

STORM WATER POLLUTION PREVENTION PROGRAM

FOR

THE CITY OF OTSEGO, MINNESOTA

AND

GENERAL PERMIT

**AUTHORIZATION TO DISCHARGE STORM WATER
ASSOCIATED WITH MUNICIPAL SEPARATE STORM SEWER SYSTEMS
UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION
SYSTEM/STATE DISPOSAL SYSTEM PERMIT PROGRAM**

PERMIT NO. MNR040000

February 14, 2007

Revised June 30, 2008

PREPARED BY:

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I. BACKGROUND

Originally enacted in 1948, the Federal Water Pollution Control Act (Clean Water Act) is a comprehensive statute with a main goal of restoring and maintaining the integrity of the nation's waters. In 1972 the Federal Water Pollution Control Act (Clean Water Act) was totally revised and amended by Congress, giving the Act its current shape. The Environmental Protection Agency (EPA) became the primary authority for implementation and enforcement with the 1972 amendment. One of the most significant features of the 1972 Act is the creation of the National Pollutant Discharge Elimination System (NPDES). Under the 1972 Act, industrial sources and publicly owned treatment works were not allowed to discharge pollutants into navigable waters without a permit.

The 1987 amendments to the Clean Water Act authorized measures to address non-point source pollution, stormwater runoff, which contributes more than 50% of the nations remaining water pollution problems. The 1987 Act delegated responsibilities to the state, which include the implementation and enforcement of the Act. As of January 2002, forty-five of the states had been delegated responsibility to issue and enforce discharge permits to industries and municipalities. The EPA issues discharge permits in the remaining states.

The 1987 amendment required implementation of a two-phase comprehensive national program to address stormwater runoff. The EPA issued regulations in 1990 to implement Congress' legislative mandate (commonly referred to as Phase 1). Phase 1 regulated large construction sites (disturbing more than five acres), discharges from industrial facilities and major metropolitan Municipal Separate Storm Sewer Systems (MS4's), including Minneapolis and St. Paul. Under these regulations, MS4's serving a population of 100,000 people or more were required to obtain permits for storm water discharge.

In 1999, the EPA issued the Phase II rules, which required smaller MS4's to obtain a permit to discharge stormwater. Operators of municipal separate storm sewer systems (MS4's) with populations of less than 100,000 people that are within urbanized areas as determined by the U.S. Census Bureau were required to apply for NPDES permit coverage by March 2003 and implement six minimum management controls to reduce or prevent pollution into receiving waters. The Phase II regulations also required operators of construction activities disturbing greater than one acre to obtain a permit.

The Phase II permit, MPCA General Permit No. MNR040000, was appealed to the Minnesota Court of Appeals by the Minnesota Center for Environmental Advocacy. On February 8, 2005, the MPCA issued a public notice of intent to issue the permit with modifications to address the Minnesota Court of Appeals decision. On February 28, 2006 the MPCA authorized issuance of the NPDES General Permit No. MNR040000, which is the current permit. The permit has an effective coverage date of June 1, 2006 and an expiration date of May 31, 2011.

The 2006 revisions to the state statutes required MS4's outside of urbanized areas with a population of at least 10,000, and MS4's with a population of at least 5,000 and have discharges to valuable or polluted waters, to obtain a permit to discharge stormwater. These MS4's designated by rule to obtain a permit must obtain permit coverage by February 15, 2007.

II. INTRODUCTION

As required by the Clean Water Act, the City of Otsego has prepared a Storm Water Pollution Prevention Program (SWPPP). The SWPPP is a requirement of the NPDES General Permit No. MNR040000 (attached), which authorizes Municipal Separate Storm Sewer System (MS4) operators to discharge storm water. The goal of the Storm Water Pollution Prevention Program, when implemented, is to reduce the discharge of pollutants into receiving waters to the Maximum Extent Practicable (MEP). The Storm Water Pollution Prevention Program must be implemented or established in ordinance, plan or policy by **June 30, 2010**. The application form for the Small MS4 General Stormwater Permit can be found in Appendix B.

III. PERMIT COVERAGE

NPDES General Permit No. MNR040000 authorizes small MS4's to discharge storm water. This permit does not authorize discharges other than storm water and does not apply to construction sites which require a separate NPDES permit. This permit does not authorize the discharge of storm water of any other entity located in or outside of the drainage area. Only the system that is under the operational control of the City of Otsego is authorized by the attached permit. Upon approval of the application by the Commissioner, discharges will be authorized under the terms and conditions of the permit. Limitations to permit coverage are listed in Appendix C of the General Permit (see Appendix A - MS4 General Permit No. MNR040000).

IV. MINIMUM CONTROL MEASURES

There are six minimum control measures outlined below that are required to be included in the Storm Water Pollution Prevention Program under the requirements of the permit. Within each of the six minimum control measures, there are a number of Best Management Practices (BMP's) that are required for each minimum control measure (see Section V). The six minimum control measures are as follows:

1. Public Education and Outreach

Public education and outreach is a major component of the SWPPP. Through education and outreach programs the operator of a MS4 can reduce the impacts on the receiving waters. There are ten (10) BMP's that are required and address this component of the program, which are outlined in the attached BMP summary sheets (BMP ID No. 1a-1 through 1e-1).

2. Public Participation/Involvement

Public participation is encouraged to receive input from the public on the SWPPP. Public input may be used as a gauge to determine the effectiveness of the SWPPP and associated BMP's. Based on public input, the City of Otsego may modify components of the SWPPP if deemed beneficial. See the BMP summary sheets for BMP ID No. 2a-1 through 2c-1 for the required Best Management Practices for Public Participation/Involvement.

3. Illicit Discharge Detection and Elimination

A major component of illicit discharge detection and elimination is the storm sewer map. The storm sewer map will assist the City of Otsego in detecting non-storm sewer discharges (illegal dumping). The City of Otsego is required to prohibit non-storm water discharges to the extent allowable under the law, through ordinance or other regulatory mechanism. See the BMP summary sheets for BMP ID No. 3a-1 through 3e-1 for the required Best Management Practices for Illicit Discharge Detection and Elimination.

4. Construction Site Storm Water Runoff Control

Within six months after extension of coverage under this permit, the City of Otsego must have developed an ordinance or other regulatory mechanism to reduce pollutants in storm water runoff from construction activities. All construction activities which disturb greater than one (1) acre of land, and construction activities which disturb less than one (1) acre but are part of a larger common plan of development or sale will be controlled. See the BMP summary sheets for BMP ID No. 4a-1 through 4f-1 for the required Best Management Practices for Construction Site Storm Water Runoff Control.

5. Post-Construction Storm Water Management in New Development and Redevelopment

The City of Otsego is required to commence and implement and enforce an ordinance or other regulatory mechanism to address post-construction storm water management in new development and redevelopment. See the BMP summary sheets for BMP ID No. 5a-1 through 5c-1 for the required Best Management Practices for Post-Construction Storm Water Management in New Development and Redevelopment.

6. Pollution Prevention/Good Housekeeping

The City of Otsego is required to operate and maintain the storm sewer system in a manner so as to reduce the discharge of pollutants to the maximum extent practicable. Key components for good housekeeping will be: inspecting 20% of the MS4 outfalls, inspecting all exposed stockpiles and material handling and storage areas and inspecting structural pollution control devices on an annual basis. Records of the inspections shall be retained, including the date of completion of repairs and major additional protection measures. See the BMP summary sheets for BMP ID No. 6a-1 through 6c-1 for the required Best Management Practices for Pollution Prevention/Good Housekeeping for Municipal Operations.

V. OUTSTANDING RESOURCE VALUE WATERS

The City of Otsego discharges stormwater to the Mississippi River, which is a water with restricted discharges as defined by Minn. R. 7050.0180, Subp.6a. A map showing the DNR minor subwatersheds in Otsego is included in Appendix D. Based on current land use, there is approximately 2,133 acres of impervious surface in the City of Otsego. Using the future land use map from the City of Otsego Comprehensive Plan, the impervious surface will increase approximately 5,074 acres when the City develops, for a total of 7,207 acres of impervious surface in the City of Otsego.

The permit requires that the City of Otsego assess how the SWPPP can be reasonably altered to eliminate new or expanded discharges to waters with restricted discharges. Two alternatives have been proposed that would eliminate new or expanded discharges to the Mississippi River. The first alternative would be to eliminate future development and the second alternative would be to construct infiltration basins as opposed to ponds that discharge to open channels.

Alternative 1 would eliminate new discharges to waters with restricted discharges. This would, however, deprive landowners of full use of their property and is contrary to the goals of the Metropolitan Council and the City of Otsego Comprehensive Plan. For these reasons, eliminating future development is not a prudent or feasible alternative to eliminate new or expanded discharges to the Mississippi River.

Alternative 2 would also eliminate new and expanded discharges to waters with restricted discharges by requiring infiltration ponds that would discharge to the groundwater instead of the open channels that lead to the Mississippi River. The City of Otsego consists mainly of clay soils. The permeability of clay soils is low and the ponds would not infiltrate fast enough to prevent flooding from future storm events. Due to the clay soils throughout Otsego, requiring infiltration basins is not a feasible alternative to eliminate discharge to the Mississippi River.

The City of Otsego does not believe there are prudent and feasible alternatives to eliminating new or expanded discharges to waters with restricted discharges. It is however, the policy of the City of Otsego to require development to control urban stormwater quantity and quality through a management approach of detention basins. The ponds are designed to meet the requirements of the City of Otsego Engineering Manual dated March 1999 and revised 4/6/05. All ponds have a water quality component and rate control component. The ponds must have a volume below the outlet elevation greater than or equal to the volume from the runoff from a 2.5" rainfall event over the entire contributing drainage area. Also, the ponds are designed such that the proposed discharge rates for the 2-year and 100-year storm events are less than or equal to the existing discharge rates for the same storm events. In addition to sizing the ponds for the water quality and rate control volumes, all ponds require a concrete skimmer structure to prevent floatable material from entering downstream receiving waters. By requiring pond construction in new developments, the City of Otsego believes the new and expanded discharges will not have an adverse impact on the scenic and recreational value of the Mississippi River.

VI. BEST MANAGEMENT PRACTICES (BMP'S)

Best Management Practices have been established as required under the permit and are outlined in the attached BMP summary sheets. The BMP Summary sheets are the main body of this Storm Water Pollution Prevention Program. The BMP's have been summarized on the attached BMP Summary sheets to provide an easy mechanism that can be used to verify compliance with the requirements under this permit.

| Key to Unique BMP ID Numbers | Required BMP Title | Permit Reference |
|-------------------------------------|---|-------------------------|
| 1a-1 | Distribute Educational Materials | V.G.1.a |
| 1b-1 | Implement an Education Program | V.G.1.b |
| 1c-1 | Education Program: Public Education and Outreach | V.G.1.c |
| 1c-2 | Education Program: Public Participation | V.G.1.c |
| 1c-3 | Education Program: Illicit Discharge Detection and Elimination | V.G.1.c |
| 1c-4 | Education Program: Construction Site Run-off Control | V.G.1.c |
| 1c-5 | Education Program: Post-Construction Stormwater Management in New Development and Redevelopment | V.G.1.c |
| 1c-6 | Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations | V.G.1.c |
| 1d-1 | Coordination of Education Program | V.G.1.d |
| 1e-1 | Annual Public Meeting | V.G.1.e |
| | Additional BMP Summary Sheet (Copy as Necessary) | |
| 2a-1 | Comply with Public Notice Requirements | V.G.2.a |
| 2b-1 | Solicit Public Input and opinion on the Adequacy of the SWPPP | V.G.2.b |
| 2c-1 | Consider Public Input | V.G.2.c |
| | Additional BMP Summary Sheet (Copy as Necessary) | |
| 3a-1 | Storm Sewer System Map | V.G.3.a |
| 3b-1 | Regulatory Control Program | V.G.3.b |
| 3c-1 | Illicit Discharge Detection and Elimination Plan | V.G.3.c |
| 3d-1 | Public and Employee Illicit Discharge Information Program | V.G.3.d |
| 3e-1 | Identification of Non Stormwater Discharges and Flows | V.G.3.e |
| | Additional BMP Summary Sheet (Copy as Necessary) | |

| Key to Unique BMP ID Numbers | Required BMP Title | Permit Reference |
|-------------------------------------|--|-------------------------|
| 4a-1 | Ordinance or other Regulatory Mechanism | V.G.4.a |
| 4b-1 | Construction Site Implementation of Erosion and Sediment Control BMPs | V.G.4.b |
| 4c-1 | Waste Controls for Construction Site Operators | V.G.4.c |
| 4d-1 | Procedure for Site Plan Review | V.G.4.d |
| 4e-1 | Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance | V.G.4.e |
| 4f-1 | Establishment of Procedures for Site Inspections and Enforcement | V.G.4.f |
| | Additional BMP Summary Sheet (Copy as Necessary) | |

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|------|---|----------------|
| 5a-1 | Development and Implementation of Structural and/or Non-structural BMPs | V.G.5.a |
| 5b-1 | Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment | V.G.5.b |
| 5c-1 | Long-term Operation and Maintenance of BMPs | V.G.5.c |
| | Additional BMP Summary Sheet (Copy as Necessary) | |

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|------|--|------------------|
| 6a-1 | Municipal Operations and Maintenance Program | V.G.6.a |
| 6a-2 | Street Sweeping** | |
| 6b-2 | Annual Inspection of All Structural Pollution Control Devices | V.G.6.b.2 |
| 6b-3 | Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis | V.G.6.b.3 |
| 6b-4 | Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas | V.G.6.b.4 |
| 6b-5 | Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures | V.G.6.b.5 |
| 6b-6 | Record Reporting and Retention of all Inspections and Responses to the Inspections | V.G.6.b.6 |
| 6b-7 | Evaluation of Inspection Frequency | V.G.6.b.7 |
| | Additional BMP Summary Sheet (Copy as Necessary) | |

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|------|--|--|
| 7a-1 | Source Water Pollution Areas | |
| 7a-2 | Impaired Waters Review Process | |
| 7a-3 | Response to TMDL Waste Load Allocation | |
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VII. BMP SUMMARY SHEETS

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

***BMP Title:** Distribute Educational Materials

***BMP Description:**

The City of Otsego will implement a public education program to distribute educational materials to the City or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and the steps that the public can take to reduce pollutants in storm water runoff. The program will inform individuals and households about the steps they can take to reduce storm water pollution, such as ensuring the proper septic system maintenance, ensuring the proper use and disposal of landscape and garden chemicals including fertilizers and pesticides, protecting and restoring riparian vegetation and properly disposing of used motor oil and household hazardous wastes. Initially, the City will need to obtain storm water educational materials provided by the EPA, the State, the County, University of Minnesota Extension, school districts, watershed management organizations, soil and water conservation districts, lake conservation districts, environmental organizations, public interest organizations, trade organizations and other MS4s.

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

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

***Measurable Goals:**

Prepare a listing of target audiences.

Evaluate funding sources.

Prepare a listing of cooperative governmental agencies and other organizations that have storm water educational material.

Obtain educational materials, generate City educational materials, and implement the program.

***Timeline/Implementation Schedule:**

Year 1-Assemble existing educational materials and develop additional educational materials. Establish a preliminary budget and funding mechanism.

Year 2 through 5-Implement the public education program. Adjust budget and program as necessary. Annually, prepare a summary report estimating the educational materials available and the number of materials distributed.

The summary report will be included in the MS4 annual report.

Specific Components and Notes:

The education program will provide the public with an awareness and knowledge regarding storm water and its connection to the water resources.

***Responsible Party for this BMP:**

Name: Judy Hudson

Department: City Clerk

Phone: 763-441-4414

E-mail: judy@ci.otsego.mn.us

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

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

***BMP Description:**

The City of Otsego will implement an education program that addresses each of the following minimum control measures (MCM):

- 1) Public education and outreach (which is this MCM);
- 2) Public participation/involvement (which is MCM 2, attached);
- 3) Illicit discharge detection and elimination (which is MCM 3, attached);
- 4) Construction site storm water runoff control (which is MCM 4, attached);
- 5) Post construction storm water management in new development and redevelopment (which is MCM 5, attached); and
- 6) Pollution prevention/good housekeeping (which is MCM 6, attached).

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

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

***Measurable Goals:**

The goal of this MCM is to increase public awareness and understanding of storm water issues within the community through education. To achieve this goal, the City will inform and educate the public about the impacts of storm water runoff on water quality. The activities used to reach goals for each audience will be through the specific components shown below. The measure of success for this education program will be the number of volunteers for each activity, the quantity of educational materials generated and distributed and public response.

***Timeline/Implementation Schedule:**

Year 1-Identify and assemble a team to administer the community activities and programs, and to assemble and generate educational materials. Establish a preliminary budget and funding mechanism.
Years 2 through 5-Implement the community activities and programs. Document the success of each program by recording the number of volunteers and solicit their response and input.
Years 2 through 5-Assemble existing educational materials and develop additional educational materials and make them available to the public.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Brad Belair

Department: City Maintenance

Phone: 763-441-4414

E-mail: cityhall@ci.otsego.mn.us

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

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| <p>*BMP Title: Education Program: Public Education and Outreach</p> |
| <p>*Audience(s) Involved: City residents, business owners, council members, developers, and contractors.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements.</p> |
| <p>*Educational Goals for Each Audience: Inform and educate the public about the impacts of the stormwater runoff on water quality and how the public can reduce pollutants in stormwater runoff.</p> |
| <p>*Activities Used to Reach Educational Goals:</p> <ol style="list-style-type: none">1. Distribute educational and informational flyers.2. Update website with stormwater related topics.3. Publish stormwater related information in the "Otsego View" newsletter, local newspapers and on the City bulletin board. |
| <p>*Activity Implementation Plan:</p> <ol style="list-style-type: none">1. Distribution method exists, develop material to distribute.2. Add stormwater page to the website, develop material to add to the website.3. Develop and implement material. |
| <p>*Performance Measures:</p> <ol style="list-style-type: none">1. Quantity of flyers distributed.2. Website activity related to stormwater.3. Number of stormwater related articles, publication frequency, and circulation. |
| <p>*Responsible Party for this BMP:</p> <p>Name: Brad Belair Department: City Maintenance Phone: 763-441-4414 E-mail: cityhall@ci.otsego.mn.us</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

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| <p>*BMP Title: Education Program: Public Participation</p> |
| <p>*Audience(s) Involved: City residents, business owners, council members, developers, and contractors.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements.</p> |
| <p>*Educational Goals for Each Audience: Educate the public about the benefits of public participation in reducing pollutants in stormwater runoff.</p> |
| <p>*Activities Used to Reach Educational Goals:</p> <ol style="list-style-type: none">1. Distribute educational material through the City's newsletter, website, and bulletin board.2. Create volunteer programs to increase awareness. |
| <p>*Activity Implementation Plan:</p> <ol style="list-style-type: none">1. Distribution method exists, develop material to distribute.2. Develop and implement stormwater related programs. |
| <p>*Performance Measures:</p> <ol style="list-style-type: none">1. Publication frequency, circulation, and website activity.2. Number of participants. |
| <p>*Responsible Party for this BMP:</p> <p>Name: Brad Belair Department: City Maintenance Phone: 763-441-4414 E-mail: cityhall@ci.otsego.mn.us</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-3

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| *BMP Title: Education Program: Illicit Discharge Detection and Elimination |
| *Audience(s) Involved: City residents, business owners, and City staff. Location(s) in SWPPP of detailed information relating to this BMP: The information referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements. |
| *Educational Goals for Each Audience: To educate the public employees, business owners and residents about the hazards associated with illegal discharge and improper disposal of waste. |
| *Activities Used to Reach Educational Goals: <ol style="list-style-type: none">1. Distribute educational material through the City's newsletter, website, and bulletin board.2. Distribute educational material to illicit discharge generators, such as auto repair shops.3. Educate City staff on what an illicit discharge is and what to look for in detecting an illicit discharge. |
| *Activity Implementation Plan: <ol style="list-style-type: none">1. Distribution method exists, develop material to distribute.2. Develop a list of illicit discharge generators and distribute material.3. Develop and implement an education program. |
| *Performance Measures: <ol style="list-style-type: none">1. Publication frequency, circulation, and website activity.2. Number of illicit discharge generators.3. Number of trained City staff. |
| *Responsible Party for this BMP: Name: Brad Belair Department: City Maintenance Phone: 763-441-4414 E-mail: cityhall@ci.otsego.mn.us |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-4

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| <p>*BMP Title: Education Program: Construction Site Run-off Control</p> |
| <p>*Audience(s) Involved: City residents, developers, contractors, business owners, and City staff.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements.</p> |
| <p>*Educational Goals for Each Audience: To educate the public about the importance of runoff control from construction sites, whether new residential housing or commercial/industrial development.</p> |
| <p>*Activities Used to Reach Educational Goals:</p> <ol style="list-style-type: none">1. Present information on the City's website and bulletin board.2. Provide erosion control requirements to all contractors and developers. |
| <p>*Activity Implementation Plan:</p> <ol style="list-style-type: none">1. Distribution method exists, develop material to distribute.2. Material is available. |
| <p>*Performance Measures:</p> <ol style="list-style-type: none">1. Website activity and number of related articles.2. Quantity of material/number of developers and contractors with the erosion control requirements. |
| <p>*Responsible Party for this BMP:</p> <p>Name: Brad Belair Department: City Maintenance Phone: 763-441-4414 E-mail: cityhall@ci.otsego.mn.us</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-5

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| <p>*BMP Title: Education Program: Post-Construction Stormwater Management in New Development and Redevelopment</p> |
| <p>*Audience(s) Involved: City residents, developers, contractors, and business owners.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements.</p> |
| <p>*Educational Goals for Each Audience: To educate the public about the importance of post-construction stormwater management and the importance of reducing sediment loading off-site through the use of BMP's.</p> |
| <p>*Activities Used to Reach Educational Goals:</p> <ol style="list-style-type: none">1. Present information on the City's website and bulletin board.2. Provide treatment system standards and guidance documents to developers and contractors.3. Inspect new development and redevelopment construction sites to ensure that BMP's are in place. |
| <p>*Activity Implementation Plan:</p> <ol style="list-style-type: none">1. Distribution method exists, develop material to distribute.2. Material is available.3. Inspection procedures are in place. |
| <p>*Performance Measures:</p> <ol style="list-style-type: none">1. Website activity and number of related articles.2. Quantity of material/number of developers and contractors with the treatment system standards.3. Effectiveness and continued maintenance of permanent stormwater management features. |
| <p>*Responsible Party for this BMP:</p> <p>Name: Brad Belair Department: City Maintenance Phone: 763-441-4414 E-mail: cityhall@ci.otsego.mn.us</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-6

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|---|
| <p>*BMP Title: Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations</p> |
| <p>*Audience(s) Involved: General Public and City Staff.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements.</p> |
| <p>*Educational Goals for Each Audience: Educate public employees on pollution prevention/good housekeeping for municipal operations.</p> |
| <p>*Activities Used to Reach Educational Goals:</p> <ol style="list-style-type: none">1. Conduct annual staff training event on municipal operations and make information available to staff.2. Post pertinent information on the City bulletin board. |
| <p>*Activity Implementation Plan:</p> <ol style="list-style-type: none">1. Develop and implement training program. Training will take place a minimum of once per year and new employees will be trained upon hiring.2. Distribution method exists, develop material to distribute. |
| <p>*Performance Measures:</p> <ol style="list-style-type: none">1. Number of trained employees.2. Number of related articles. |
| <p>*Responsible Party for this BMP:</p> <p>Name: Brad Belair Department: City Maintenance Phone: 763-441-4414 E-mail: cityhall@ci.otsego.mn.us</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

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| <p>*BMP Title: Coordination of Education Program</p> |
| <p>*BMP Description:</p> <p>To increase public awareness and understanding of storm water issues, the City of Otsego will coordinate and make effective use of other storm water education programs conducted by cooperating groups and agencies. These groups and agencies will include, but not be limited to: the EPA, the State, the County, the University of Minnesota Extension, school districts, watershed management organizations, soil and water conservation districts, lake conservation districts, environmental organizations, public interest organizations, trade organizations and other MS4s. Besides obtaining educational materials (for Unique BMP Identification Number 1a-1), the City will sponsor speaking engagements before community groups, encourage and coordinate presentations at City Council meetings, and make available as many educational materials as possible for posting on the City web site and inclusion in City Newsletters. The programs will focus on informing and educating the public about the impacts of storm water runoff on water quality and what they can do to actively protect local lakes and streams from polluted storm water runoff. This is also an opportunity for the City to educate the public about how the City manages storm water runoff through the Storm Water Pollution Prevention Program (SWPPP).</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <p>The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Determine the number of storm water education programs currently coordinated with other groups and agencies. Contact current and possible cooperating groups and agencies. Review their storm water education programs. Select and implement the appropriate programs to use. Prepare a summary report of the coordinated public education program and include in the MS4 annual report.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>Year 1-Contact cooperating groups and agencies, review their storm water education programs, and select the appropriate programs to use in the City of Otsego. Develop additional educational materials. Establish a preliminary budget and funding mechanism. Year 2 through 5-Implement the coordinated public education program. Adjust budget and program as necessary. Annually, prepare a summary report estimating the educational materials obtained and the number of materials distributed. The summary report will be included in the MS4 annual report.</p> |
| <p>Specific Components and Notes:</p> <p>In addition to the City residents, homeowners, business owners, and school children; developers and contractors will be targeted and included in the appropriate storm water education programs.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Mike Robertson Department: City Administrator Phone: 763-441-4414 E-mail: mike@ci.otsego.mn.us</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

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| <p>*BMP Title: Annual Public Meeting</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will hold at least one public meeting per year addressing the Storm Water Pollution Prevention Program (SWPPP). The public meeting will be held prior to submittal of the annual report to the Commissioner, which is currently June 30th of each year.</p> <p>1) Location: Unless otherwise specified, the Otsego City Hall is to be the location of the annual public meeting. If the City Hall is not available, the meeting must be held in the general vicinity of the MS4 that is the subject of the permit. The meeting must be held in a place that is generally convenient to persons expected to attend the meeting.</p> <p>2) Notice: The City must issue a notice of the public meeting at least 10 days prior to the meeting. The notice must contain a reference to the SWPPP, the date, time, and location of the meeting, a concise description of the manner in which the meeting will be conducted; and shall indicate the location where a copy of the SWPPP is available for public review. (Refer to Unique BMP Identification Number 2a-1 for additional notice information.)</p> <p>3) Distribution of notice: Publish the notice in the official City newspaper and make available a copy of the notice to the MPCA, the appropriate city and county officials, and all other persons who have requested that they be informed of public meetings for the SWPPP.</p> <p>4) Joint meetings: The City may consolidate two or more matters, issues, or related groups of issues, or hold joint MS4 public meetings with other permittees to meet the requirements of this part. These public meetings may be part of a larger public meeting, such as a city council meeting, provided that adequate public notice and opportunity to participate is provided.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <p>The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Prepare and issue a notice of the public meeting at least 10 days prior to the meeting. Hold a public meeting each year addressing the SWPPP. Document input questions and City responses. (Refer to Unique BMP Identification Number 2b-1 for additional input information.)</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>30 days prior to the public meeting prepare and issue a notice of the meeting. Years 1 through 5-Annually, beginning in 2007 hold the public meeting regarding the SWPPP.</p> |
| <p>Specific Components and Notes:</p> <p>The results of the meeting will be discussed and reported upon in each annual report. This may require changes to the City SWPPP. Include a summary of the meeting minutes in the MS4 annual report.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Ronald Wagner Department: City Engineer Phone: 763-427-5860 E-mail: ronw@haa-inc.com</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2a-1

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| <p>*BMP Title: Comply with Public Notice Requirements</p> |
| <p>*BMP Description:</p> <p>When implementing the provisions of the Storm Water Pollution Prevention Program (SWPPP), the City of Otsego will comply with applicable public notice requirements. The process will comply with all state and local requirements to determine appropriate public notice guidelines. The public notice occurrences will allow for public input, advice, acceptance, and assistance to the City's SWPPP. The BMP regarding the actual meeting is further discussed and addressed in BMP Solicit Public Input and Opinion on the Adequacy of the SWPPP (Unique BMP Identification Number 2b-1).</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Review applicable, local and state, public notice requirements. Prepare and publish public notice which encourages input, advice, and comments to the City's SWPPP from the public. Post public notice on the City web site and in the official City newspaper.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>Year 1-Review applicable, local and state, public notice requirements. Year 1 through 5-Publish the public notice in the official City newspaper and post on the City web site. Keep a copy of the public notice with the City records and a copy in the SWPPP.</p> |
| <p>Specific Components and Notes:</p> <p>Public hearing notices will be published in the official City newspaper a minimum of 10 days prior to the meeting. The notice will contain a reference to the SWPPP, the date, time, and location of the public meeting; a concise description of the manner in which the public meeting will be conducted; and will indicate the location where a copy of the SWPPP is available for public review.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Judy Hudson Department: City Clerk Phone: 763-441-4414 E-mail: judy@ci.otsego.mn.us</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2b-1

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| <p>*BMP Title: Solicit Public Input and opinion on the Adequacy of the SWPPP</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will solicit public input and opinion on the adequacy of the Storm Water Pollution Prevention Program (SWPPP). This will include input from the public meeting, which will be conducted each year prior to submittal of the annual report to the Commissioner. The City will afford interested persons a reasonable opportunity to make oral statements, and to submit timely, relevant written materials concerning the SWPPP. The process will be as follows: 1) Introduction of the City SWPPP, 2) Presentation on City storm water concerns and challenges, 3) Description of current year SWPPP challenges, 4) Description of upcoming year SWPPP expectations, 5) Open forum for public comment, and 6) Conclusion and notification of the annual report submission, including modifications or amendments to the SWPPP. Regarding the open forum for public comment, the City will establish procedures and processes for each speaker's presentation, require speakers with similar views to select a spokesperson, specify the timing and format of written materials, or make similar rules to help ensure an opportunity for full and fair consideration of all views. The City of Otsego will encourage citizens to provide input and comment on the SWPPP.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <p>The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Increase the public's understanding of the impacts of storm water runoff and public awareness of the SWPPP. Prepare and provide a presentation on the SWPPP at the annual public meeting. Record the number of oral and written comments received on the SWPPP. Record the number of questions addressed at the annual public meeting regarding storm water runoff and the SWPPP.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>Year 1-Increase the public's understanding of the impacts of storm water runoff and public awareness of the SWPPP as outlined in BMP Education Program: Public Participation (Unique BMP Identification Number 1a-1). Year 1 through 5-Hold annual public meeting, and prepare and provide a presentation on the SWPPP. Year 1 through 5-Record the number of oral and written comments received, and the number of questions addressed at the annual public meeting regarding storm water runoff and the SWPPP. Include the information in the MS4 annual report.</p> |
| <p>Specific Components and Notes:</p> <p>The City will use the education program outlined in BMP Education Program: Public Participation (Unique BMP Identification Number 1a-1) for providing information to the general public about how the City manages storm water runoff through it's SWPPP, to encourage the public to learn about the SWPPP, and to facilitate public input and comment on the SWPPP.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Ronald Wagner Department: City Engineer Phone: 763-427-5860 E-mail: ronw@haa-inc.com</p> |

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BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

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| <p>*BMP Title: Consider Public Input</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will consider the public input and opinions, oral and written, on their storm water management and Storm Water Pollution Prevention Program (SWPPP) and shall make adjustments the City finds appropriate. After accepting written and oral comments, the City of Otsego will provide written responses to all comments indicating their incorporation level in the SWPPP, and the reasoning behind the decision. The written responses will be posted on the City web site 45 days after the close date for public oral and written comments. This BMP is further discussed and addressed in BMP Solicit Public Input and Opinion on the Adequacy of the SWPPP (Unique BMP Identification Number 2b-1).</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Increase the public's understanding of the impacts of storm water runoff and public awareness of the SWPPP. Record the number of oral and written comments received on the SWPPP. Record the number of questions addressed at the annual public meeting regarding storm water runoff and the SWPPP. Provide written responses to all comments and the reasoning behind the decision. Post the written responses on the City web site.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>Year 1-Increase the public's understanding of the impacts of storm water runoff and public awareness of the SWPPP. Year 1 through 5-Record the number of oral and written comments received, and the number of questions addressed as the annual public meeting regarding storm water runoff and the SWPPP. Year 1 through 5-Provide written responses to all comments and the reasoning behind the decision. Post the written responses on the City web site. Include the information in the MS4 annual report.</p> |
| <p>Specific Components and Notes:</p> <p>The City will use the education program outlined in BMP Education Program: Public Participation (Unique BMP Identification Number 1a-1) for providing information to the general public about how the City manages storm water runoff through it's SWPPP, to encourage the public to learn about the SWPPP, and to facilitate public input and comment on the SWPPP. After accepting written and oral comments, the City shall provide written responses to all comments indicating their incorporation level in the SWPPP, and the reasoning behind the decision.</p> |
| <p>*Responsible Party for this BMP:</p> <p style="margin-left: 20px;">Name: City Council</p> <p style="margin-left: 20px;">Department:</p> <p style="margin-left: 20px;">Phone: 763-441-4414</p> <p style="margin-left: 20px;">E-mail: cityhall@ci.otsego.mn.us</p> |

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BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3a-1

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| <p>*BMP Title: Storm Sewer System Map</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will map all</p> <ol style="list-style-type: none">ponds,streams,lakes andwetlands that are a part of their system. <p>In addition, they will map all structural pollution control devices (grit chambers, separators, etc.), pipes and conveyances (as a goal, but at minimum, those pipes that are 24 inches in diameter and over), and outfalls (including discharges from the system to other MS4s, or waters and wetlands that are not part of the City of Otsego system), structures that discharge directly into groundwater, overland discharge points, and all other points of discharge from their system that are outlets, but not diffuse flow areas. The map will aid the City in managing, to monitor and inspect, and to maintain the storm sewer system.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <p>The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Assemble all existing maps and plans related to the storm sewer system. Develop a mapping procedure and data base. Implement a mapping procedure and data base. The map will be developed by June 30, 2008.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>Year 1-Assemble existing documents, and develop a mapping procedure and data base for the City of Otsego. Year 2-Implement a mapping procedure and data base. Note: The map will be developed by June 30, 2008. Year 3 through 5-Annually review and update the map. Include a copy of the map in the MS4 annual report.</p> |
| <p>Specific Components and Notes:</p> <p>When the mapping is completed, it will be useful as the City of Otsego implements their inspection processes and maintenance procedures required under Minimum Control Measures:</p> <p>Number 4-Construction Site Stormwater Runoff Control Number 5-Post-Construction Stormwater Management In New Development and Redevelopment, and Number 6-Pollution Prevention/Good Housekeeping.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Ronald Wagner Department: City Engineer Phone: 763-427-5860 E-mail: ronw@haa-inc.com</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3b-1

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| <p>*BMP Title: Regulatory Control Program</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will, to the extent allowable under law, effectively prohibit, through development of an ordinance or other regulatory mechanism, non storm water discharges into the City storm sewer system and implement appropriate enforcement procedures and actions. The City has a draft Watershed Management Plan that will be implemented in 2007. This plan will be reviewed and modified as necessary to address illicit discharge detection and elimination, and enforcement procedures and actions.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Develop and adopt an ordinance to prohibit non storm water discharges into the City of Otsego storm sewer system and implement appropriate enforcement procedures and actions. Review and modify the City draft Water Management Plan as it pertains to illicit discharge detection and elimination, and enforcement procedures and actions. Implement the City Water Management Plan.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>Year 1-Develop and adopt an ordinance to prohibit non storm water discharges into the City of Otsego storm sewer system and implement appropriate enforcement procedures and actions. Review, modify and implement the City of Otsego draft Watershed Management Plan. Year 2 through 5-Annually review the ordinance and plan and revise as necessary.</p> |
| <p>Specific Components and Notes:</p> <p>The City of Otsego will develop and adopt an ordinance to prohibit non storm water discharges into the City of Otsego storm sewer system and implement appropriate enforcement procedures and actions. They will also review, modify and implement the City of Otsego draft Watershed Management Plan.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Ronald Wagner/Tim Rochel Department: City Engineer/Building Department Phone: 763-427-5860 and 763-441-4414 E-mail: ronw@haa-inc.com and tim@ci.otsego.mn.us</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3c-1

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| <p>*BMP Title: Illicit Discharge Detection and Elimination Plan</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will develop, implement, and enforce a program to detect and address non storm water discharges, including illegal dumping, to their storm water systems. The program will identify the corrective actions needed to properly address illicit discharges as they are detected. When an illicit discharge is detected, a record of the corrective action will be recorded and the records will be maintained with the plan.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Create procedure and record keeping methods for detecting and addressing non storm water discharges to the storm water system. Develop an illicit discharge detection and elimination program. Implement the illicit discharge detection and elimination program. This program will be developed after completion of the storm sewer system map.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>Year 1- Create procedure and record keeping methods for detecting and addressing non storm water discharges to the storm water system. Develop an illicit discharge detection and elimination program. Year 2 through 5-Begin the process of developing a long term budget and program for illicit discharge detection and elimination. Implement the program. Record illicit discharge events and the corrective action. Include the information in the MS4 annual report. Note: The illicit discharge detection and elimination program will be developed after completion of the storm sewer system map.</p> |
| <p>Specific Components and Notes:</p> <p>The City of Otsego will communicate with other governing agencies, prior to development of this plan, to agree on the specific components required.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Ronald Wagner/Tim Rochel Department: City Engineer/Building Department Phone: 763-427-5860 and 763-441-4414 E-mail: ronw@haa-inc.com and tim@ci.otsego.mn.us</p> |

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BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3d-1

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| <p>*BMP Title: Public and Employee Illicit Discharge Information Program</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will develop a program to inform employees, businesses, and the general public of the hazards associated with illegal discharges and improper disposal of waste. The program will include the preparation of publications and handouts for general distribution. As applicable, the City will coordinate with other governmental agencies to obtain existing publications and handouts regarding illicit discharges. Target audiences will be determined for each publication/handout.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Review the current program in regard to providing information associated with informing employees, businesses, and the general public of the hazards associated with illegal discharges and improper disposal of waste. Research and assemble available publications and handouts from governmental agencies. Develop specific City of Otsego publications and handouts for target audiences and general distribution. Develop articles and information and post them on the City web site and include them in the City Newsletter. Develop and implement illicit discharge information program. Keep a record of information provided.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>Year 1-Establish a preliminary budget and funding mechanism and review the current program. Research and assemble available publications and handouts from governmental agencies. Develop specific City publications and handouts for target audiences and general distribution. Year 2 through 5-Implement the employee, business, and general public illicit discharge information program. Annually develop specific publications, handouts, articles and information to update City web site and Newsletter.</p> |
| <p>Specific Components and Notes:</p> <p>The program will address both illegal discharges and improper disposal of waste. The City will designate a specific area for the publications and handouts to be displayed for distribution.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Judy Hudson Department: City Clerk Phone: 763-441-4414 E-mail: judy@ci.otsego.mn.us</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3e-1

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| <p>*BMP Title: Identification of Non Stormwater Discharges and Flows</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will identify if they have any non storm water discharges and flows. This will be completed as part of the City of Otsego BMP Establishment of Procedures for Site Inspections and Enforcement (Unique BMP Identification Number 4f-1). If any are identified, they will be addressed in BMPs Regulatory Control Program and Illicit Discharge Detection and Elimination Program (Unique BMP Identification Numbers 3b-1 and 3c-1). Example categories, but not all inclusive, are provided in the specific components and notes (below). These non storm water discharges or flows will be addressed only if the City of Otsego identifies them as significant contributors of pollutants to their MS4.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Identify if the City of Otsego has any non storm water discharges and flows that are significant contributors of pollutants to their MS4. Address any identified discharges and flows in the regulatory control program and illicit discharge detection and elimination programs.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>Year 1-Identify, through inspection, if the City has any non storm water discharges and flows and establish a preliminary budget and funding mechanism. Keep records of how the discharges and flows are identified (Unique BMP Identification Number 4f-1) and include a summary in the MS4 annual report. Year 2 through 5-Address, through reduction and elimination, any identified discharges and flows in the above referenced measurable goals (Unique BMP Identification Numbers 3b-1 and 3c-1). Keep records of how the discharges and flows are addressed and include a summary in the MS4 annual report.</p> |
| <p>Specific Components and Notes:</p> <p>Non storm water discharges and flow categories include as follows: water line flushing, irrigation, landscaping and lawn watering, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, discharges from potable water sources, uncontaminated pumped ground water, foundation drains, springs, footing drains, air conditioning condensation, water from crawl space pumps, residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharge, street wash water, discharges/flows from fire fighting activities.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Ronald Wagner Department: City Engineer Phone: 763-427-5860 E-mail: ronw@haa-inc.com</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4a-1

***BMP Title:** Ordinance or Other Regulatory Mechanism

***BMP Description:**

The City of Otsego will develop, adopt and enforce an ordinance or other regulatory mechanism to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under law. The City will develop a program to define and address the required erosion and sediment controls to reduce pollutants in stormwater runoff from construction activities that result in land disturbance of greater than or equal to one acre. Controls on storm water discharges from construction activity disturbing less than one acre will also be included in the program, if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more.

The City currently follows their April 2005 Engineering Manual (Appendix C Policy on Stormwater Drainage Submittal Requirements for Developers) to ensure that the City will receive the best possible protection of its resources, which could be adversely affected by inadequate stormwater management planning. In addition, the City has a February 1995 Stormwater Drainage Report that is an aid in review of development applications and serves as the framework under which existing drainage problems can be evaluated. The Engineering Manual and the Stormwater Drainage Report controls and addresses construction site runoff and erosion control issues.

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

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

***Measurable Goals:**

Develop, adopt, and enforce an ordinance to address construction site stormwater runoff control that includes the following:

- Requirement for Site Plan submittal by site operators to the MS4 which includes erosion and sediment control BMP's
- Site plan review and approval by MS4 prior to construction activity.
- Requirements and design standards for temporary erosion and sediment controls during construction activities.
- Requirement for record keeping of rainfall amounts and inspection by site operators.
- Regular inspections by site operators.
- Requirements and criteria for dewatering and basin draining.
- Requirements and criteria for BMP maintenance.
- Requirements concerning waste controls for hazardous waste.
- Requirements concerning waste controls for solid waste.
- Requirements and design standards for permanent erosion and sediment controls following the completion of construction activities, and
- Permanent stormwater management system review and approval by the MS4.

The ordinance will outline sanctions to ensure compliance which include an enforcement component. Compliance tools could potentially include, but are not limited to the following: (1) Verbal warnings, (2) Written warnings, (3) Stop-work orders, (4) Fines, (5) Forfeit of security bond money, and/or withholding of Certificate of Occupancy. Review and revise, as necessary, the City's Engineering Manual to further address construction site stormwater runoff control requirements.

Review and revise the Stormwater Drainage Report, as necessary.

***Timeline/Implementation Schedule:**

Within six months after extension of coverage under this permit, the City of Otsego will develop, adopt, and enforce an ordinance and program to reduce pollutants in any storm water runoff to their MS4 from construction activities within their jurisdiction that result in a land disturbance of greater than or equal to one acre.

The City's Engineering Manual is currently in place.

The Stormwater Drainage Report is reviewed periodically and any new development has a stormwater drainage report required to be submitted to the City of Otsego for review.

Specific Components and Notes:

The City of Otsego will develop, adopt, and enforce an ordinance, review and revise the Engineering Manual, and review the Stormwater Drainage Report.

***Responsible Party for this BMP:**

Name: Ronald Wagner/Andy MacArthur

Department: City Engineer/City Attorney

Phone: 763-427-5860 and 763-497-1930

E-mail: ronw@haa-inc.com and amacarthur@earthlink.net

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4b-1

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| <p>*BMP Title: Construction Site Implementation of Erosion and Sediment Control BMPs</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will establish and implement requirements for construction site operators to implement appropriate erosion and sediment control Best Management Practices (BMPs). The City currently follows their April 2005 Engineering Manual which specifically has eight standard plates addressing stormwater runoff control and Appendix C Policy on Stormwater Drainage Submittal Requirements for Developers. The policy incorporates by reference, Protecting Water Quality in Urban Areas (Best Management Practices for Minnesota) prepared by the Minnesota Pollution Control Agency, Division of Water Quality, latest addition.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Review and revise, as necessary, the City's Engineering Manual to address BMPs for erosion and sediment control.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>The City of Otsego Engineering Manual is in place. Year 1-Review the Engineering Manual and add BMPs the City justifies. Year 2 through 5-Annually review manual. Revise as necessary. Year 2 through 5-Annually have the City Engineer inform the contractors and developers about implementing appropriate erosion and sediment control BMPs.</p> |
| <p>Specific Components and Notes:</p> <p>The City Engineer has prepared detailed, specific BMP standards which define what the City considers as a level of expectation for performance from construction activity with regard to storm water runoff.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Ronald Wagner/Tim Rochel Department: City Engineer/Building Department Phone: 763-427-5860 and 763-441-4414 E-mail: ronw@haa-inc.com and tim@ci.otsego.mn.us</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4c-1

***BMP Title:** Waste Controls for Construction Site Operators

***BMP Description:**

The City of Otsego will establish and implement requirements for construction site operators to control waste, such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality. The City currently follows their April 2005 Engineering Manual (Appendix C Policy on Stormwater Drainage Submittal Requirements for Developers). The Engineering Manual requires the Developer to prepare and submit a Stormwater Pollution Prevention Plan (SWPPP) to the City Engineer. The plan also requires the Developer to follow all instructions it receives from the City concerning the cleaning and maintenance of the storm sewer system, and that the developer shall be responsible for cleaning all streets in the subdivision and adjacent to the subdivision from sediment and debris.

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

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

***Measurable Goals:**

Review and revise, as necessary, the City's Engineering Manual to address requirements for construction site operators to control waste.

***Timeline/Implementation Schedule:**

The City of Otsego Engineering Manual is in place.

Year 1-Review the Engineering Manual and add requirements for construction site operators to control waste.

Year 2 through 5-Annually review manual. Revise as necessary.

Year 2 through 5-Annually have the City Engineer inform the contractors and developers about the requirements to control waste.

Specific Components and Notes:

The City Engineer coordinates observation of construction site management practices. This includes educating contractors and developers on acceptable practices and the requirements to control waste.

***Responsible Party for this BMP:**

Name: Ronald Wagner

Department: City Engineer

Phone: 763-427-5860

E-mail: ronw@haa-inc.com

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

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| <p>*BMP Title: Procedure for Site Plan Review</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will establish and implement procedures for site plan review which incorporates consideration of potential water quality impacts. The City currently follows their April 2005 Engineering Manual (Appendix C Policy on Stormwater Drainage Submittal Requirements for Developers) which have specific criteria regarding site storm water conveyance, storage and treatment basins design requirements. The City Engineer reviews the projects for water quality impacts. In addition, if a development will discharge to wetlands or other waters, or if the project affects historic or archeological sites, or threatened or endangered species, the City will coordinate with the appropriate governmental agencies to make sure the project is also within their requirements.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Review and revise, as necessary, the City's Engineering Manual to address additional procedures for site plan review which incorporate consideration of potential water quality impacts. This will encompass all private and public permitted projects.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>The City of Otsego Engineering Manual is in place. Year1-Review the Engineering Manual and add additional procedures for site plan review which incorporate consideration of potential water quality impacts. Year 2 through 5-Annually review manual. Revise as necessary.</p> |
| <p>Specific Components and Notes:</p> <p>The City Engineer will work with the other governmental agencies to inform developers and their consultants on City of Otsego site plan review procedures which incorporate consideration of potential water quality impacts.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Ronald Wagner/Dan Licht Department: City Engineer/City Planner Phone: 763-427-5860 and 763-441-4414 E-mail: ronw@haa-inc.com and dlicht@nacplanning.com</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4e-1

***BMP Title:** Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance

***BMP Description:**

The City of Otsego will establish and implement procedures for receipt and consideration of reports of stormwater noncompliance or other information on construction related issues submitted by the public. The City Engineer and City staff currently handle complaints and issues related to the general public. The procedures will be noticed in the City Newsletter and on the web site, and will include a telephone number. Residents of the City will be able to call to report illicit discharges, report construction site erosion or sedimentation concerns and provide comments.

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

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

***Measurable Goals:**

Review current procedures for reporting noncompliance.

Determine improvements needed to address reports of noncompliance and prepare a procedure outline and a logging and tracking form. Make this information available to the residents.

Monitor how the complaints are followed up, and what corrective actions were necessary.

Determine how well the City staff is communicating and how effective they are in enforcing and addressing the residents concerns.

***Timeline/Implementation Schedule:**

Year 1-Review current procedures for receipt and consideration of reports of noncompliance.

Year 2-Determine improvements needed to current procedures and prepare a procedure outline and procedure logging and tracking form. Notice the procedures, forms, and telephone number in the City Newsletter and on the web site, so the residents understand what information will be requested when a noncompliance is documented.

Year 3 through 5-Use the procedures and forms to document and address reports of noncompliance. Track number of complaints. Annually, report to the City Council the number of complaints and how they were addressed.

Specific Components and Notes:

The City of Otsego will develop and implement a procedure to document reports of noncompliance. In addition, procedures will be developed to outline the process for City staff to follow when responding to reports of noncompliance.

***Responsible Party for this BMP:**

Name: Ronald Wagner

Department: City Engineer

Phone: 763-427-5860

E-mail: ronw@haa-inc.com

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1

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| <p>*BMP Title: Establishment of Procedures for Site Inspections and Enforcement</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will establish and implement procedures for site inspection and enforcement of control measures. The procedures will include a record keeping program which will address the following: 1. permit requirements, 2. types of components, 3. intended function of each type of component, and 4. inspection goals for type of component. The inspection goals are as follows: 1. determine and record whether a component is in good working condition and able to perform its intended function, 2. determine and record whether a component itself is a source of pollution, and 3. detect and eliminate illicit discharge.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Update the existing procedure and record keeping methods for site inspections and enforcement. Count the structural pollution control devices, outfalls, basins, ponds, other sources of stormwater contamination, illicit discharges, and construction activity. Inspect and address all sites. Maintain records of inspection results, repairs, maintenance, and/or replacement of control measures.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>Year 1-Compare the existing procedure and record keeping methods with the MPCA Minnesota's Municipal Separate Storm Sewer System (MS4) Storm-water Permit Inspection and Record Keeping "Inspection Requirements and Guidance". Revise as necessary. Year 2-Implement the revised site inspection and enforcement procedures, and establish a preliminary budget and funding mechanism. Include the information collected in the MS4 annual report. Year 3 through 5-Continue inspection and record keeping and include the information in the MS4 annual report.</p> |
| <p>Specific Components and Notes:</p> <p>It is important that the City of Otsego person in the field conducting the inspection knows the intended function of the component. When attempting to detect illicit discharge, dry weather flows or the presence of non stormwater related liquids, stains, odors and other abnormal conditions are indicators to be looking for.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Ronald Wagner/Tim Rochel Department: City Engineer/Building Department Phone: 763-427-5860 and 763-441-4414 E-mail: ronw@haa-inc.com and tim@ci.otsego.mn.us</p> |

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BMP Summary Sheet

MS4 Name: City of Otsego

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

Unique BMP Identification Number: 5a-1

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| <p>*BMP Title: Development and Implementation of Structural and/or Non-structural BMPs</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will develop, implement and enforce strategies which include a combination of structural and/or non structural best management practices (BMPs) appropriate for their community. These strategies will include established design and construction requirements for post construction runoff controls. The BMPs will guide the City towards effective post construction storm water management.</p> <p>Specifically, the City will develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects within their jurisdiction that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale that discharge into their MS4 by June 30, 2008, unless another date is established by the Commissioner.</p> <p>The City currently follows their April 2005 Engineering Manual.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Review and revise, as necessary, the City's Engineering Manual to address appropriate structural and non structural BMPs for post construction of new developments and redevelopment.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>The City of Otsego Engineering Manual is in place. Year 1-Review the Engineering Manual and add BMPs the City justifies. Year 2 through 5-Annually review manual. Revise as necessary. Year 2 through 5-Annually evaluate requirements and recommended BMPs for post construction storm water management with innovative industry trends and make appropriate changes.</p> |
| <p>Specific Components and Notes:</p> <p>The BMPs are intended to reduce, to the most practicable extent, the effect or impacts of storm water runoff within the City and to provide for the protection of natural and artificial water storage and retention areas and public waters. The City requirements and BMPs will be reviewed to determine if adequate for NPDES requirements.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Ronald Wagner Department: City Engineer Phone: 763-427-5860 E-mail: ronw@haa-inc.com</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

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

Unique BMP Identification Number: 5b-1

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

***BMP Description:**

The City of Otsego will establish an ordinance or some other regulatory mechanism to address post construction runoff from new development and redevelopment projects, to the extent allowable under law. The purpose is to meet the goal of minimizing impacts to surrounding water resources.

The City currently follows their April 2005 Engineering Manual to ensure that the City will receive the best possible protection of its resources. Following the Engineering Manual addresses post construction site runoff from new developments and redevelopment, and ensures that controls are in place that will prevent or reduce water quality impacts.

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

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

***Measurable Goals:**

Develop and adopt an ordinance to address post construction runoff from new development and redevelopment. Review and revise, as necessary, the City's Engineering Manual to further address post construction runoff from new development and redevelopment.

***Timeline/Implementation Schedule:**

By June 30, 2008, or on another date established by the Commissioner, the City of Otsego will develop, adopt, and enforce an ordinance and program to address post construction runoff from new development and redevelopment.

The City's Engineering Manual is currently in place.

The ordinance and Engineering Manual will be reviewed and revised annually.

Specific Components and Notes:

The City of Otsego will develop and adopt an ordinance, and review and revise the Engineering Manual. The ordinance will clarify the performance standards, for conservation practices and planning activities, to minimize the potential for excessive storm water runoff in order to prevent degradation of water and soil resources.

***Responsible Party for this BMP:**

Name: Ronald Wagner

Department: City Engineer

Phone: 763-427-5860

E-mail: ronw@haa-inc.com

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

BMP Summary Sheet

MS4 Name: City of Otsego

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

Unique BMP Identification Number: 5c-1

***BMP Title:** Long-term Operation and Maintenance of BMPs

***BMP Description:**

The City of Otsego will ensure adequate long-term operation and maintenance of the best management practices (BMPs) that are installed as a result of these requirements. All post construction storm water measures will be inspected by qualified personnel and maintained on a regular basis. The City of Otsego will quantify, and incorporate all City owned BMPs into a regular inspection and repair program. (Refer to Unique BMP Identification Number 4f-1)

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

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

***Measurable Goals:**

Update the existing procedure and record keeping methods for site inspections and maintenance of BMPs.
Prepare a document detailing the location and description of all BMPs.
Inspect and address all BMPs.
Maintain records of inspection results, repairs, maintenance, and/or replacement of BMPs.

***Timeline/Implementation Schedule:**

Year 1-Compare the existing procedure and record keeping methods with the applicable sections of the MPCA Minnesota's Municipal Separate Storm Sewer System (MS4) Storm-water Permit Inspection and Record Keeping. Revise as necessary.
Year 2 -Prepare BMP location and description document. Implement the inspection and repair program, and establish a preliminary budget and funding mechanism. Include the information collected in the MS4 annual report.
Year 3 through 5-Continue inspection and repair program, and include the information in the MS4 annual report.

Specific Components and Notes:

The City of Otsego currently inspects the quality and functionality of constructed BMPs before acceptance. It is important that the City person in the field conducting the inspection and maintenance knows the intended function of the BMP.

***Responsible Party for this BMP:**

Name: Brad Belair

Department: City Maintenance

Phone: 763-441-4414

E-mail: cityhall@ci.otsego.mn.us

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

***BMP Title:** Municipal Operations and Maintenance Program

***BMP Description:**

The City of Otsego will adopt a comprehensive operation and maintenance program that includes a training component (see specific components and notes below) and has the ultimate goal of preventing or reducing pollutant runoff from MS4 operations. The program will manage municipal operations and maintenance activities, materials, and equipment. The major operations consist of grading, snowplowing, road salt storage and handling, and street repairs. The program will have an emphasis on the issues and operations which could potentially have an impact on storm water discharges.

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

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

***Measurable Goals:**

The City will review and revise their current program that maintains all operation and maintenance activities. The revised program will identify training initiatives based on City authority needs. Implement the program.

***Timeline/Implementation Schedule:**

Year 1-Review and revise the current program that maintains all operation and maintenance activities. Identify training needs. Wherever possible, partner with outside entities.

Year 2-Implement the program, and establish a preliminary budget and funding mechanism. Include the information collected in the MS4 annual report.

Year 3 through 5-Continue the program and include the information in the MS4 annual report.

Specific Components and Notes:

The training component will be for City employees and contracted service providers, and will include training to prevent and reduce storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance. Training materials that are available from the USEPA, state and regional agencies, or other organizations will be used as appropriate or modified for the community.

***Responsible Party for this BMP:**

Name: Brad Belair

Department: City Maintenance

Phone: 763-441-4414

E-mail: cityhall@ci.otsego.mn.us

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

***BMP Title:** Street Sweeping

***BMP Description:**

The City of Otsego will develop a street sweeping program. The City intends to sweep the streets at least once a year, in the spring. Street sweeping will be done as weather permits. Street sweeping will reduce the pollutant loads and reduce the amount of sediment delivered to water bodies.

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

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

***Measurable Goals:**

Research available street sweeping equipment availability and associated costs.
Develop and implement a street sweeping program.
Evaluate and revise the program, as warranted.

***Timeline/Implementation Schedule:**

Year 1 -Establish a budget for street sweeping.
Year 2 -Develop street sweeping program.
Year 3 -Implement street sweeping program.
Year 4 and 5-Evaluate and revise the street sweeping program as necessary.

Specific Components and Notes:

Additional street sweeping will be required on newly constructed streets where development occurs. They will include spot sweeping targeted areas.

***Responsible Party for this BMP:**

Name: Brad Belair

Department: City Maintenance

Phone: 763-441-4414

E-mail: cityhall@ci.otsego.mn.us

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-2

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

***BMP Description:**

The City of Otsego will inspect annually all structural pollution control devices, such as trap manholes, grit chambers, sumps, floatable skimmers and traps, separators, and other small settling or filtering devices. The goal is to operate and maintain the City of Otsego storm water system in a manner so as to reduce the discharge of pollutants to the maximum extent possible. The inspections will generally follow Unique BMP Identification Number 4f-1. The inspections will be documented and will include a detailed location and description of each device. All repairs, replacement and maintenance activities will be logged. Areas of omission will be determined during the inspection process.

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

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

***Measurable Goals:**

Update the existing procedure and recordkeeping methods for inspection of structural pollution control devices.
Count the structural pollution control devices.
Inspect and address all structural pollution control devices.
Prepare a document detailing the location and description of all devices.
Maintain record of inspection results, repairs/maintenance, and replacement of structural pollution control devices.

***Timeline/Implementation Schedule:**

Year 1-Assemble all available information regarding structural pollution control devices. Compare the existing procedure and record keeping methods for inspection of these devices with the MPCA Minnesota's Municipal Separate Storm Sewer System (MS4) Storm-water Permit Inspection and Record Keeping "Inspection Requirements and Guidance". Revise as necessary. Prepare device location and description documents.
Year 2 through 5-Begin process of developing a long term budget and maintenance plan for City devices inspection. Implement the revised procedures and methods for inspection of structural pollution control devices. Record device location and description documents and logs. Include the information in the MS4 annual report.

Specific Components and Notes:

The City of Otsego currently inspects the quality and functionality of newly constructed structural pollution control devices before acceptance.

***Responsible Party for this BMP:**

Name: Brad Belair

Department: City Maintenance

Phone: 763-441-4414

E-mail: cityhall@ci.otsego.mn.us

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-3

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

***BMP Description:**

The City of Otsego will inspect, at minimum, 20 percent of their MS4 outfalls, sediment basins and ponds each year on a rotating basis, during the effective period of this permit. The goal is to operate and maintain the City of Otsego storm water system in a manner so as to reduce the discharge of pollutants to the maximum extent possible. The inspections will generally follow Unique BMP Identification Number 4g-1. The inspections will be documented and will include a detailed location and description of the MS4 outfalls, sediment basins and ponds. All repairs, replacement and maintenance activities will be logged. Areas of omission will be determined during the inspection process.

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

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

***Measurable Goals:**

Update the existing procedure and record keeping methods for inspection of outfalls, sediment basins and ponds.

Count the MS4 outfalls, sediment basins and ponds.

Inspect and address the MS4 outfalls, sediment basins and ponds, at minimum, 20 percent per year.

Prepare a document detailing the location and description of MS4 outfalls, sediment basins and ponds.

Maintain record of inspection results, repairs/maintenance, and replacement of outfalls, sediment basins and ponds.

***Timeline/Implementation Schedule:**

Year 1-Assemble all available information regarding outfalls, sediment basins and ponds. Compare the existing procedure and record keeping methods for inspection of MS4 outfalls, sediment basins and ponds with the MPCA Minnesota's Municipal Separate Storm Sewer System (MS4) Storm-water Permit Inspection and Record Keeping "Inspection Requirements and Guidance". Revise as necessary. Prepare location and description documents.

Year 1 through 5-Begin process of developing a long term budget and maintenance plan for outfalls, basins and ponds inspection. Implement the revised procedures and methods for inspection of outfalls, sediment basins and ponds. Record location and description documents and logs. Include the information in the MS4 annual report.

Specific Components and Notes:

The City of Otsego currently inspects the quality and functionality of newly constructed MS4 outfalls, sediment basins and ponds before acceptance.

***Responsible Party for this BMP:**

Name: Brad Belair

Department: City Maintenance

Phone: 763-441-4414

E-mail: cityhall@ci.otsego.mn.us

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-4

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| <p>*BMP Title: Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will inspect on an annual basis all exposed stockpiles, storage and material handling areas to insure perimeter controls are in place and to prevent the offsite migration of material. These areas will also be inspected to determine if there is a need for secondary containment or if the materials are leaching into the ground. The goal is to operate and maintain the City of Otsego storm water system in a manner so as to reduce the discharge of pollutants to the maximum extent possible. The inspections will generally follow Unique BMP Identification Number 4f-1. The inspections will be documented and will include a detailed location and description of each exposed stockpile, storage and material handling area. All repairs, replacement and maintenance activities will be logged. Areas of omission will be determined during the inspection process.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Update the procedure and record keeping methods for inspection of stockpiles, storage and material handling areas. Count the exposed stockpiles, storage and material handling areas. Inspect and address all exposed stockpiles, storage and material handling areas. Prepare a document detailing the location and description of all stockpiles, storage and material handling areas. Maintain records of inspection results, repairs/maintenance, and replacement of these areas.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>Year 1 -Assemble all available information regarding exposed stockpiles, storage and material handling areas. Compare the existing procedure and record keeping methods for inspection of these areas with the MPCA Minnesota's Municipal Separate Storm Sewer System (MS4) Storm-water Permit Inspection and Record Keeping "Inspection Requirements and Guidance". Revise as necessary. Prepare location and description document. Year 2 through 5-Begin process of developing a long term budget and maintenance plan for the identified areas. Implement additional BMPs, as warranted, and the revised procedures and methods for inspection of these areas. Record area locations and description documents and logs. Include the information in the MS4 annual report.</p> |
| <p>Specific Components and Notes:</p> <p>The areas will also be evaluated as to their risk of discharging pollutants to surface waters. Locations will be changed, if necessary.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Brad Belair/Ronald Wagner Department: City Maintenance/City Engineer Phone: 763-441-4414 and 763-427-5860 E-mail: cityhall@ci.otsego.mn.us and ronw@haa-inc.com</p> |

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BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-5

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

***BMP Description:**

Based on inspection results, the City of Otsego will follow-up to determine whether repair, replacement, or maintenance measures are necessary for proper operation and to prevent environmental impacts, such as erosion, to their outfalls, structural pollution control devices, sediment basins and ponds, exposed stockpiles, storage and materials handling areas. The necessary measures shall be completed as soon as possible, usually during the same year as the inspection. When this is not practicable, the reasons and a schedule for completion will be submitted in the MS4 annual report. The goal is to operate and maintain the City of Otsego storm water system in a manner so as to reduce the discharge of pollutants to the maximum extent possible. The follow-up inspections will be documented. All repairs, replacement and maintenance activities will be logged.

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

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

***Measurable Goals:**

Update the existing follow-up procedure and follow-up record keeping methods for inspections.
Develop standard procedures for determining when corrective measures are warranted.
Conduct follow-up inspections and complete necessary repair, replacement, or maintenance measures as soon as possible.
Prepare a document detailing the location and description of all repair, replacement, or maintenance measures.
Maintain records of inspection follow-up results, repair, maintenance, and replacement determinations.

***Timeline/Implementation Schedule:**

Year 1-Provide training to aid in inspection implementation and for determining when corrective measures are warranted. Revise the existing follow-up procedure, as necessary. Develop follow-up record keeping procedure.
Year 2-Begin process of developing a long term budget and maintenance plan for follow-up inspections.
Year 2 through 5-Implement the revised follow-up procedures and inspection record keeping procedures. Record follow-up documents and logs. Include the information in the MS4 annual report.

Specific Components and Notes:

A cumulative log of corrective measures will provide the City with a record of BMPs that work, and those that need to be further addressed so that the frequency of follow-up corrective measures will be reduced.

***Responsible Party for this BMP:**

Name: Brad Belair/Ronald Wagner

Department: City Maintenance/City Engineer

Phone: 763-441-4414 and 763-427-5860

E-mail: cityhall@ci.otsego.mn.us and ronw@haa-inc.com

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

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| <p>*BMP Title: Record Reporting and Retention of All Inspections and Responses to the Inspections</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will summarize the results of all inspections in the MS4 annual report. The City will also keep records on the dates of inspection and responses to the inspections, including the date of completion of repairs and major additional protection measures. The records will be on standardized forms and from developed procedures which will allow it to address the following: 1. permit requirements, 2. types of components, 3. intended function of each type of component, and 4. inspection goals for each type of component. The results will be evaluated for program compliance, the appropriateness of the identified best management practices (BMPs), and progress towards achieving the identified measurable goals. The City will keep all records required by the NPDES permit for a period of at least three years beyond the term of the permit. The City records, including the Storm Water Pollution Prevention Program (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.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Develop a record keeping procedure and data base. Determine a reasonable charge for requested copies. Implement a record keeping procedure and data base.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>Year 1-Develop a record keeping and reporting procedure and data base. Begin process for developing a long term budget for record keeping and reporting. Year 2 through 5-Implement a record keeping and reporting procedure and data base. Include a summary of the results in the MS4 annual report.</p> |
| <p>Specific Components and Notes:</p> <p>The applications, annual reports, SWPPP, and other submittals required by this permit will be submitted to: Storm Water Management Unit/Storm Water Section Municipal Division Minnesota Pollution Control Agency 520 Lafayette Road North St. Paul, MN 55155-4194</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Brad Belair/Ronald Wagner Department: City Maintenance/City Engineer Phone: 763-441-4414 and 763-427-5860 E-mail: cityhall@ci.otsego.mn.us and ronw@haa-inc.com</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

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| <p>*BMP Title: Evaluation of Inspection Frequency</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will keep records of inspection results, including as appropriate, the date, antecedent weather conditions, sediment storage and capacity remaining, and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections will be adjusted. If maintenance or sediment removal is required as a result of each of the first two annual inspections, the frequency of inspection will be increased to at least two times annually, or more frequently as needed to prevent carry-over or washout of pollutants from the structures and maximize pollutant removal. If maintenance or sediment removal is not required as a result of both of the first two annual inspections, the frequency may be reduced to once every two years.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this BMP Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p> |
| <p>*Measurable Goals:</p> <p>Update the existing record keeping methods to include as appropriate, the date, antecedent weather conditions, sediment storage and capacity remaining, and any maintenance performed or recommended. Implement inspection frequencies and after two years of inspections, determine patterns of maintenance. Adjust the frequency of inspections. Maintain record of inspection results, repairs, maintenance, and replacement of components.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>Year 1-Assemble all existing record keeping methods and information regarding components to be inspected. Begin process of developing a long term budget and record keeping plan. Begin inspection at the recommended frequencies. Annually review the budget and progress with the City Council. Adjust as necessary. Year 2 through 5-Continue the inspection at the recommended frequencies. Annually, after two years of inspections, determine patterns of maintenance. Adjust the frequency of inspections, as warranted. Record inspection documents and logs. Include the information in the MS4 annual report.</p> |
| <p>Specific Components and Notes:</p> <p>An inspection data base will provide timelines and a detailed source for defining the scope of inspections.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Brad Belair/Ronald Wagner Department: City Maintenance/City Engineer Phone: 763-441-4414 and 763-427-5860 E-mail: cityhall@ci.otsego.mn.us and ronw@haa-inc.com</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 7-ADDITIONAL BMPs

Unique BMP Identification Number: 7a-1

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| <p>*BMP Title: Source Water Protection</p> |
| <p>*BMP Description:</p> <p>The City of Otsego will evaluate drinking water sources when considering stormwater infiltration projects. The following steps will be taken:</p> <ul style="list-style-type: none">- The City will determine if any part of the proposed infiltration site is within a vulnerable wellhead protection area or drinking water supply management area as defined by Minnesota Rules (4720.5100-5590), what aquifer is used by drinking water supply wells, where the aquifer is vulnerable to contamination from land-disturbing activities, what are the existing and/or proposed land uses in the area, what are the contaminants of concern in the stormwater.- The City will follow the Minnesota Department of Health's (MDOH) guidance on evaluating stormwater infiltration projects in vulnerable wellhead protection areas to determine if infiltration practices are appropriate in the proposed area. <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> |
| <p>*Measurable Goals:</p> <p>Develop a map identifying potentially vulnerable wellhead protection areas or drinking water sources. Keep records of the evaluation process and conclusions for proposed infiltration projects in vulnerable areas.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>Year 1 - Develop map identifying vulnerable drinking water sources. Review annually to update map with any changes. Year 1 through 5 - Review MDOH guidance for changes prior to each project in areas of vulnerable drinking water sources.</p> |
| <p>Specific Components and Notes:</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Ronald Wagner Department: City Engineer Phone: 763-427-5860 E-mail: ronw@haa-inc.com</p> |

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 7-ADDITIONAL BMPs

Unique BMP Identification Number: 7a-2

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

***BMP Description:**

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

1. Extension of MS4 Permit coverage upon approval of the City's submittal materials and Application by the MPCA Commissioner.
2. Release of a new 303(d) list of Impaired Waters by the MPCA that is approved by the USEPA.

In **Step 1**, the City will review the Impaired Waters List to determine whether there are any impaired waters located within five miles of the City's boundaries that receive discharge from the City's MS4. Such waters will be identified as impaired waters of concern. The City will depend on the 303 (d) list of Impaired Waters to make this determination. Where the information in the list is insufficient, the City will contact the MPCA for further clarification.

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

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

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

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

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

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

***Measurable Goals:**

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

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

Step 3: Completion of the impaired waters evaluation.

Step 4: Completion of the impaired waters report.

Step 5: Changes to the City's SWPPP.

***Timeline/Implementation Schedule:**

Step 1: Within 6 months of a trigger event.

Step 2: Within 6 months of a trigger event.

Step 3: Within 9 months of a trigger event.

Step 4: Within 12 months of a trigger event.

Step 5: With 18 months of a trigger event.

Specific Components and Notes:

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

***Responsible Party for this BMP:**

Name: Ronald Wagner

Department: City Engineer

Phone: 763-427-5860

E-mail: ronw@haa-inc.com

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

BMP Summary Sheet

MS4 Name: City of Otsego

Minimum Control Measure: 7-ADDITIONAL BMPs

Unique BMP Identification Number: 7a-3

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| <p>*BMP Title: Response to TMDL Waste Load Allocation</p> |
| <p>*BMP Description:</p> <p>If a USEPA-approved TMDL is developed and the MPCA determines that the City is within the drainage area of the impaired water and covered by the TMDL Waste Load Allocation, the City will review the adequacy of the SWPPP to determine whether it meets the TMDL Waste Load Allocation. If the City determines that the SWPPP does not meet the applicable requirements, schedules and objectives of the TMDL, the City will make appropriate modifications to the SWPPP.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> |
| <p>*Measurable Goals:</p> <p>Appropriate modifications to the SWPPP.</p> |
| <p>*Timeline/Implementation Schedule:</p> <p>Within 18 months after the TMDL Waste Load Allocation is approved by USEPA and the MPCA determines that the City is within the drainage area of the impaired water and covered by the TMDL Waste Load Allocation.</p> |
| <p>Specific Components and Notes:</p> <p>The City will rely on information made available by the MPCA regarding the location, drainage areas, and Waste Load Allocations for TMDLs and impaired waters.</p> |
| <p>*Responsible Party for this BMP:</p> <p>Name: Ronald Wagner Department: City Engineer Phone: 763-427-5860 E-mail: ronw@haa-inc.com</p> |

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

VIII. RECORD RETENTION

The City of Otsego shall retain copies of the permit application and the Storm Water Pollution Prevention Program for a period of at least three years after the expiration of this permit. The City of Otsego shall also retain all data and information used to complete the application, and any information developed as a requirement of the permit or as requested by the Commissioner for a period of three years after expiration of this permit. The above records will therefore be retained until at least **May 31, 2014**.

Records of inspection results shall also be retained. Inspection reports shall include the date of the inspection, weather conditions, sediment storage and capacity remaining and any maintenance that has been performed or is recommended. After two years of inspections, the frequency of the inspections may be adjusted to more or less frequent if patterns of maintenance become apparent. (See BMP Summary Sheets for BMP No. 6b-1 thru 6b-7)

IX. MODIFICATIONS TO THE STORM WATER POLLUTION PREVENTION PROGRAM (SWPPP)

Modifications to the SWPPP, other than as mentioned below, must be approved by the Commissioner. All requests must be made in writing, setting forth schedules for compliance. Requests shall discuss alternative program modifications, assure compliance with requirements of the permit and meet other requirements of the permit and applicable laws.

Modifications may be completed without prior approval by the Commissioner if BMP's are added, and not subtracted, to the Storm Water Pollution Prevention Program. Modifications may also be made without prior approval by the Commissioner if a less effective BMP is replaced with a more effective BMP. The Commissioner must be notified of any modifications in the Annual Report.

X. PUBLIC AVAILABILITY AND INPUT

This Stormwater Pollution Prevention Program will be made available to the public for viewing at the Otsego City Hall, during regular business hours, located at 8899 Nashua Avenue NE, Otsego, MN 55330. This Storm Water Pollution Prevention Program will also be made available for distribution at the Otsego City Hall, for a copying fee as set by the City of Otsego.

Public Input will be solicited as outlined in the BMP Summary Sheet for Unique BMP Identification Numbers 2b-1, 2b-2, and 2b-3.

XI. ANNUAL REPORTING

The City of Otsego will submit an annual report to the Minnesota Pollution Control Agency (MPCA) by June 30 of each year, beginning in **2008**. The annual report will summarize:

1. The status of compliance with permit conditions, including an assessment of the appropriateness of the BMP's identified in the attached BMP Summary Sheets and progress towards achieving measurable goals;
2. The Storm Water activities The City of Otsego plans to undertake during the next reporting cycle;
3. A change in any identified Best Management Practice or measurable goals for any of the minimum control measures; and
4. If applicable, a statement of any other entity that is being relied upon to satisfy any permit obligations and a statement of the agreement that has been entered into.