The City will follow the public participation process as per Part X. Appendix D. Section D of the MS4 General Permit. After consideration of the input received during the public participation process, the City will prepare and submit the materials required in Part X. Appendix D. Section E of the MS4 General Permit.</p> <p>During the MPCA review, notice, and preliminary determination processes, the City will work with the MPCA, if appropriate, to respond to comments and/or revise the submittal materials to prepare them for final approval.</p> <p>After final determination by the MPCA, the City will modify the SWPPP as per the approved submittal materials and as needed to meet the nondegradation requirements.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:<br/><i>All information included in summary sheet.</i></p> |
| <p><b>*Measurable Goals:</b></p> <ol style="list-style-type: none"> <li>1. The City will prepare and submit materials to meet the requirements listed above.</li> <li>2. The City will respond to and coordinate with the MPCA, as appropriate, during the MPCA review, notice, and preliminary determination processes.</li> <li>3. Modify the SWPPP as per the approved modifications and as needed to meet the nondegradation requirements.</li> </ol>  |
| <p><b>*Timeline/Implementation Schedule:</b></p> <p>Listed numbers below correspond to the Measurable Goals listed above</p> <ol style="list-style-type: none"> <li>1. The City will prepare and submit the required materials listed above by 18 months after the effective date of the Permit (December 1, 2007).</li> <li>2. The City will respond to and coordinate with the MPCA, as appropriate, during the MPCA review, notice, and preliminary determination processes.</li> <li>3. After the submittal materials are approved by the MPCA, the City will modify the SWPPP, as per the approved modifications and as needed to meet the nondegradation requirements, in a timely manner.</li> </ol>  |
| <p><b>Specific Components and Notes:</b></p>   |
| <p><b>*Responsible Party for this BMP:</b></p> <p style="margin-left: 20px;">Name: Ross Bintner - Water Resources Engineer</p> <p style="margin-left: 20px;">Department: Public Works / Engineering</p> <p style="margin-left: 20px;">Phone: 952-447-9831</p> <p style="margin-left: 20px;">E-mail: rbintner@cityofpriorlake.com</p>   |

## **II.K Background**

The following was developed for the 2003 - 2008 permit cycle and is included as a reference.

### **MCM 1.0 PUBLIC EDUCATION AND OUTREACH**

The public education program has been developed to distribute educational materials to the community or conduct equivalent outreach activities. The BMPs identified will focus on the impact of storm water discharges on streams, rivers, and wetlands, and the steps that the public can take to reduce pollutants in storm water runoff.

These activities have been prepared to individually address each of the six minimum control measures. For each minimum control measure, the education program identifies the audience or audiences involved, educational goals for each audience, activities used to reach educational goals for each audience, activity implementation plans, including responsible persons in charge, entities responsible for given activities, and schedules and performance measures that can be used to determine success in reaching educational goals.

The public education and outreach BMPs that will be undertaken include:

- 1) Produce and distribute information on illicit discharges, erosion control, shoreline management, composting and pollution prevention and other applicable BMPs utilized in the SWPPP. This information may be distributed through City mailings, newsletters, bill stuffing, and on the City website.
- 2) Incorporate public information on the SWPPP issues into a separate page on the City's website. The web page would specifically describe the SWPPP, each minimum control measure, the goals and actions planned by the City, provide links to BMPs, articles on each control measure, and collect feedback from site visitors.
- 3) Provide training opportunities for City staff including erosion control, BMPs, good housekeeping, and pollution prevention. Training topics could include, but are not limited to:
  - a) Mn/DOT Erosion Control Certification (or other)
  - b) Storm Water Pollution Prevention Program Workshops
  - c) Best Management Practices Workshops
  - d) Brochures and publications distributed to staff

**MCM 2.0 PUBLIC PARTICIPATION AND INVOLVEMENT**

This minimum control measure requires that the City provide measures to receive public input and opinion on the adequacy of the SWPPP. This input can be received from public meetings, oral testimony, and written correspondence. To reach this goal, the City anticipates implementing the following BMPs:

- 1) Conduct an annual public meeting on the City's Storm Water Pollution Prevention Program and solicit opinion on the plan and consider written and oral input on the adequacy of the SWPPP.
- 2) The City intends to incorporate public information on SWPPP issues into a separate page on the City's website. The web page would specifically describe the SWPPP, each minimum control measure, the goals and actions planned by the City, provide links to BMPs, articles on each control measure, and collect feedback from site visitors.

**MCM 3.0 ILLICIT DISCHARGE DETECTION AND ELIMINATION**

A number of BMPs have been developed to implement and enforce a program to detect and eliminate illicit discharges into the municipal separate storm sewer system. These BMPs include:

- 1) Review the current storm water ordinance to evaluate its effectiveness toward illicit discharges.
- 2) Continue to support County recycling program to discourage illegal dumping by offering alternative uses for unwanted materials and drop-offs for household hazardous waste.
- 3) Identify all City-owned storm sewer conveyances 24 inches or greater on a storm sewer map. This will also identify all outfalls and discharge points leaving the City. This map would be updated yearly to reflect changes or additions to the storm sewer system.

**MCM 4.0 CONSTRUCTION SITE, STORM WATER RUNOFF CONTROL**

A number of BMPs have been developed and will be implemented and enforced to reduce pollutants and storm water runoff from construction activities with land disturbances equal to or greater than one acre. These BMPs include:

- 1) Review current erosion control ordinance and revise the City's building permit to include construction site erosion and sediment control as part of



## CITY OF PRIOR LAKE SWPPP

the permit conditions. This erosion control ordinance will also include sanctions to determine non-compliance with the permit and ordinances.

- 2) Provide City Public Work staff with training and proper location, inspection, and installation of erosion control BMPs.
- 3) Incorporate construction site inspection and enforcement into the activities of building inspectors. This will be part of the effort to reduce pollutants discharged from small construction sites.

### **MCM 5.0 POST CONSTRUCTION STORM WATER MANAGEMENT FOR NEW DEVELOPMENT AND REDEVELOPMENT**

A program of BMPs has been prepared to address storm water runoff from new development and redevelopment projects that disturb equal to or greater than one acre. This program insures that controls are in place that would prevent or minimize water quality impacts from development activities. These BMPs include:

- 1) Implement the storm water runoff control program that is currently used to minimize the effect of storm water runoff on water quality within the City. This program will utilize appropriate BMPs, selected by the City to minimize storm water runoff from new developments and redevelopments.
- 2) Revise current comprehensive storm water management plan. Currently the City is in the process of getting the storm water plan revised.

### **MCM 6.0 POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS**

To meet the requirements of the pollution prevention and good housekeeping for municipal operations, a number of BMPs have been prepared. These BMPs include:

- 1) Annual inspection of the outfalls, sediment basins, and ponds within the city's storm sewer system. During the summer of 2000, the City of Prior Lake conducted an extensive, comprehensive inspection of all the City's outfalls, sediment basins, and ponds. As part of this BMP the City will use the report and recommendations from this inspection to maintain these areas.
- 2) The City will incorporate BMPs for handling of equipment and hazardous materials used by City staff.

## CITY OF PRIOR LAKE SWPPP

- 3) The City will annually evaluate landscaping and lawn-care practices, which may include the use of fertilizers, pesticides, herbicides, lawn mowing, grass clipping collection, mulching and composting, and develop BMPs to reduce storm water pollution.
- 4) The City will annually review practice and policies of road salt applications. The City will consider alternative products, calibration of equipment, inspection of vehicles and staff training to reduce pollutants from road deicing activities.
- 5) The City will continue with the current street sweeping program, identify improvements, and implement changes to reduce storm water pollutants.
- 6) The City will evaluate its maintenance facility and apply for a General Storm Water Permit for Industrial Activities in accordance to the NPDES requirements.

### **III. BEST MANAGEMENT PRACTICES IMPLEMENTATION PLAN**

A summary of BMPs are provided in **Table 1**.

Detailed descriptions of each of the BMPs contained within the SWPPP are provided in the Summary Sheets.

**Table 1**  
**BMP IMPLEMENTATION SUMMARY**

| <b>Best Management Practices</b>   | <b>BMP Number</b> | <b>Description of Goal</b>   | <b>Schedule</b>      |
|--|-------------------|--|----------------------|
| <b>MCM 1</b><br><b>Public Education and Outreach</b>   |                   |  |                      |
| Distribute Educational Materials   | (1a-1)            | Produce and distribute literature on illicit discharges, erosion control, shoreline management, and other MBP practices. | Annually 2006 – 2011 |
| Implement an Educational Program   | (1b-1)            | Coordinate, implement and participate in educational activities.   | Annually 2006 – 2011 |
| Education Program: Public Education and Outreach   | (1c-1)            | Increase awareness and understanding of stormwater issues among decision makers.   | Annually 2006 – 2011 |
| Public Participation   | (1c-2)            | Increase public awareness and understanding of stormwater issues.  | Annually 2006 – 2011 |
| Education Program: Illicit Discharge Detection and Elimination                                   | (1c-3)            | Increase awareness of household activities on water quality, and the effects of illicit discharges.                      | Annually 2006 – 2011 |
| Education Program: Construction Site Runoff Control  | (1c-4)            | Increase awareness of building and land grading activities on water quality.   | Annually 2006 – 2011 |
| Education Program: Post-Construction Storm Water Management in New Development and Redevelopment | (1c-5)            | Increase understanding of neighborhood infrastructure, operations and maintenance on water quality.                      | Annually 2006 – 2011 |
| Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations               | (1c-6)            | Increase public awareness and understanding of stormwater issues.  | Annually 2006 – 2011 |
| Coordination of Education Program  | (1d-1)            | N/A  | Annually 2006 – 2011 |
| Annual Public Meeting  | (1e-1)            | Hold a Public Meeting on SWPPP   | Annually 2006 – 2011 |
| <b>MCM 2</b><br><b>Public Participation and Involvement</b>                                      |                   |  |                      |
| Post Notice for SWPPP Annual Public Meeting  | 2a-1              | Advertise the meeting in advance so interested persons may attend.   | Annually 2006 – 2011 |

CITY OF PRIOR LAKE SWPPP

| Best Management Practices                                     | BMP Number | Description of Goal   | Schedule   |
|---|------------|---|--|
| Solicit Public Opinion on the Adequacy of SWPPP               | 2b-1       | Provide time during SWPPP meeting (1e-1) for questions and comments. Provide a form for public opinion on the City's website.             | Annually 2006 – 2011   |
| Consider Public Input   | 2c-1       | Review feedback on SWPPP and revise the program if necessary.   | 2006 – 2011  |
| <b>MCM 3<br/>Illicit Discharge Detection and Elimination</b>  |            |   |  |
| Storm Sewer System Map  | 3a-1       | Develop and update storm sewer system map, as needed.   | 2006: Begin mapping<br>2007: Continue mapping<br>June 2008: Complete mapping<br>2006-11: Update map annually                             |
| Regulatory Control Program                                    | 3b-1       | Develop an ordinance addressing non-storm water discharge in the storm sewer system.  | 2007: Research controls used in nearby Cities<br>2008: Draft Ordinance<br>2009: Consider ordinance for adoption                          |
| Illicit Discharge Detection and Elimination Program           | 3c-1       | Develop program to detect and address non-storm water discharges.   | 2009: Structure program and define policy<br>2010: Train key staff on implementation of program<br>2011: Begin full-scale implementation |
| Public and Employee Illicit Discharge Information Program     | 3d-1       | Inform employees, businesses and public about the hazards of illegal discharges and improper waste disposal within the Education Program. | Annually 2006 – 2011   |
| Identification of Non-Storm Water Discharges and Flows        | 3e-1       | A BMP will be created to address non-storm water discharges which are a significant contributor to pollution.                             | Only if non-Storm Water discharges are identified a significant contributors to pollution  |
| <b>MCM 4<br/>Construction Site Storm Water Runoff Control</b> |            |   |  |
| Ordinance or Other Regulatory Mechanism                       | 4a-1       | Evaluate City Ordinance and revise, if appropriate.   | Begin 6 months after extension of coverage under this permit and   |

CITY OF PRIOR LAKE SWPPP

| Best Management Practices   | BMP Number | Description of Goal  | Schedule                             |
|---|------------|--|--------------------------------------|
|   |            |  | continue for the duration of permit. |
| Construction Site Implementation of Erosion and Sediment Control BMPs                                 | 4b-1       | Perform spot checks on active construction to monitor NPDES permit compliance.                               | Annually 2006 – 2011                 |
| Waste Controls for Construction Site Operators  | 4c-1       | Perform spot checks on active construction to monitor NPDES permit compliance.                               | Annually 2006 – 2011                 |
| Procedure of Site Plan Review   | 4d-1       | Review development plans for potential water quality impact.   | 2006-2011                            |
| Establishment of Procedures for the Receipt and Consideration of Reports of Storm Water Noncompliance | 4e-1       | Record and follow-up on reports of noncompliance.  | Annually 2006 – 2011                 |
| Establishment of Procedures for Site Inspections and Enforcement                                      | 4f-1       | Complete required inspection of construction sites with NPDES permits. Deficiencies found will be corrected. | 2006-2011                            |
| <b>MCM 5<br/>Post Construction Storm Water Management Measures</b>                                    |            |  |                                      |
| Development and Implementation of Structural and /or Non-structural BMPs                              | 5a-1       | Use Local Surface Water Management Plan to guide post-construction storm water management.                   | Annually 2006 – 2011                 |
| Regulatory Mechanism to Address Post Construction Runoff  | 5b-1       | Set design standards for rate, volume and sediment/nutrient loads.   | 2006-2011                            |
| Long-term Operation and Maintenance of BMPs   | 5c-1       | Continue current process for operation and maintenance of the storm water system.                            | Annually 2006-2011                   |
| <b>MCM 6<br/>Pollution Prevention and Good Housekeeping Measures</b>                                  |            |  |                                      |
| Municipal Operations and Maintenance Program  | 6a-1       | Train maintenance staff in reducing pollutant runoff from operations.  | Annually 2006-2011                   |

CITY OF PRIOR LAKE SWPPP

| Best Management Practices   | BMP Number | Description of Goal  | Schedule  |
|---|------------|--|---|
| Street Sweeping   | 6a-2       | Operate and continue to improve the City's street sweeping program   | Not specifically required.  |
| Annual Inspection of All Structural Pollution Control Devices   | 6b-2       | Inspection of all pollution control devices.   | Annually 2006-2011  |
| Inspection of a Minimum of 20 Percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on Rotating Basis  | 6b-3       | Inspection of 20 percent of all MS4 outfalls, sediment basins and ponds.   | Annually 2006-2011, on a rotating basis.  |
| Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas   | 6b-4       | Inspection of all exposed stockpiles, storage and material handling areas.   | Annually 2006-2011  |
| Inspection Follow-up Including the Determination of Whether Repair, Replacement or Maintenance Measures Are Necessary and the Implementation of the Corrective Measures | 6b-5       | Inspections in 6b-2, 6b-3 and 6b-4 will asses for repair or replacement. Repairs, maintenance or replacements noted will take place that year if possible.                         | Annually 2006-2011<br>If it cannot be completed within the year, record and schedule for completion in annual report. |
| Record Reporting and Retention  | 6b-6       | Keep all records, annual reports, and supporting documentation as required.  | Annually 2006-2011  |
| Evaluation of Inspection Frequency  | 6b-7       | Review records in 6b-6 to determine if the frequency of inspection is adequate. If necessary, increase to two inspections per year, or decrease to one inspection every two years. | Begin in 2008, continue annually to 2011.   |
| TMDLs   |            | See Summary Sheet  | See Summary Sheet   |
| Source Water Protection   |            | See Summary Sheet  | See Summary Sheet   |
| Nondegradation  | D-X        | See Summary Sheet  | See Summary Sheet   |

**IV. ANNUAL REPORT**

An annual report will be prepared and submitted to the MPCA prior to June 30 of each year from 2006 through 2011. This annual report will be completed on the approved MPCA form each year.