POLICY NUMBER 5.155

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM MUNICIPAL SEPARATE STORM SEWER SYSTEMS STORMWATER MANAGEMENT POLICY

I. PURPOSE AND NEED FOR POLICY

This policy establishes the procedures the City of Burnsville's Public Works and Natural Resources Department shall use to meet the requirements of the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) permit required by the Minnesota Pollution Control Agency (MPCA). The MPCA is enforcing its requirements to ensure cities manage, control and enforce measures to protect downstream waters from pollution. The City has created a Stormwater Pollution Prevention Plan (SWPPP) based upon this concept of reducing pollution in stormwater as required by the MPCA. This permit was reissued on August 1, 2013 which requires the below measures be included in a regulatory mechanism. This policy is the City of Burnsville's regulatory mechanism comprised of a collection of procedures meant to address the various requirements of the permit.

II. POLICY & PROCEDURES

This section will identify each of the areas required to be addressed with the permit. Each area will have a brief summary of the required measures. Appendices have been included with the procedures, enforcement response procedures (ERP), minimum control measures (MCM), best management practices (BMP), checklists and any other detailed information associated with the required area. Each area also includes any ordinances or other policies that are pertinent to that section of the permit.

A. Partnerships

This section of the permit requires all NPDES MS4 partnership areas that the City has or may have in this effort. The City of Burnsville does not have any partnerships for its NPDES MS4 permit.

B. Description of Regulatory Mechanisms, Enforcement Response Procedures and Minimum Control Measures

B.1 Public Education and Outreach

The City is required to provide an education and outreach program through a series of MCMs that focuses on illicit discharge recognition and reporting and other high priority stormwater related issues. These measures are included in Appendix A with B.2 Public Participation and Involvement because it is closely related to those measures.

B.2 Public Participation and Involvement

The City is required to provide a public participation and involvement program to solicit input on the City's SWPPP. These MCMs are included in Appendix A with B.1 Public Education and Outreach because it is closely related to those measures.

B.3 Illicit Discharges

The City is required to enforce ordinances, policies, ERPs and MCMs that effectively prohibits non-stormwater (illicit) discharges in the City's MS4 system, except those that are authorized. The City must provide those regulatory mechanisms. These regulatory mechanisms are included in Appendix B.

The City shall enforce illicit discharge code infractions via City Ordinances 1-4, 4-8, 7-1, 7-2-21, 7-2-22, 7-3, 7-5.

B.4 Construction Site Stormwater Runoff Control

The City is required to enforce ordinances, policies, ERPs and MCMs that prevent soils from leaving construction sites through erosion or sedimentation. These regulatory mechanisms are included in Appendix C.

The City shall enforce erosion and sediment control code infractions via City Ordinances 1-4, 4-1-4, 4-1-5, 4-8-3-2, 10-7-23, 10-8-6, 10-8-7, 10-8-8 and 10-9.

B.5 Post-construction Stormwater Management

The City is required to enforce ordinances, policies, ERPs and MCMs that address post-construction stormwater management activities. These regulatory mechanisms are included in Appendix D.

The City shall enforce the post-construction BMPs via City Ordinances 1-4 and 10-8-11 which references the City's Water Resources Management Plan detailing the City's requirements in Post-Construction Best Management Practices.

B.6 Storm Sewer System Map and Inventory

The City is required to own and actively maintain a storm sewer system map and inventory. The City actively manages this map with two distinct tools. The first is through its GIS based asset management system, VueWorks, which shows all known storm sewer and ponding facilities and allows tracking of work orders to these assets. The second is through the City's StormWater Asset Management Program (SWAMP) which provides more detailed information on waterbodies that are in the City. Many of the facilities have been surveyed and information required to meet the permit requirements are available with these tools. These systems are maintained and updated as improvements are made. Examples of these tools are included Appendix E.

B.7 Pollution Prevention/Good Housekeeping for Municipal Operations

The City is required to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the City's facilities to the waterbodies in the City. This includes best management practices such as staff training, street sweeping, stormwater asset inspections and follow-up improvements as necessary. More details of these tools are included Appendix F.

B.9 Annual Stormwater Pollution Prevention Plan (SWPPP) Assessment Checklist

Appendix G is made up of the checklist the City shall use in assessing SWPPP activities on annual basis.

B.8 Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA)

The City must maintain a spreadsheet with all waterbodies that have an approved TMDL study with a WLA. The City of Burnsville has these and is included in Appendix H.

B.9 Alum or Ferric Chloride Phosphorous Treatment Systems

The City does not have these systems and therefore does not have any requirements for these types of systems.

III. RESPONSIBILITY AND AUTHORITY

The City Engineer, Street Superintendent and Natural Resources Manager are responsible for maintaining this policy. The City Manager or designee shall have primary responsibility for the proper implementation of this Policy.

Submitted by: Ryan Peterson, City Engineer
Reviewed by: Steve Albrecht, Public Works Director
Date adopted by the City Council: 04/07/2015

Appendix A - B.1 - Public Education and Outreach and B.2 - Public Participation and Involvement

	City of Burnsville	**Water Quality Education Best Management Practices**

Water Quality Education Best Management Practices

Public Education – Printed Materials

Established BMP Category:	**Measurable Goals and Timeline:**
Distribute water quality brochures (multiple versions, range of topics)	Available continuously at City offices. Provide water quality brochures at City events. List events where materials are distributed.

Procedures:

January

- ☐ Review supply of water quality handouts and order/print more for upcoming year if needed. At a minimum, handouts should cover stormwater related best management practices for homeowners and the City water quality grant program.
- ☐ Verify that handouts are available at maintenance facility AND city hall.

Throughout the year

- ☐ Provide water quality handouts for any city organized public events, especially native plant market.
- ☐ Monitor supplies of water quality handouts at city hall and the maintenance facility.

Established BMP Category:	**Measurable Goals and Timeline:**
Publish Water Quality Update (with stormwater program info and most recent lake water quality monitoring data)	Publish and distribute (via Burnsville Bulletin Newsletter or insert in utility bill mailing) once per year.

Procedures:

August

- ☐ Write text for water quality update and compile table with most recent CAMP lake monitoring report data.
- ☐ Submit water quality update for publishing in the Burnsville Bulletin, if space allows. Otherwise, it should be included as a utility bill insert.

Throughout the year

- ☐ Take photographs of water quality related projects for use in future water updates.

Established BMP Category:	**Measurable Goals and Timeline:**
Water quality articles in City newsletter	Publish at least 2 storm water related articles in spring City newsletter, including tips on how residents can protect/improve water quality.

Procedures:

February

- ☐ Prepare an article for spring bulletin that covers water quality best management practices for homeowners.
- ☐ Prepare an article for spring bulletin that covers what illicit discharges are and who they should be reported to.
- ☐ If space allows, prepare an article for the spring bulletin to promote the storm drain stenciling program.
- ☐ If space allows, prepare an article for the spring bulletin to promote the wetland health evaluation program.

Established BMP Category: Water quality articles in City newsletter (cont.)

- ☐ Consider publishing other water quality articles in spring bulletin if space allows. Topics could include a discussion of watersheds, construction site erosion control (failing silt fences, construction site vehicle tracking, concrete washout areas) or other water quality related topics.

<u>September</u>

- ☐ Consider publishing an article for fall bulletin on proper use of salt for winter ice control
- ☐ Publish water quality update in Bulletin, if space allows

<u>Throughout the year</u>

- ☐ Consider new article ideas related to water quality and publish in bulletin where possible

	City of Burnsville	**Water Quality Education Best Management Practices**

Water Quality Education Best Management Practices

Public Education – Non-Print

Established BMP Category: Maintain water quality educational materials on City webpage	**Measurable Goals and Timeline:** Review current information available through the City webpage each year.

Procedures:

January

- ☐ For previous year, work with communications to determine how many water quality related website hits occurred on city webpages and record that information for long term monitoring purposes and annual reporting.
- ☐ Review all water quality related webpages on the city website. Remove material that is out of date and no longer relevant. Check all web links and ensure they are not broken.

Throughout the year

- ☐ Add new or updated material to website as needed. Add new or updated reports to the website as they are created.

Established BMP Category: Incorporate other types of media in water quality education program (local Burnsville t.v., facebook, twitter, youtube)	List the number of articles, tweets, videos or facebook posts related to water quality education or stormwater issues each year.

Procedures:

January

- ☐ For previous year, review number of facebook, twitter or other outreach efforts and record that information for long term monitoring purposes.
- ☐ Promote Blue Thumb Program through facebook and twitter

February

- ☐ Promote Blue Thumb Program through facebook and twitter

March

- ☐ Promote Blue Thumb Program through facebook and twitter
- ☐ Promote National Groundwater Day on facebook and twitter - can be tied to Blue Thumb Program.
- ☐ Promote City water quality grant program

April

- ☐ Promote Blue Thumb Program through facebook and twitter
- ☐ Promote WHEP program through facebook and twitter
- ☐ Promote stenciling program through facebook and twitter.

October

- ☐ Promote storm drain stenciling efforts from past season, thank volunteers and promote program for future years through facebook.

Established BMP Category: Incorporate other types of media in water quality education program (local Burnsville t.v., facebook, twitter, youtube) (cont.)

November

- ☐ Promote judicious use of salt for snow and ice control on social media and Burnsville T.V.
- ☐ Promote CAMP monitoring program efforts, report on past seasons data and thank volunteers.

Throughout the year

- ☐ Consider ideas for new media outreach efforts related to water quality and implement where possible.

	City of Burnsville	**Water Quality Education Best Management Practices**

Water Quality Education Best Management Practices

Public Participation - Meetings

Established BMP Category: Parks and Natural Resources Commission Annual Stormwater Program Public Meeting	**Measurable Goals and Timeline:** Once per year (May-June timeframe)

Procedures:

April

- ☐ Schedule topic on PNRC agenda for June meeting.
- ☐ Send out a public meeting announcement about the presentation of the stormwater program report.
- ☐ Ensure that the report to be presented in June is available for residents on the city webpage.

June

- ☐ Present annual storm water permit report to PNRC
- ☐ After meeting, update NPDES annual report to include any comments by commissioners or meeting attendees.

	City of Burnsville	**Water Quality Education Best Management Practices**

Water Quality Education Best Management Practices

Public Participation – Volunteer Opportunities

Established BMP Category: Storm Drain Stenciling Program	**Measurable Goals and Timeline:** Maintain storm drain stenciling kits and make them available for volunteers. Promote program on city website. List number of participants per year.

Procedures:

January-February

- ☐ Review supplies of paint, door hangers and other material. Order supplies for the upcoming stenciling season. Make sure kits are ready to go. Develop schedule for printing door hangers in house (can be done be interns when they arrive).

February

- ☐ Prepare article for spring Burnsville Bulletin to promote stenciling program, if space allows.

June

- ☐ Start checking out stenciling kits on or around June 1.

September

- ☐ Finish checking out stenciling kits at or around September 30.

Throughout stenciling season

- ☐ Monitor stenciling supplies and reorder as needed.
- ☐ Encourage stenciling volunteers to submit photos of their work.

October

- ☐ Publish a “thank you” for stenciling volunteers on facebook.

Established BMP Category: Sponsor and promote the Wetland Health Evaluation Program in Burnsville	**Measurable Goals and Timeline:** Promote in City newsletter once per year. Maintain information on program and how to volunteer on city webpage. List number of participants per year.

Procedures:

February

- ☐ Submit volunteer recruitment article for spring issue of the Burnsville Bulletin, if space allows.

March

- ☐ As time allows, post recruitment flyers at parks, library, coffee shops, etc.
- ☐ Review wetlands to sample for upcoming season.

April

- ☐ Submit WHEP site selection forms to Dakota County contact.

May

- ☐ Arrange pickup of field equipment with WHEP team leader.

July

- ☐ Pay WHEP invoice.

August

- ☐ Arrange for return of WHEP field equipment with WHEP team leader.

December

- ☐ Verify that WHEP invoice has been received and paid.

Established BMP Category: Sponsor the Citizen Assisted Monitoring Program in Burnsville	**Measurable Goals and Timeline:** Report monitoring results in water quality update once per year. Maintain information on program and how to volunteer on city webpage. List number of participants and lakes monitored per year.

Procedures:

January

- ☐ When requested by CAMP program manager, submit Burnsville CAMP lake list for upcoming season.

February

- ☐ Contact CAMP volunteers about participation for upcoming season. Work to replace any open volunteer spots prior to the start of the field season.

April

- ☐ Organize and restock CAMP sampling tubs with CAMP program manager.
- ☐ Drop off CAMP tubs to volunteers.

Throughout the CAMP sampling season

- ☐ Send out a sampling reminder to volunteers every two weeks
- ☐ Pick up samples from volunteers at designated pickup periods.

October

- ☐ Pick up sampling equipment from volunteers

November

- ☐ Pay CAMP invoice

	City of Burnsville	**Water Quality Education Best Management Practices**

Water Quality Education Best Management Practices

Staff Procedure

Established BMP Category: Create a written procedure for education BMP's	**Measurable Goals and Timeline:** Create a step by step outline for each education BMP, including important dates and timelines for various components. This will be completed before Jan 1, 2015.

Procedures:

January

- ☐ Review written procedures. Update any information that may have changed.

	City of Burnsville	**Public Report/Input Form**

Form of Input / Report: ☐ Verbal ☐ Email ☐ Phone ☐ Other:		
Name:	Date:	Time:
Address:	Phone: Email:	
Summary of Input / Report:		
Type of Report: : ☐ General Program / SWPPP ☐ IDDE ☐ Construction Site ☐ Other:		
Location / Address of Reported Item (if applicable): Street / City / State / Zip		
Report Taken By:		
Follow Up / Inspection Action Taken:		
Modification made to SWPPP? Yes ☐ No Description:		
Action Taken By:		Date:
Type of Report Made Back to Citizen: ☐ Verbal ☐ Email ☐ Phone Call ☐ Other: Summary:		
Report Made By:		Date:

Appendix B - B.3 Illicit Discharge Regulatory Mechanisms, Enforcement Response Procedures and Minimum Control Measures

	City of Burnsville	**ERP - IDDE Enforcement Response Procedures**

MCM 3 – ILLICIT DISCHARGE DETECTION AND ELIMINATION ENFORCEMENT RESPONSE PROCEDURES

Once an illicit discharge or connection to the storm drainage system has been discovered and reported to the Streets Superintendent or City Engineer the following enforcement response procedures shall be followed:

1) The Street Superintendent shall:
    a. Oversee that the appropriate measures are taken to promptly eliminate the illicit discharge or connection.
    b. Evaluate the severity of the illicit discharge or connection.
    c. Work with the City Engineer to issue the appropriate Warning Notice / Notice of Violation.
    d. Oversee or direct the appropriate staff to oversee and verify compliance actions are completed.

2) The violation, enforcement, and actions taken to resolve the violation shall be documented including:
    a. Name of Name of the person responsible for violating the terms and conditions of the Regulatory Mechanism(s)
    b. Date(s) and location(s) of the observed violation(s)
    c. Description of the violation(s), including reference(s) to relevant Regulatory Mechanism(s)
    d. Corrective action(s) (including completion schedule
    e. Date(s) and type(s) of enforcement used to compel compliance (e.g., written notice, citation, stop work order, withholding of local authorizations, etc.)
    f. Referrals to other regulatory organizations (if any)
    g. Date(s) violation(s) resolved

3) The City may utilize an Illicit Discharge and Connection Warning Notice / Notice of Violation Form. This form helps document and outlines the process, violation details, and follow-up actions required for a violation.

	City of Burnsville	**IDDE – Notice of Violation / Warning Notice**

MCM 3 - Warning Notice / Notice of Violation

Date:_____
Person(s) Name:_____
Phone Number:_____
Mailing Address:_____

_____

Discharge/Connection Address (if different than above)

_____

_____

Date(s) of Discharge or Identification of Connection: _____

Description/Observations: _____

_____

City of Burnsville
100 Civic Center Parkway
Burnsville, MN 55337
(952) 895-4550

You are hereby notified that the City of Burnsville has sufficient information indicating that a potential violation of City Code has occurred and is hereby issuing this:

☐ **Warning Notice**: You are hereby ordered to investigate and remedy the above stated conditions, at your expense. Written verification of the resolution shall be provided to the City within ___ days after this notice is received. Investigation and/or resolution of the matter in response to the Warning Notice in no way relieves the owner of liability for any discharges or violations occurring before or after receipt of the Warning Notice and does not limit the authority of the City to take action, including emergency action or any other enforcement action, without first issuing a Warning Notice.

☐ **Notice of Violation**: You are hereby ordered to take the following remedial measures to restore compliance with City Code _____, at your expense. Written verification of the resolution shall be provided to the City within ___ days after this notice is received. Issuance of a notice of violation shall not be a bar against, or a prerequisite for, taking any other action against the violator(s).

- ◯ Perform monitoring, analyses, and reporting, to include:

  _____
- ◯ Eliminate violation, to include:

  _____
- ◯ Abatement or remediation of violation and the restoration of any affected property, to include:

  _____
- ◯ Implement source control or treatment BMP, to include:

  _____
- ◯ **Emergency Cease and Desist Order:** You are hereby ordered to immediately comply with City Code ____, stop or eliminate the violation, and take such appropriate preventive action as may be needed to property address a continued or threatened violation, at your expense. Written statement detailing the causes of the violation and the measures taken to prevent future occurrence shall be submitted to the City within _____ days of receipt of the emergency cease and desist order. Issuance of an emergency cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the violator(s).
- ◯ **Suspension Order (due to Emergency Situations):** You are hereby ordered to immediately comply with City Code _____ and suspend MS4 discharge access, at your expense. If necessary the City will take such steps as necessary to prevent or minimize damage to the MS4 or water of the

United States, or minimize danger to persons. Issuance of suspension order (due to emergency) shall not be a bar against, or a prerequisite for, taking any other action against the violator(s).

◯ **Suspension Order (due to detection of illicit discharge):** You are hereby notified that the City will terminate your MS4 access. You may petition the City for a reconsideration and hearing. Issuance of suspension order (due to detection of illicit discharge) shall not be a bar against, or a prerequisite for, taking any other action against the violator(s).

Please be advised:
Should the violator(s) fail to restore compliance within the established time schedule, the work will be done by a designated government agency or a contractor and the expense thereof shall be charged to the violator(s).

In addition to the other penalties, the City may recover engineering fees, court costs, court reporter's fees, attorney fees, and other expenses of litigation or enforcement by an appropriate action against the person or entity found to have violated the City ordinance or the orders, rules, regulations, and permits issued.

City of Burnsville Authorizing Agent Date

ILLICIT DISCHARE/CONNECTION FOLLOW-UP

Date Discharge/Connection Resolved:_____

Action(s) Taken:

I certify that the above Discharge/Connection and has been resolved.

City of Burnsville Authorizing Agent Date

	City of Burnsville	**Form - IDDE / SPILL Investigation & Reporting**

Investigator/Discoverer:	Date:	Time:
Responsible Party:	Phone: Email:	
Address / Location of Incident or Discharge:		
Description of Incident or Discharge:		
Potential Receiving Water(s):		

Nature of Discharge : (check all that apply)
☐ Spill ☐ Leak ☐ Intermittent ☐ Continuous ☐ Pulsing/Irregular

Characteristics of Discharge: (check all that apply)

ODOR	APPERANCE	SOLIDS/FLOATABLES
☐ None ☐ Sewage ☐ Rancid/Sour ☐ Sulphur (Rotten Egg) ☐ Gas/Petroleum ☐ Cooking Oil ☐ Other:	☐ Clear ☐ Sheen ☐ Cloudy ☐ Color: ☐ Other:	☐ None ☐ Sewage ☐ Paper ☐ Garbage ☐ Plastic ☐ Other:

Extent of Discharge:
Horizontal: ☐ 0 to 20 ft ☐ 20 to 50 ft ☐ 50 to 100 ft ☐ 100+ ft ☐ Reached MS4 system/Water of the State
Vertical: ☐ 0 to 6 in ☐ 6 to 18 in ☐ 18+ inches ☐ Unknown ☐ Located in Well Head Protection Area

Other Information: (check all that apply)
☐ Potential to Reach MS4 System or Surface Water ☐ Fire Hazard ☐ Combustible/Explosion Hazard
☐ Hazard to Life/Limb, Injuries ☐ Environmental Effect Expected
☐ Equipment and Clean-up Consumables on Hand

Product: ☐ Fuel/Gasoline ☐ Lubricant ☐ Sediment ☐ Food Based ☐ Other:

Severity : (check all that apply)
☐ **Minor Discharge**- 5 gallons or less and easily contained.

☐ **Intermediate Discharge** - 5+ gallons and has not/will not reach the MS4 system or surface waters.

☐ **Major Discharge** - 5+ gallons and has/will reach the MS4 system/surface waters and may cause pollution of water of the state. (Will need to be reported to the State Duty Officer)

☐ **Emergency –** Any discharge that threatens public safety or immediate health. (CALL 911)

Reporting Agencies

City Public Works: (952) 895.4555	Emergency / Police: 911 State Duty Officer: 1-(800)-422-0798 MPCA: 1-(800)-657-3864

Spill Response Procedure

The First Person on the scene shall:

1. Protect human health and safety, observing safety precautions associated with the spilled material.
2. Stop the source of discharge, if safe to do so.
3. Call 911 if threat to public safety or immediate health.
4. Contain the discharged material, if safe to do so.
   (Dirt, sand, or any semi-impermeable material may be used to create a containment structure to prevent the discharge from flowing)
5. Call Public Works Department / Public Works Director.
6. Recover discharged material, if safe to do so.
7. Remain onsite and assist with response, reporting, and cleanup as necessary.
8. Report the spill to the MN Duty Officer, if applicable.

The Emergency Response Personnel shall:

1. Direct the appropriate staff to respond / cleanup discharged material and dispose of properly, if safe to do so.
2. Oversee spill clean-up actions.
3. Report the spill to the MN Duty Officer, if applicable.

It is required to notify the State Duty Officer of the discharge of any substance or material which, if not recovered, may cause pollution of waters of the state. Recovery shall happen as rapidly and as thoroughly as possible and take immediately such other action as may be reasonably possible to minimize or abate pollution of waters of the state.

Clean-up Action(s) Taken:

Overseen By: Completed By:	Date:

Recommended Enforcement Action:

☐ Verbal Warning ☐ Written Warning ☐ Other:

IDDE Warning Notice / Notice if Violation Form

☐ Warning Notice Issued
☐ Notice of Violation Issued
☐ Emergency Ceases and Desist Order Issued
☐ Suspension Order Issued (due to Emergency Situations)
☐ Suspension Order Issued (due to Detection of Illicit Discharge)

Other Notes / Comments:

	City of Burnsville	**SOP - Spill Response Procedures**

MCM 3 - SPILL RESPONSE PROCEDURES

Responsible Person: Streets Superintendent

Description: This procedure outlines the process for responding to spills and to prevent or reduce the chance of spills from reaching the MS4 system.

Procedures:

1) The First Person on the scene shall:
   a. Protect human health and safety, observing safety precautions associated with the spilled material.
   b. Stop the source of discharge, if safe to do so.
   c. Call 911 if threat to public safety or immediate health.
   d. Contain the discharged material, if safe to do so. (Dirt, sand, or any semi-impermeable material may be used to create a containment structure to prevent the discharge from flowing)
   e. Call Public Works Department / Streets Superintendent.
   f. Recover discharged material, if safe to do so.
   g. Remain onsite and assist with response, reporting, and cleanup as necessary.
   h. Report the spill to the MN Duty Officer, if applicable (> 5 gallons).

2) The Emergency Response Personnel shall take the following actions:
   a. Direct the appropriate staff to respond / cleanup discharged material and dispose of properly, if safe to do so.
   b. Oversee spill clean-up actions.
   c. Report the spill to the MN Duty Officer, if applicable.

3) Spills / Discharges overseen by the Public Works Department may be documented by completing the IDDE / Spill Investigation and Report Form.

It is required to notify the State Duty Officer of the discharge of any substance or material which, if not recovered, may cause pollution of waters of the state. Recovery shall happen as rapidly and as thoroughly as possible and take immediately such other action as may be reasonably possible to minimize or abate pollution of waters of the state.

MN Department of Safety Duty Officer: 1-800-422-0798

	City of Burnsville	**SOP - IDDE Inspections and Investigations**

MCM 3 - IDDE INSPECTION PROCEDURES

City staff inspects for sources of illicit discharges as follows:

1) City staff looks for signs of illicit discharges and connection during regular inspections and maintenance of its MS4 system. These are often completed during dry weather conditions. Any indication of a dry weather flow is investigated as a potential illicit discharge and/or illegal connection.

2) City staff is watchful for signs of illicit discharges and/or connections during day to day operations. Signs of potential illicit discharges or connections are promptly investigated.

3) City staff completes site specific inspections when reports of potential illicit discharge or connections are received.

IDDE INVESTIATING, LOCATING, ELIMINATING PROCEDURES

Any discovered or suspected illicit discharges or illegal connections shall be reported to the Streets Superintendent and are investigated by the Public Works Department.

The Streets Superintendent shall take the following actions:

1) Direct appropriate staff to respond / investigate illicit discharges and/or connections as necessary.
2) Oversee the required actions as a result of the investigation.
3) Oversee / direct efforts to eliminate illicit discharges and/or connections.

The City may utilize the following tools to help locate the source of an illicit discharge or illegal connection:

1) Observations by City Staff, Police, Fire Fighters, Public Transportation, others.
2) Reports by Citizens.
3) Storm Sewer Systems (MS4) Map – suspected signs of illicit discharges are tracked upstream through the system until the source is identified.
4) Visual inspections.
5) Mobile cameras, sampling results, and other inspection tools.

Illicit discharges or illegal connections are eliminated promptly by following the procedures layout within the following forms / ordinances:

1) Illicit Discharge and Connection Ordinance
2) IDDE / Spill Investigating and Report Form
3) Illicit Discharge and Connection Ordinance Warning Notice / Notice of Violation

The City may utilizes an IDDE / Spill Investigating and Report Form which outlines the process and helps document the investigations, discoveries, and actions taken to eliminate illicit discharges and connections.

	City of Burnsville	**IDDE Priority Areas**

MCM 3 - IDDE PRIORITY AREAS

Responsible Person: Streets Superintendent and City Engineer

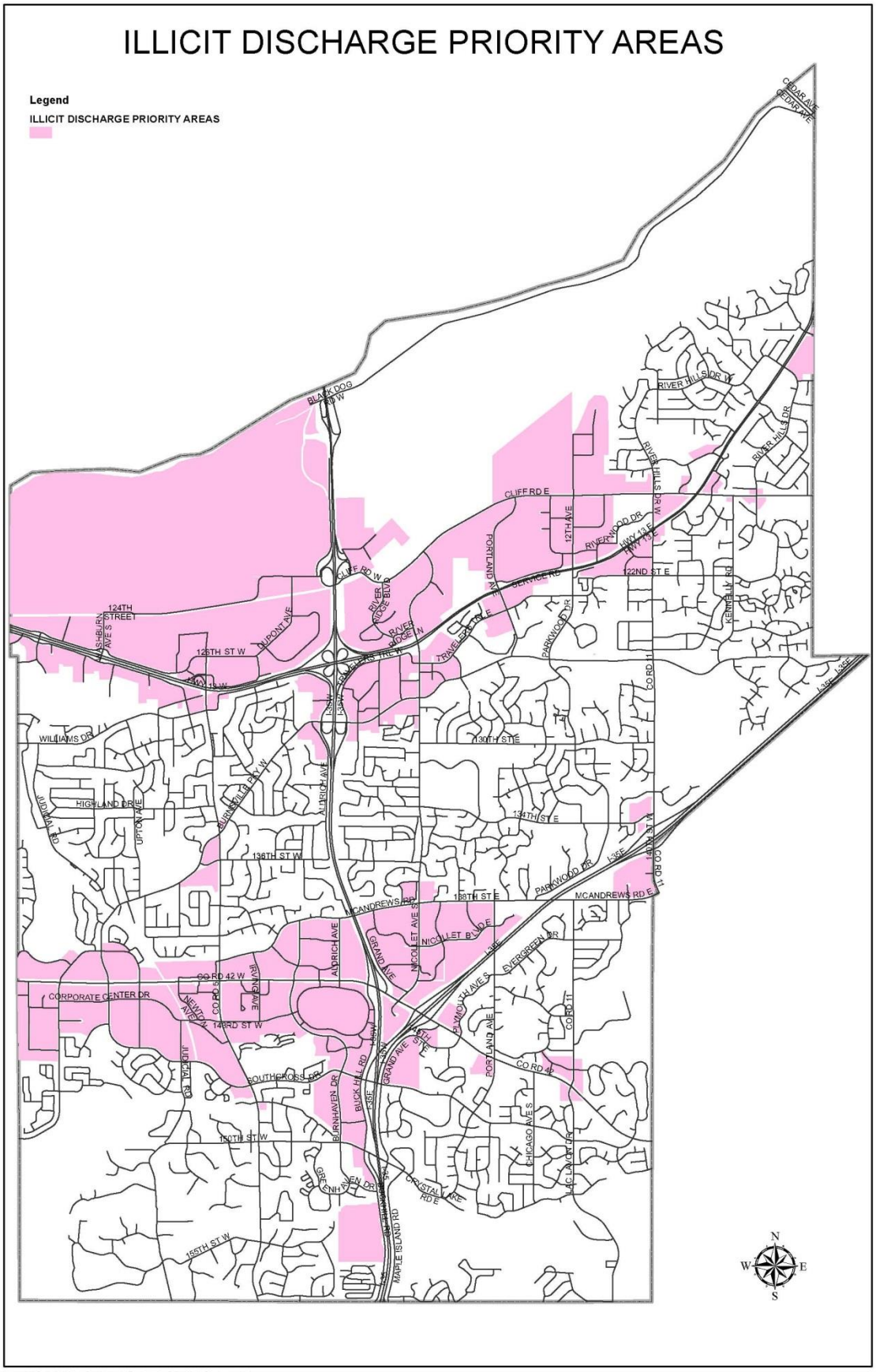
Description: The City has identified the areas listed below as PRIORITY AREAS likely to have Illicit Discharges.

City staff pays particularly close attention and completes additional inspections for illicit discharges and connections while completing regular inspection and maintenance on the MS4 system and during day to day operations in these areas.

PRIORITY AREAS BASED ON:

LAND USE*	BUSINESS ACTIVITIES	PAST DISCHARGES	SIGNIFICANT MATERIALS
➢ Industrial ➢ Commercial			➢ Properties with Industrial Permits

*See attached Zoning Map for Industrial and Commercial Areas.



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Appendix C - B.4 Construction Site Stormwater Runoff Control Regulatory Mechanisms, Enforcement Response Procedures and Minimum Control Measures

	City of Burnsville	**ERP - Construction Site Stormwater Management**

MCM 4 - CONSTRUCTION SITE STORMWATER MANAGEMENT ENFORCEMENT RESPONSE PROCEDURES

Once a construction site stormwater management violation has been identified the following enforcement response procedures shall be followed:

1) Report violation to the construction site Engineering Specialist.
    a. The Engineering Specialist will follow up with a site inspection and communication with the site owner or contractor.
    b. If the Engineering Specialist determines that the owner or contractor has a not responded adequately to correct identified site deficiencies or has demonstrated a general lack of compliance at the site, the Engineering Specialist will refer the matter to the City Engineer.

2) The Engineering Specialist shall:
    a. Oversee that the appropriate measures are taken to promptly eliminate the violation/deficiency.
    b. Oversee or direct the appropriate staff to oversee and verify compliance actions are completed.
    c. Evaluate the severity of the violation.
    d. Issue the appropriate Warning Notice / Notice of Violation.

3) The violation, enforcement, and actions taken to resolve the violation shall be documented including:
    a. Name of the person responsible for violating the terms and conditions of the Regulatory Mechanism(s)
    b. Date(s) and location(s) of the observed violation(s)
    c. Description of the violation(s), including reference(s) to relevant Regulatory Mechanism(s)
    d. Corrective action(s) (including completion schedule
    e. Date(s) and type(s) of enforcement used to compel compliance (e.g., completion of work and reimbursement of costs from site's erosion control escrow, written notice, citation, stop work order, withholding of local authorizations, etc.)
    f. Referrals to other regulatory organizations (if any)
    g. Date(s) violation(s) resolved

4) The City may utilize a Construction Site Stormwater Management Warning Notice / Notice of Violation Form. This form helps document and outlines the process, violations details, and follow-up actions of a violation.

	City of Burnsville	**SOP - Construction Site Inspection Procedures**

MCM 4 - SITE INSPECTION PROCEDURES

The following procedures shall be followed when completing construction site inspections within the City of Burnsville:

1) Upon site plan and permit approvals by the City: The City Engineer shall take the following actions:
    a. Identify and notify the appropriate entities for completing site inspections during construction.
    This may include, but not limited to one or all of the following entities:
        i. Primary – Engineering Specialist
        ii. Secondary – Other City Engineering Department Staff and Trained Interns
        iii. Engineering Department Consultant
        iv. Building Inspector
    b. Oversee site inspection process.
    c. Implement the City's Construction Site Stormwater Management Enforcement Response Procedures, when necessary.

2) The entities responsible for completing site inspections shall complete the following actions:
    a. Rate the site for priority of inspection based on topography, soil characteristics, type of receiving water, other site specific and local characteristics.
    b. Highest priority sites will be inspected on a weekly basis; medium priority sites every two weeks; lower priority sites on a monthly basis. Inspection frequency may be adjusted due to the frequency of rainfall events or other observed site conditions.
    c. Complete site inspections necessary to observe compliance with the approved SWPPP and site plans.
    d. Document Site inspections to include at a minimum:
        i. Date and time of inspection.
        ii. Name of inspector.
        iii. Project name and location.
        iv. Type of inspection (routine, rain event, compliance report, etc.)
        v. Weather and site conditions.
        vi. Findings of inspection & locations of non-compliance / violations.
        vii. Corrective actions taken.
        viii. Recommended amendments to SWPPP, when applicable.
    e. Notify the City Engineer of sites having a history of unresolved violations or major deficiencies.
    f. Inspector may utilize site inspection checklists, documentation standards, and procedures.

	City of Burnsville	**Form - Construction Site Inspection Checklist**

Inspector:	Date:	Time:
Project Name:	Permit No:	
Project Location:		

Type of Inspection: (check all that apply)
☐ Report Investigation ☐ Routine ☐ Rainfall Event Rainfall depth (estimated): _____ (if applicable)

Weather Conditions During Inspection (check all that apply)
☐ Clear ☐ Cloudy ☐ Rain ☐ Snow Temperature (estimated): _____

Erosion & Sediment Control BMPs	**Installed** Yes	No	NA	**Maintenance or Corrections Needed** Yes	No	**Notes:**
Perimeter Controls	☐	☐	☐	☐	☐	
Construction Entrance/Exit	☐	☐	☐	☐	☐	
Inlet Protection	☐	☐	☐	☐	☐	
Sediment Tracking	☐	☐	☐	☐	☐	
Construction Waste Controls	☐	☐	☐	☐	☐	
Temporary Sediment Basins	☐	☐	☐	☐	☐	
Water Quality BMPs / Protection	☐	☐	☐	☐	☐	
Dewatering	☐	☐	☐	☐	☐	
Concrete Washout Controls	☐	☐	☐	☐	☐	
Final stabilization	☐	☐	☐	☐	☐	
Other:	☐	☐	☐	☐	☐	

Maintenance and/or Corrections Required:

Maintenance and/or Correction Action(s) Follow-up:	Date:

Enforcement Action:
☐ Verbal Warning ☐ Written Warning ☐ Other:
_____

Enforcement Action Follow-up:	Date:

Appendix D - B.5 Post-Construction Stormwater Management Regulatory Mechanisms, Enforcement Response Procedures and Minimum Control Measures

	City of Burnsville	**ERP - Post-Construction Stormwater Management**

MCM 5 - POST-CONSTRUCTION STORMWATER MANAGEMNT ENFORCEMENT RESPONSE PROCEDURES

Upon receipt of a proposed site plan submittal package, which includes post-construction stormwater management facilities, to the City of Burnsville the following procedures shall be followed to verify compliance with the City Post-Construction Stormwater Management regulatory mechanism:

1) The City shall follow its established site plan review process which includes a review and approval of the post-construction stormwater management practices.
    a. The City Engineer shall withhold permit approvals until post-construction management facilities have been planned and designed for which meet the City's requirements.

2) The City shall follow its established construction site inspection process which includes inspections of the post-construction stormwater practices during construction.
    a. The City Engineer shall withhold final acceptance of the post-construction stormwater management facilities until the following have been completed:
        - Maintenance agreement has been signed and approved.
        - As-built drawings have been submitted to the City.
        - Documentation certifying that the facilities have been construction in accordance with design specifications has been provided to the City.
        - A final inspection has been completed with City staff or City representative.

3) Upon completion of construction and City approval of the post-construction stormwater facilities: The City Engineer shall be responsible for overseeing the following:
    a. Direct appropriate staff to complete inspections of the post-construction stormwater facilities if known or suspected violations are occurring, meaning the facility is not preforming as originally designed.
    b. Oversee appropriate actions are taken as outlined within the City's ordinances, Design Policies, and Maintenance Agreements to correct the violation.
    c. Oversee or direct the appropriate staff to oversee/complete the required actions to correct the violation and restore the post-construction stormwater facilities.

4) The violation, enforcement, and actions taken to resolve the violation shall be documented including:
    a. Name of the person responsible for violating the terms and conditions of the Regulatory Mechanism(s)
    b. Date(s) and location(s) of the observed violation(s)
    c. Description of the violation(s), including reference(s) to relevant Regulatory Mechanism(s)
    d. Corrective action(s) (including completion schedule
    e. Date(s) and type(s) of enforcement used to compel compliance (e.g., written notice, citation, stop work order, withholding of local authorizations, etc.)
    f. Referrals to other regulatory organizations (if any)
    g. Date(s) violation(s) resolved

	City of Burnsville	SOP - Site Plan Review Procedures

MCM 5 - SITE PLAN REVIEW PROCEDURES

Upon receipt of a proposed site plan submittal package to the City of Burnsville the following procedures shall be followed:

1) Proposed site plan submittal information shall be directed to the City Engineer.

2) The City Engineer shall take the following actions:
   a. Forward the information to the appropriate entities for review and approval. This may include, but not limited to one or all of the following reviewers:
      i. City Engineering Consultant
      ii. Review by the City's Engineering Specialist
      iii. Other City Departments as needed (Natural Resources, Planning, etc.)
   b. Oversee the review process and compile comments.
   c. Notify owner of approval, disapproval, or required resubmittal of site plan information based on the comments.
   d. Ensure appropriate City permits are obtained or applied for prior to final approval.
   e. If applicable, notify the applicant of the need to apply for and obtain coverage under the MPCA NPDES Construction Stormwater Permit.

3) The reviewing entities shall complete the following actions:
   a. Review submitted information against the City's Site Plan Review Checklist which reflects concurrence with current ordinances, policies and design standards.
   b. Provide written comments and recommendations of approval, disapproval and/or required resubmittal of site plan information. City Engineer or designee shall ensure delivery to plan submitter.
   c. Utilize site plan review checklist/form and a comment letter describing compliance or non-compliance. The City's Engineering Consultants may use the form and/or provide a review memorandum addressed to the City Engineer that addresses the items noted in the form.
   d. Repeat process until the plan is approved and permits can be approved.

	City of Burnsville	**FORM – SITE PLAN REVIEW CHECKLIST**

Project / Site Information

Project Name / Owner:	
Project Location:	
Disturbed Acres: Existing Impervious: Proposed Impervious: Net Increase / (Decrease):	
City Project Number:	

Review Tracking

Initial Submittal Date:	Reviewed By / Date:

Review Comments / Findings:	Notified Owner:

Re-Submittal Date:	Reviewed By / Date:

Review Comments / Findings:	Notified Owner:

Construction Site – Erosion/Sediment Control (All projects)

Site plans and project documentation must incorporate erosion and sediment controls and waste controls.

Incorporated			Comments:
Yes	No	NA	
☐	☐	☐	Do the plans include provisions in accordance with Appendix C – Part 9: • Perimeter controls, construction entrance/exit, inlet protection • Sediment Tracking Cleanup, Waste Controls • Temporary Sediment Basins – Water Quality Treatment (if required) • Dewatering • Final stabilization • Maintenance of BMPs and Site Inspections/Rainfall record keeping

SWPPP Submittal (Required for projects disturbing 1 acre or more)

Incorporated			Comments:
Yes	No	NA	
☐	☐	☐	Has a Stormwater Pollution Prevention Plan (SWPPP) been prepared/Included?
☐	☐	☐	Has the City notified the owner of the NPDES Permit Requirements?

Post-Construction Stormwater Management Requirements

Refer to Water Resources Management Plan – Appendix C and/or other documents noted.
General Provisions – From WRMP Appendix C

- Water quality treatment, volume control, water quantity and rate control requirements apply to any project which results in one-half acre or more of disturbed area or 5,000 square feet or more of new impervious area.
- Additional requirements applicable to projects in Shoreland Areas are defined in City Code Section 10-8-10.
- Any project within a floodplain area requires a permit from the City and/or FEMA.
- Additional requirements applicable to the City's Wellhead Protection Overlay District

Incorporated			
Yes	No	NA	
☐	☐	☐	Do the plans address the water quality treatment in accordance with the provisions in Appendix C – Part 2?
☐	☐	☐	Do the volume control / infiltration/filtration practices meet the provisions of Appendix C – Part 3?
☐	☐	☐	Does the project meet the Water Quantity/Flood Control requirements of Appendix C – Part 4?
☐	☐	☐	Does the project meet the rate control provisions in Appendix C – Part 5?
☐	☐	☐	Do the plans address the Special waters and Wetland provisions in Appendix C – Part 6?
☐	☐	☐	Do the plans and supporting documentation include Design Computations consistent with Appendix C – Part 7?
☐	☐	☐	Do the plans address the Additional Pond and Infiltration System Design Criteria in Appendix C – Part 8?
☐	☐	☐	Do the plans include the Storm Water Plan Submittals in Appendix C – Part 10?
☐	☐	☐	Do the plans include provisions of the City's Wellhead Protection Plans (including but not limited to) Appendix C – Parts 3a and 3b?

Additional Review Comments / Findings:	

	City of Burnsville	**SOP - Site Plan Mitigation Procedures**

MCM 5 - SITE PLAN MITIGATION PROCEDURES

The MS4 Permit requires the City to establish mitigation provisions for circumstances where the City or other owners and operators of a construction activity cannot cost effectively meet the conditions for post- construction stormwater management (volume control requirements or TSS and/or TP requirements) established in the City's WRMP on the site of the original construction activity. If during the development review process, the City determines that this is the case, the City may require the owner to identify locations where mitigation projects can be completed.

Mitigation project areas will be evaluated and selected in the following order of preference:

1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
2) Locations within the same Department of Natural Resource (DNR) catchment area as the original construction activity.
3) Locations in the next adjacent DNR catchment area up-stream.
4) Locations anywhere within the City of Burnsville.

Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Routine maintenance of structural stormwater BMPs already required by the NPDES permit cannot be used to meet mitigation requirements. Mitigation projects shall be completed within 24 months after the start of the original construction activity.

The City will determine, and document, who is responsible for long-term maintenance on all mitigation projects. The City will not accept payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the City Standards for post-construction stormwater management.

(Reserved for Recording Data)

STORMWATER BEST MANAGEMENT PRACTICE (BMP) MANAGEMENT AGREEMENT

This AGREEMENT made this __ day of _____, 20__, by and between the **CITY OF BURNSVILLE**, a Minnesota municipal corporation (hereinafter referred to as the "City") and _____, a _____, (hereinafter referred to as the "Developer").

WHEREAS, the Developer is the fee owner of certain real property situated in the City of Burnsville, County of Dakota, State of Minnesota legally described on the attached Exhibit "A" (hereinafter referred to as the "Subject Property") which the Developer has obtained the approval of the City for the development thereof; and

WHEREAS, the City has required that the Developer make provision for the construction, maintenance and repair of one or more Stormwater Best Management Practices (BMPs) located within the boundaries of the Subject Property as shown on Exhibit "B" attached hereto, as the same is described and depicted in those certain construction plans drawn by _____, ("Plans"). BMPs are physical devices or structures (e.g., wet ponds, rain gardens, infiltration basins, filtration basins, porous pavement) within the site that are necessary to convey and/or treat stormwater.

WHEREAS, the City and Developer desire to set forth their understanding with respect to the construction, repair and maintenance of the BMPs and the responsibility relating to the costs of the repair and maintenance of the BMP.

NOW THEREFORE, in consideration of the foregoing facts and circumstances, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. Construction and Maintenance of BMP. The Developer agrees to construct the BMPs according to the Plans and repair and maintain the BMP at its sole cost and expense. Maintenance of the BMP shall mean (i) monthly inspections and, if necessary, removal of all litter and debris, and replacement of mulch, vegetation, and eroded areas to ensure establishment of healthy functioning plant life therein; and (ii) an annual inspection, and

certification, by a qualified individual or company acceptable to the City that the BMP is functioning in accordance with the approved plans and have maintained the proper operation of the BMP according to the City Standards. If, as a result of an inspection by a qualified individual or company acceptable to the City or City staff, it is determined that the BMP (1) has not been maintained; or (2) is not functioning as originally designed and intended; or (3) is in need of repair, the Developer agrees to restore the BMP so that it functions as it was designed and intended. The Developer further agrees that they will not use the BMP for snow storage and will inform its snow removal contractors of this provision of the Agreement.

Subject to Section 4 below, Developer shall be solely responsible for the repair and maintenance of the Stormwater Pond.

2. Developer's Default. In the event of default by the Developer as to any of the work to be performed by it hereunder, following at least thirty (30) days prior written notice and Developer's failure to cure such default within such time-frame, except in an emergency as determined by the City, the City may, at its option, perform the work and the Developer shall promptly, following receipt of an invoice and reasonable substantiation of such costs, reimburse the City for any reasonable out-of-pocket expense incurred by the City. This Agreement is a license for the City to act when so authorized under this Agreement, and it shall not be necessary for the City to seek a Court order for permission to enter the Subject Property. When the City does any such work, the City may, in addition to its other remedies, assess the reasonable out-of-pocket cost in whole or in part.

3. Future City Policy. Notwithstanding anything contained in this Agreement to the contrary, in the event the City shall in the future establish a policy for repair and maintenance by the City of stormwater ponds owned by private parties located elsewhere in the City under which policy the costs of such repair and maintenance are to be paid either out of general City revenues or by collection of utility or service fees or charges, then any owner of any portion of the Subject Property shall be entitled to petition the City for the inclusion of the Stormwater Pond under such repair and maintenance program. The recording of a certified copy of the Resolution of the City Council of the City which sets forth the consent and authorization described in the foregoing sentence shall serve to terminate this Agreement, without further action on the part of any party hereto.

4. Terms and Conditions. This Agreement shall run with the land and shall be binding upon Developer's successors and assigns with respect to the Subject Property. The terms and conditions of this Agreement shall be binding upon, and shall insure to the benefit of, the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed as of the day and year first above written.

CITY OF BURNSVILLE

BY:_____
Elizabeth B. Kautz, Mayor

(SEAL)

AND _____
Heather A. Johnston, City Manager

STATE OF MINNESOTA)
(ss.
COUNTY OF DAKOTA)

The foregoing instrument was acknowledged before me this _th day of _____, 20____, by Elizabeth B. Kautz and by Heather Johnston, the Mayor and City Manager of the City of Burnsville, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

_____
NOTARY PUBLIC

DEVELOPER:

BY: _____
It _____

STATE OF _____)
(ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ___ day of _____, 20___, by _____ the _____ of _____.

_____
NOTARY PUBLIC

DRAFTED BY:
CAMPBELL, KNUTSON
Professional Association
317 Eagandale Office Center
1380 Corporate Center Curve
Eagan, MN 55121
Telephone: (651) 452-5000
MKB

Revised: February 27, 2015

EXHIBIT “A”

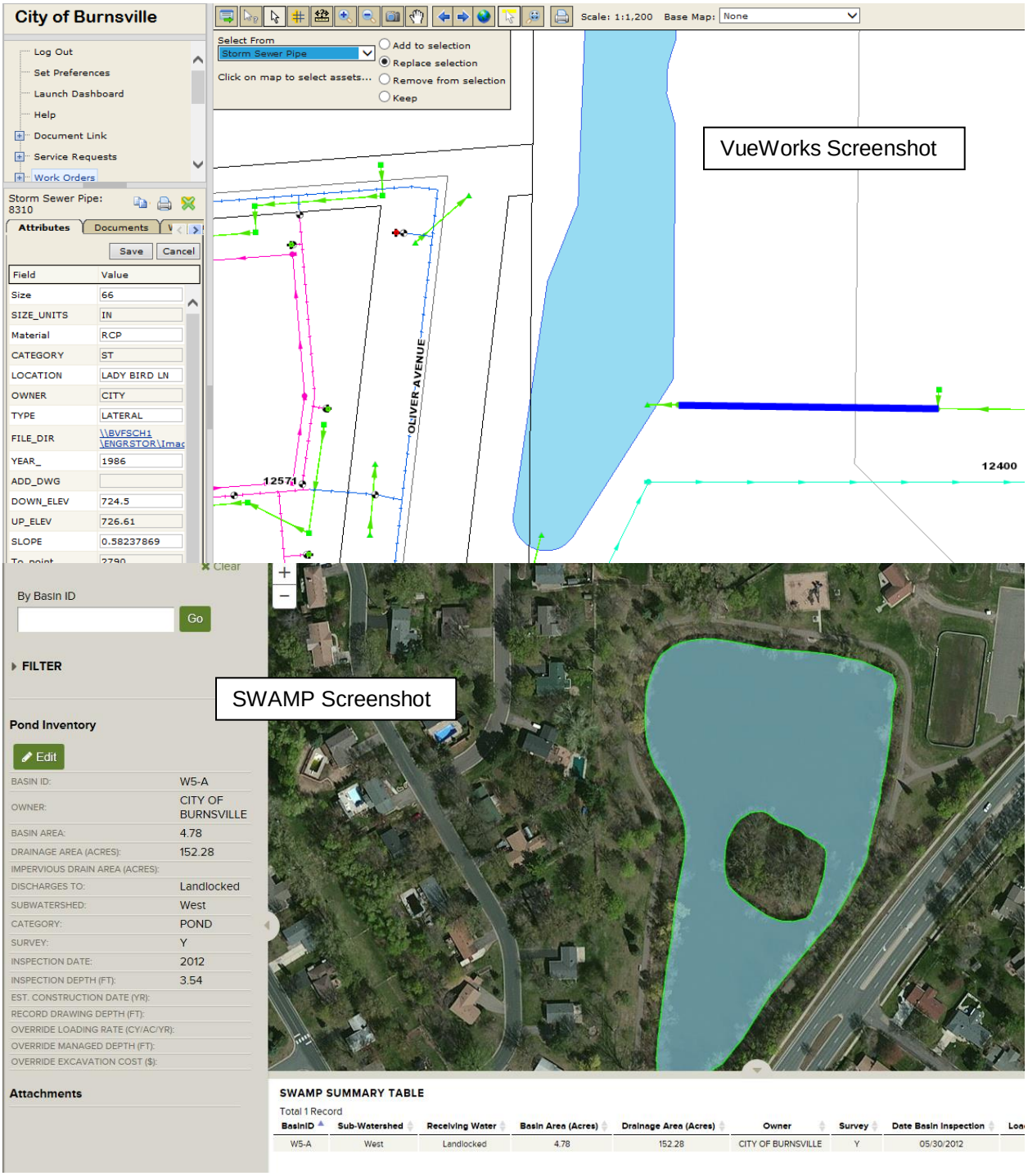
Legal Desription

EXHIBIT “B”

Attach Drawing of Stormwater Pond

Appendix E - B.6 Storm Sewer System Map and Inventory

	City of Burnsville	**Storm Sewer System Map and Inventory**



Appendix F - B.7 Pollution Prevention/Municipal Good Housekeeping for Municipal Operations

	City of Burnsville	SOP - Pond Assessment Procedures and Schedule

Pond Assessment Procedures and Schedule

The following pond assessment procedures and schedule shall be followed to determine the Total Suspended Solids (TSS) and Total Phosphorous (TP) treatment effectiveness of City owned and operated ponds construction for the collection and treatment of stormwater.

Assessment Procedure:

The City has developed a pond assessment tool that prioritizes potential pond cleanout and maintenance activities based in part on the estimated pollutant removal efficiency of each pond.

At the initiation of a pond assessment, the City shall evaluate the City owned and operated stormwater treatment ponds to determine the highest priority pond for clean out or maintenance. Prioritization may be based on the following factors:

- Age of pond.
- Value of sediment removal – an analysis of how much phosphorus is removed per dollar spent
- Contributing drainage area characteristics. (Size, land use, upland treatment, etc.)
- Known concerns based on inspections.
- Type and location of receiving water.
- Sensitivity of receiving water.

Schedule, Measurable Goals, and Priority:

1) The City reviews potential pond maintenance needs and opportunities on an annual basis. Based on that review and the availability of funds, the City implements projects on an annual basis. The City adjusts the number of pond maintenance work based on available budget, staff availability, and other factors that may affect the process.

	City of Burnsville	SOP – Inspections of BMPs, Outfalls, Stockpiles and Storage Areas

MCM 6.e. - Inspection Procedures and Schedules

1. Burnsville Public Works staff will conduct annual inspections of structural stormwater BMPs (sump manholes, hydrodynamic separators, grit chambers, etc.) to determine structural integrity, proper function and any maintenance needs.

   a. Inspections of structural stormwater BMPs will be conducted annually unless the City determines if either of the following conditions apply: 1) Complaints received or patterns of maintenance indicate a greater frequency is necessary, or 2) Maintenance or sediment removal is not required after completion of the first two annual inspections; in which case the frequency of inspections will be once every two (2) years.
   b. The City will document any changes in the inspection frequency.

2. Within the 5-year term of this permit, Burnsville will conduct at least one inspection of all ponds and outfalls (excluding underground outfalls) in order to determine structural integrity, proper function, and maintenance needs. This will result in the City inspecting an average of at least 20% of the ponds and outfall annually.

3. Burnsville will conduct quarterly inspections of stockpiles, and storage and material handling areas (as inventoried in the Facility Inventory - Permit Part III.D.6.a), to determine maintenance needs and proper function of BMPs.

4. The City will record system inspections within its internal Vueworks database system.

City of Burnsville

Structural BMP Inspection Checklist

Work Order with Details

ID		**Logged By**	
Service Request		**Type**	General
		Department	Storm Sewer
Activity		**Group**	Ponds
Pond Structure Inspection			
Location			
Description			
Assigned To			

Status	Open
Priority	1
Begin Date / Time	
End Date / Time	

Unique ID **Pond ID**

Any "YES" response requires additional follow-up and a discussion as to the source of the observation.

Illicit Discharge Evaluation

(Identify any dry weather flows or the presence of non-storm water materials or indicators of illicit discharge into the system)

			Describe
Odor or discharge?	○ YES	○ NO	
Color to discharge?	○ YES	○ NO	
Floatables in discharge?	○ YES	○ NO	
Stains/Deposits in structure?	○ YES	○ NO	
Rain within the last 3 days (72hours)?	○ YES	○ NO	

Functional Evaluation

(Determine if the component is in good working condition and able to perform its intended function.)

0 - Condition is acceptable
1 - Item needs maintenance
2 - Item needs immediate repair

	RATING
Stabilization Condition	
Structural Condition	
Flow Description	
Approx. Depth of Flow	
Amount of Sediment Build-up	

Notes/Describe reason for follow up

	City of Burnsville	**Employee Training Program**

MCM 6.g. – Municipal Operations: Employee Training

IDDE Inspection, detection, and reporting

- Attendees: Public Works
- Topics:
  - Illicit discharge recognition
  - Conditions which cause illicit discharges
  - Reporting illicit discharges
  - City's IDDE procedures & policies

Pollution Prevention / Good Housekeeping for Municipal Operations

- Attendees: Public Works
- Topics:
  - Requirements of job duties related to the City's SWPPP
  - Reporting and assessment activities
  - Address importance of water quality
  - City's procedures & policies related to SWPPP

Identify training schedule / frequency

- New / seasonal employee initial training:
  - New permanent and seasonal staff within public works will receive training in water quality related procedures as soon as possible after their start date.
- Existing employee recurring training interval:
  - Existing employees will be trained annually during a spring program related to water quality topics.

Procedure for documenting employee trainings

- Attendance for permanent staff at the annual water quality training will be tracked with a sign-in sheet. Employees that miss the annual training will be required to attend a comparable training as soon as possible.

Appendix G - B.8 Annual Stormwater Pollution Prevention Plan Checklist

	City of Burnsville	FORM - Annual SWPPP Assessment Checklist
Reviewer:		Date:

MCM 1 – Public Education and Outreach

☐ Yes ☐ No	Have the High Priority stormwater education topics been reviewed and updated if necessary?
☐ Yes ☐ No	Has the Education and Outreach Implementation Plan been reviewed and updated if necessary?
☐ Yes ☐ No	Have the Public Education and Outreach Activities been reviewed and documented? Check all of the activities that have been implemented and documented: ☐ Distribution of Education Materials ☐ Website ☐ Newsletter Articles ☐ Meetings, Presentations, Trainings ☐ Local Cable Access Channel ☐ Collaborative Support ☐ Storm Drain Stenciling ☐ Public Service/Radio Announcements

MCM 1: Actions completed / required based on annual assessment:

MCM 2 – Public Participation / Involvement

☐ Yes ☐ No	Has an opportunity been provided and documented for the public to provide input? ☐ Public Meeting ☐ Other:
☐ Yes ☐ No	Are SWPPP documents available for the public to access? ☐ Website ☐ Paper copies as requested: ☐ Other:
☐ Yes ☐ No	Has the City's Public input procedures, templates, and checklists been reviewed and updates as necessary? ☐ Public Input Procedures ☐ Public Report / Input Form
☐ Yes ☐ No	Has the City considered and documented public input on the SWPPP and MS4 program, reports of illicit discharges, reports of non-compliance or other stormwater related information on construction activity, and reports of other stormwater related issues and/or topics when received.

MCM 2: Actions completed / required based on annual assessment:

MCM 3 – IDDE	
☐ Yes ☐ No	Has the City's storm sewer system map been reviewed and updated as necessary?
☐ Yes ☐ No	Has the City's IDDE ordinance been reviewed and updated as necessary?
☐ Yes ☐ No	Has field staff received IDDE training and has the training been documented?
☐ Yes ☐ No	Have Priority Areas likely to have illicit discharges been reviewed and updated as necessary?
☐ Yes ☐ No	Have the following procedures, templates, and checklists been reviewed and updated as necessary and have these actions been documented? ☐ IDDE Procedures for investigating, locating, & eliminating illicit discharges and connections. ☐ IDDE Procedures for spill response. ☐ IDDE investigating and reporting form.
☐ Yes ☐ No	Has the City's IDDE enforcement response procedures and notices been reviewed and updated as necessary? ☐ IDDE enforcement response procedures. ☐ IDDE warning notice & notice of violation
☐ Yes ☐ No	Have inspections, reports, discoveries, sources, and corrective actions pertaining to illicit discharges and connections been documented?
MCM 3: Actions completed / required based on annual assessment:	

MCM 4 – Construction Site Stormwater	
☐ Yes ☐ No	Has the City's construction site runoff control regulatory mechanisms been reviewed and updated as necessary?
☐ Yes ☐ No	Have site plan reviews been documented and have site plan review procedures, templates, and checklists been reviewed and updated as necessary? ☐ Site Plan Review Procedures ☐ Site Plan Review Checklist
☐ Yes ☐ No	Have site inspections and follow-up actions been documented and have the site inspection procedures, templates, and checklists been reviewed and updated as necessary? ☐ Site Inspection Procedures ☐ Site Inspection Checklist
☐ Yes ☐ No	Have violations and follow-up actions been documented and have the construction site runoff control enforcement response procedures and notices been reviewed and updated as necessary? ☐ Construction Site Stormwater Runoff Control enforcement response procedures. ☐ Construction Site Stormwater Runoff Control warning notice & notice of violation.
MCM 4: Actions completed / required based on annual assessment:	

MCM 5 – Post-Construction Stormwater Management	
☐ Yes ☐ No	Has the City's post-construction stormwater management regulatory mechanisms been reviewed and updated as necessary?
☐ Yes ☐ No	Have site plan reviews been documented and have site plan review procedures, templates, and checklists been reviewed and updated as necessary? ☐ Site Plan Review Procedures ☐ Site Plan Review Checklist
☐ Yes ☐ No	Have violations and follow-up actions been documented and have the post-construction stormwater management enforcement response procedures been reviewed and updated as necessary? ☐ Post-construction Stormwater Management enforcement response procedures.
☐ Yes ☐ No	Were any mitigation projects approved, implemented and documented?
MCM 5: Actions completed / required based on annual assessment:	

MCM 6 – Pollution Prevention/Good Housekeeping for Municipal Operations	
☐ Yes ☐ No	Has the City's facilities inventory been reviewed and updated?
☐ Yes ☐ No	Have BMPs been reviewed and implemented for inventoried facilities, municipal operations, and MS4 discharges to Source Water Protection Areas?
☐ Yes ☐ No	Have the pond assessment procedures and schedule been reviewed and updated as necessary? The City completes a pond assessment each via its SWAMP program when deciding which ponds to cleanout. ☐ A pond assessment was completed this year. ☐ A pond assessment was not completed this year. The last pond assessment was completed in:
☐ Yes ☐ No	Have structural BMP, pond, outfall, stockpiles, and storage and material handling area inspections and maintenance been completed and documented and have inspection and maintenance templates and checklists been reviewed and updated as necessary? ☐ Structural BMP Inspection Checklist
☐ Yes ☐ No	Has appropriate staff training been completed and documented?
MCM 6: Actions completed / required based on annual assessment:	

Appendix H - B.9 - Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA)

Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

Master List MS4 Permit TMDLs Spreadsheet

Municipal Separate Storm Sewer Systems (MS4) Program

Total Maximum Daily Load (TMDL)

Doc Type: Agency Generated

Permittee name	Preferred ID	TMDL project name	Waterbody ID	Type of WLA	Numeric WLA	Unit	Percent reduction	Flow condition	Waterbody name	Pollutant of concern	Date approved
Burnsville City	MS400076	Crystal, Keller, and Lee Lakes Nutrient Impairment TMDL	19-0027-00	Individual	0.183	lbs/day		N/A	Crystal Lake	Phosphorus	9/30/2011
Burnsville City	MS400076	Crystal, Keller, and Lee Lakes Nutrient Impairment TMDL	19-0025-00	Individual	0.225	lbs/day		N/A	Keller Lake	Phosphorus	9/30/2011
Burnsville City	MS400076	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-507	Categorical	5.99	10^12 organisms/month		High	Vermillion River; Below trout stream portion to South Br. Vermillion River	Fecal Coliform	4/5/2006
Burnsville City	MS400076	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-507	Categorical	1.57	10^12 organisms/month		Moist	Vermillion River; Below trout stream portion to South Br. Vermillion River	Fecal Coliform	4/5/2006
Burnsville City	MS400076	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-507	Categorical	0.36	10^12 organisms/month		Mid-Range	Vermillion River; Below trout stream portion to South Br. Vermillion River	Fecal Coliform	4/5/2006
Burnsville City	MS400076	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-507	Categorical	**	10^12 organisms/month		Dry	Vermillion River; Below trout stream portion to South Br. Vermillion River	Fecal Coliform	4/5/2006
Burnsville City	MS400076	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-507	Categorical	**	10^12 organisms/month		Low	Vermillion River; Below trout stream portion to South Br. Vermillion River	Fecal Coliform	4/5/2006
Burnsville City	MS400076	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-506	Categorical	8.62	10^12 organisms/month		High	Vermillion River; South Br. Vermillion River to the Hastings Dam	Fecal Coliform	4/5/2006
Burnsville City	MS400076	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-506	Categorical	3.09	10^12 organisms/month		Moist	Vermillion River; South Br. Vermillion River to the Hastings Dam	Fecal Coliform	4/5/2006
Burnsville City	MS400076	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-506	Categorical	1.57	10^12 organisms/month		Mid-Range	Vermillion River; South Br. Vermillion River to the Hastings Dam	Fecal Coliform	4/5/2006
Burnsville City	MS400076	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-506	Categorical	0.30	10^12 organisms/month		Dry	Vermillion River; South Br. Vermillion River to the Hastings Dam	Fecal Coliform	4/5/2006
Burnsville City	MS400076	Lower Mississippi River Basin Fecal Coliform Bacteria TMDL	07040001-506	Categorical	**	10^12 organisms/month		Low	Vermillion River; South Br. Vermillion River to the Hastings Dam	Fecal Coliform	4/5/2006
Burnsville City	MS400076	Lower Vermillion River Watershed Turbidity TMDL	07040001-504	Individual	11	kg/day			Vermillion River/Vermillion Slough, Hasting dam to Mississippi River	TSS	9/29/2009