

**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 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 November 16, 2020 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 (ERPs), minimum control measures (MCMs), best management practices (BMPs), 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 (ERPs) and Minimum Control Measures (MCMs)

B.1 MCM 1: Public Education and Outreach

The City is required to implement an education and outreach program that focuses on the impact that stormwater discharges have on waterbodies, including illicit discharge recognition and reporting and other high priority stormwater related issues. These measures are included in Appendix A and combined with B.2 MCM 2: Public Participation and Involvement because it is closely related to those measures.

B.2 MCM 2: Public Participation and Involvement

The City is required to implement a public participation and involvement program to solicit input on the City's SWPPP and involve the public in activities that improve or protect water quality. The information for this MCM is included in Appendix A and combined with B.1 MCM 1: Public Education and Outreach because it is closely related to those measures.

B.3 MCM 3: Illicit Discharge Detection and Elimination (IDDE)

The City is required to implement and enforce an illicit discharge detection and elimination program including regulatory mechanisms such as ordinances, policies, and ERPs that effectively prohibits non-stormwater (illicit) discharges in the City's MS4 system, except those that are authorized. These regulatory mechanisms are included in Appendix B.

The City shall enforce illicit discharge code infractions via the following City Code:

- Title 1, Chapter 4 Penalty
- Title 6, Chapter 2, Section 6-2-32: Animal Waste
- Title 7, Chapter 1 Health Nuisances
- Title 7, Chapter 2, Section 7-2-21: Prohibited Discharge Into Sanitary Sewers And Storm Drainage System
- Title 7, Chapter 3 Waste Management
- Title 7, Chapter 7, Section 7-7-12: Deicers

B.4 MCM 4: Construction Site Stormwater Runoff Control

The City is required to implement and enforce a construction site stormwater runoff control program including regulatory mechanisms such as ordinances, policies, and ERPs 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 Code Title 10, Chapter 8, Section 10-8-8: Controlling Erosion and Sediment From Land Disturbing Activities.

B.5 MCM 5: Post-construction Stormwater Management

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

The City shall enforce the post-construction stormwater management via City Code Title 10, Chapter 8, Section 10-8-11: Stormwater Management Overlay District Standards which references the City's Water Resources Management Plan detailing the City's requirements in post-construction stormwater management.

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 MCM 6: 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 and municipal operations to the MS4. 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 an annual basis.

B.8 Discharges to Impaired Waters with an EPA-Approved TMDL that Includes an Applicable Waste Load Allocation (WLA)

The City of Burnsville has three applicable WLAs; one for Total Suspended Solids (TSS) (South Metro Mississippi) and two for Total Phosphorus (TP) (Keller Lake and Lake Alimagnet). The City must maintain a compliance schedule for these waterbodies, included in Appendix H.

B.9 Alum or Ferric Chloride Phosphorous Treatment Systems

The City does not own or operate these types of systems and therefore does not have any requirements for this portion of the permit.

III. RESPONSIBILITY AND AUTHORITY

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

Submitted by: Jen Desrude, City Engineer

Reviewed by: Ryan Peterson, Public Works Director

Date adopted by the City Council: 05/02/2023

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



City of Burnsville

MCM 1&2 Best Management Practices

MCM 1&2 - PUBLIC EDUCATION AND OUTREACH & PARTICIPATION/INVOLVEMENT SELECTED STORMWATER-RELATED ISSUES

Established BMP Category: Distribute materials on selected stormwater-related issues

Measurable Goals and Timeline: Distribute materials (print or non-print) or provide equivalent outreach on specifically selected issues

Procedures:

Annually

- ☐ Review materials that are distributed or provided and update as needed
- ☐ Distribute materials or provide equivalent outreach focused on illicit discharge recognition and reporting, including how illicit discharges can be reported to the City.
- ☐ Distribute materials or provide equivalent outreach to residents, businesses, commercial facilities, and institutions focused on the impacts of deicing salt use on receiving waters, methods to reduce deicing salt use, and proper storage of salt or other deicing materials.
- ☐ Distribute materials or provide equivalent outreach focused on pet waste, including the impacts of pet waste on receiving waters, the proper management of pet waste, and information on the City's Code related to pet waste.

Throughout the permit term

- ☐ Identify and document at least two (2) specifically selected stormwater-related issues of high priority (other than those that are distributed or provided annually as described within this procedure).
- ☐ Distribute materials or provide equivalent outreach on the specifically selected stormwater-related issues of high priority.

Ongoing

- ☐ Document quantities and descriptions of educational materials distributed, including dates distributed, the estimated audience and any activities held, including dates, to reach each target audience.

	City of Burnsville	MCM 1&2 Best Management Practices
MCM 1&2 - PUBLIC EDUCATION AND OUTREACH & PARTICIPATION/INVOLVEMENT PRINTED MATERIALS		
Established BMP Category: Distribute water quality brochures (multiple versions, range of topics)		Measurable Goals and Timeline: Available continuously at City offices. Provide water quality brochures at City events. List events where materials are distributed.
Procedures: <u>January</u> ☐ 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. <u>Throughout the year</u> ☐ Provide water quality handouts for City organized public events, particularly the Native Plant Market and Public Works Open House . ☐ Monitor supplies of water quality handouts at City Hall and the Maintenance Facility.		
Established BMP Category: Publish Water Quality Update (with stormwater program info and most recent lake water quality monitoring data)		Measurable Goals and Timeline: Publish and distribute (via Burnsville Bulletin Newsletter or insert in utility bill mailing) once per year.
Procedures: <u>August</u> ☐ Write text for water quality update and compile table with most recent Citizen Assisted Monitoring Program (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. <u>Throughout the year</u> ☐ Take photographs of water quality related projects for use in future water updates.		
Established BMP Category: Water quality articles in the Burnsville Bulletin		Measurable Goals and Timeline: Publish articles on at least 3 stormwater related topics throughout the year in the Burnsville Bulletin, including tips on how residents can protect/improve water quality.
Procedures: <u>February</u> ☐ Prepare an article for the spring Burnsville Bulletin that covers water quality best management practices for homeowners. ☐ Prepare an article for the spring Burnsville Bulletin that covers what illicit discharges are and who they should be reported to. ☐ If space allows, prepare an article for the spring Burnsville Bulletin to promote the storm drain stenciling program. ☐ If space allows, prepare an article for the spring Burnsville Bulletin to promote the Wetland Health Evaluation Program. ☐ Consider publishing other water quality articles in the spring Burnsville 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.		

September

- ☐ Prepare an article for the fall Burnsville Bulletin on proper use of salt for winter ice control.
- ☐ Publish water quality update in Burnsville Bulletin if space allows.

Throughout the year

- ☐ Consider new article ideas related to water quality and publish in Burnsville Bulletin where possible.



City of Burnsville

MCM 1&2 Best Management Practices

MCM 1&2 - PUBLIC EDUCATION AND OUTREACH & PARTICIPATION/INVOLVEMENT NON-PRINTED MATERIALS

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 TV, social media, YouTube)

Measurable Goals and Timeline: Summarize the yearly activity for water quality education and stormwater issues.

Procedures:

January

- ☐ For previous year, review the activity on social media and YouTube, and record available information for long term monitoring purposes.

February - April

- ☐ Promote Landscaping for Clean Water program through social media.
- ☐ Promote City water quality grant program.

April

- ☐ Promote Wetland Health Evaluation Program WHEP through social media
- ☐ Promote storm drain stenciling program through social media.

October

- ☐ Promote water quality protection volunteer efforts from past season, thank volunteers and promote stenciling program and WHEP for future years through social media.

November

- ☐ Promote judicious use of salt for snow and ice control on social media and Burnsville T.V.

Throughout the year

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

	City of Burnsville	MCM 1&2 Best Management Practices
MCM 1&2 - PUBLIC EDUCATION AND OUTREACH & PARTICIPATION/INVOLVEMENT MEETINGS		
Established BMP Category: Parks and Natural Resources Commission (PNRC) Annual Stormwater Program Public Meeting	Measurable Goals and Timeline: Once per year (March- June timeframe)	
Procedures: <u>March/April</u> ☐ Schedule topic on PNRC agenda for May or June meeting. ☐ Send out a public meeting announcement about the presentation of the City's Stormwater Pollution Prevention Plan (SWPPP) and other stormwater program highlights. ☐ Ensure that the report to be presented in May or June is available for residents on the City webpage. <u>May/June</u> ☐ Present annual stormwater report to the PNRC. ☐ Consider all oral and written input regarding the City's SWPPP and stormwater program. ☐ After meeting, document date, location, and estimated number of participants and all relevant written input submitted by persons regarding the SWPPP, including all responses. The City may use the Public Report/Input Form. ☐ After meeting, update the City's SWPPP and stormwater program as necessary based on any comments by commissioners or meeting attendees. Document all modifications.		



City of Burnsville

MCM 1&2 Best Management Practices

MCM 1&2 - PUBLIC EDUCATION AND OUTREACH & PARTICIPATION/INVOLVEMENT PUBLIC INVOLVEMENT ACTIVITIES

Established BMP Category: Host or provide a public involvement activity annually that includes a pollution prevention or water quality theme

Measurable Goals and Timeline: Once per year

Procedures:

Annually

- ☐ Prior to each event, provide notice to the public. Document notices provided to the public, including any electronic correspondence.
- ☐ Include a pollution prevention or water quality theme at each applicable event.
- ☐ Following each event, document the date(s), location(s), description of activities, and estimated number of participants.



City of Burnsville

MCM 1&2 Best Management Practices

MCM 1&2 - PUBLIC EDUCATION AND OUTREACH & PARTICIPATION/INVOLVEMENT 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 materials. Order supplies for the upcoming stenciling season. Make sure kits are ready to go.

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 social media.

Established BMP Category: Sponsor and promote the Wetland Health Evaluation Program (WHEP) in Burnsville

Measurable Goals and Timeline: Promote in Burnsville Bulletin 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

- ☐ Promote volunteer opportunity as needed.
- ☐ 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 (CAMP) 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.
- ☐ 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 equipment tubs with CAMP program manager.
- ☐ Drop off sampling equipment 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	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):		
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

MCM 3: Illicit Discharge Detection and Elimination (IDDE)



City of Burnsville

MCM 3 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 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. Issue the appropriate Warning Notice / Notice of Violation.
 - d. Oversee or direct the appropriate staff to oversee and verify compliance actions are completed. This shall be initiated as soon as possible but in no case later than 2 days.
- 2) 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 City Code and this policy
 - b. Date(s) and location(s) of the observed violation(s)
 - c. Description of the violation(s), including reference(s) to relevant City Code and this policy
 - 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 Notice of Violation / Warning Notice form. This form helps document and outline the process, violation details, and follow-up actions required for a violation.



City of Burnsville

Illicit Discharge and Connection Notice of Violation / Warning Notice Form

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

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

Discharge/Connection Address (if different than above)

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

Description/Observations: _____

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:

(Notice of Violation continued)

- ☐ **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 properly 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 DISCHARGE/CONNECTION FOLLOW-UP

Date discharge/connection resolved: _____

Describe action(s) taken:

Describe any referrals to regulatory agencies (if any):

I certify that the above discharge/connection and has been resolved.

City of Burnsville Authorizing Agent

Date

	City of Burnsville	IDDE / Spill Investigation & Reporting Form
Investigator/Discoverer:		Date Reported/Discovered:
Responsible Party:		Time:
Phone:		Email:
Address / Location of Incident or Discharge:		
Storm Sewer Structure ID at Incident of Discharge Location:		
Description of Incident or Discharge (identify responsible party is available):		
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 ☐ None ☐ Sewage ☐ Sulphur (Rotten Egg) ☐ Rancid/Sour ☐ Gas/Petroleum ☐ Cooking Oil ☐ Other:	APPEARANCE ☐ Clear ☐ Sheen ☐ Cloudy ☐ Color: ☐ Other:	SOLIDS/FLOATABLES ☐ 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 Receiving Water ☐ Fire Hazard ☐ Hazard to Life/Limb, Injuries ☐ Combustible/Explosion Hazard ☐ Equipment and Clean-up Consumables on Hand ☐ Environmental Effect Expected		
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/receiving waters and may cause pollution of water of the state. (Must 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 State 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: <u>IDDE Warning Notice / Notice of Violation Form</u> ☐ 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

MCM 3 Best Management Practices

MCM 3 - ILLICIT DISCHARGE DETECTION AND ELIMINATION 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. Observe the safety precautions associated with the spilled material.
 - 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 State Duty Officer, if applicable (> 5 gallons of petroleum or any amount of any substance released into the environment that could cause pollution of waters of the state).
- 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 State Duty Officer, if applicable. (> 5 gallons of petroleum or any amount of any substance released into the environment that could cause pollution of waters of the state).
- 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.

Minnesota State Duty Officer: 1-800-422-0798



City of Burnsville

MCM 3 Best Management Practices

MCM 3 - ILLICIT DISCHARGE DETECTION AND ELIMINATION 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.

MCM 3 - ILLICIT DISCHARGE DETECTION AND ELIMINATION INVESTIGATING, LOCATING, ELIMINATING ILLICIT DISCHARGES 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:

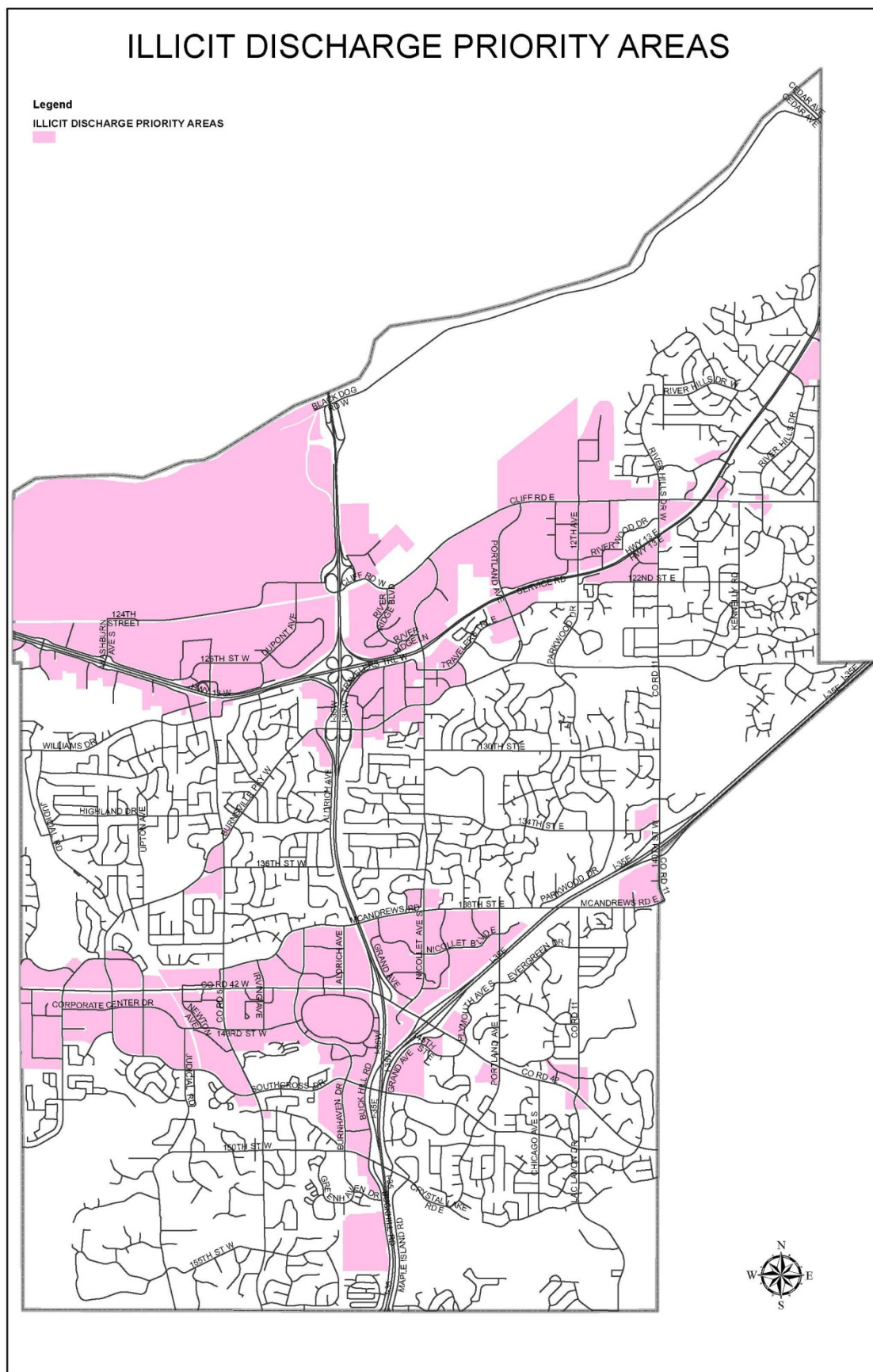
- 1) Observations by City Staff, Police, Fire Fighters, Public Transportation, others.
- 2) Reports by Citizens.
- 3) Storm Sewer Systems (MS4) Map - suspected signs of illicit discharges are tracked upstream through the system until the source is identified.
- 4) Visual inspections.
- 5) Mobile cameras, 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		MCM 3 Best Management Practices
MCM 3 - ILLICIT DISCHARGE DETECTION AND ELIMINATION IDDE PRIORITY AREAS			
Responsible Person: Streets Superintendent			
Description: The City has identified the areas listed below as priority areas that have a higher likelihood for 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. If an illicit discharge or connection is detected during regular inspection or maintenance activities, the City may utilizes an IDDE / Spill Investigating and Report Form. Priority areas are based on:			
LAND USE* ➤ Industrial ➤ Commercial	BUSINESS ACTIVITIES	PAST DISCHARGES	SIGNIFICANT MATERIALS ➤ Properties with Industrial Permits
*See attached Zoning Map for Industrial and Commercial Areas.			



Appendix C - B.4

MCM 4: Construction Site Stormwater Runoff Control



City of Burnsville

**MCM 4
Enforcement Response
Procedures**

**MCM 4 - CONSTRUCTION SITE STORMWATER RUNOFF CONTROL
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 or direct the appropriate staff to 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 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 or appropriate staff shall:
 - a. Evaluate the severity of the violation.
 - b. Issue the appropriate Notice (Pass or Fail).
 - c. Oversee that the appropriate measures are taken to promptly eliminate the violation/deficiency.
 - d. Oversee or direct the appropriate staff to oversee and verify compliance actions are completed.
- 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)
 - d. Corrective action(s) and the required completion schedule
 - e. Referrals to other regulatory organizations (if any)
 - f. Date(s) violation(s) resolved
- 4) The City uses OpenGov to inform the responsible party of Fail Notices and any inspection comments.



City of Burnsville

**MCM 4
Best Management
Practices**

**MCM 4 - CONSTRUCTION SITE STORMWATER RUNOFF CONTROL
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 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. See site inspection priority procedures.
 - b. Highest priority sites will be inspected on a weekly basis; lower priority sites on a monthly basis. Inspection frequency may be adjusted due to weather conditions (such as frequent rainfall events, a large rainfall event, or below freezing temperatures), staff availability or site work inactivity and other observed site conditions.
 - c. Complete site inspections necessary to observe compliance with the approved SWPPP and site plans.
 - d. The City uses OpenGov for documentation of all site inspections.
 - e. Notify the City Engineer of sites having a history of unresolved violations or major deficiencies.



City of Burnsville

**MCM 4
Best Management
Practices**

**MCM 4 - CONSTRUCTION SITE STORMWATER RUNOFF CONTROL
SITE INSPECTION PRIORITY PROCEDURES**

Each site will be given a priority rating based on proximity to receiving water, topography, project history, and other site specific and local characteristics. High priority sites shall be inspected weekly and low priority sites shall be inspected monthly. Inspection frequency may be adjusted due to weather conditions (such as frequent rainfall events, a large rainfall event, or below freezing temperatures), staff availability or site work inactivity and other observed site conditions.

High Priority Sites have one or more of the following criteria:

- Projects within 100 feet of a receiving water
- Projects with steep slopes of 3:1 that are being constructed or disturbed.
- Projects with a history of frequent violations or poor compliance to said violations.
- Projects with other site characteristics as determined by the City Engineer.

Low Priority Sites consist of all other project sites with open active permits where final stabilization has not been substantially completed.

Site inspections will be performed as outlined in the Site Inspection Procedures.



City of Burnsville

**MCM 4
Best Management
Practices**

**MCM 4 - CONSTRUCTION SITE STORMWATER RUNOFF CONTROL
RECEIPT AND CONSIDERATION OF REPORTS OF NONCOMPLIANCE**

The following procedures shall be followed when the City received reports of noncompliance or other stormwater related information on construction activity:

- 1) Reports of noncompliance shall be directed to the Engineering Specialist.
- 2) The Engineering Specialist shall direct the appropriate staff to respond as necessary to the location of reported concern.
- 3) Based on field observations, determine next steps, including but not limited to:
 - a. No further action needed
 - b. Correction Notice
 - c. Notice of Violation
 - d. Stop Work Order
 - e. Notification of other regulatory organizations
- 4) The Engineering Specialist shall report back to the initial reporter, or direct the appropriate staff to report back, as necessary.
- 5) The City may utilize the Public Report/Input Form.

	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):		
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 D - B.5

MCM 5: Post-Construction Stormwater Management



City of Burnsville

**MCM 5
Enforcement Response
Procedures**

**MCM 5 - POST-CONSTRUCTION STORMWATER MANAGEMENT
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's 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 performing 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)
 - d. Corrective action(s) and the required completion schedule
 - e. Referrals to other regulatory organizations (if any)
 - f. Date(s) violation(s) resolved



City of Burnsville

MCM 5 Best Management Practices

MCM 5 - POST-CONSTRUCTION STORMWATER MANAGEMENT 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. Repeat process until the plan is approved and permits can be approved.

	City of Burnsville	Site Plan Review Checklist
Project / Site Information		
Project Name / Owner:		
Project Location:		
Disturbed Area (Acres):		
Existing Impervious (Acres):		
Proposed Impervious (Acres):		
Net Increase/Decrease (Acres):		
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:	
Re-Submittal Date:	Reviewed By / Date:	
Review Comments / Findings:	Notified Owner:	
Re-Submittal Date:	Reviewed By / Date:	
Review Comments / Findings:	Notified Owner:	

Grading and Erosion Control Plan

Projects that include less than one acre of land disturbance but 50 cubic yards or more of earthwork or that are within a Lower Minnesota River Watershed District (LMRWD) High Value Resource Area (HVRA) or Steep Slopes Overlay District and disturb 5,000 square feet or more of land Erosion and sediment control must prepare a Grading and Erosion Control Plan.

Incorporated			Comments:
Yes	No	NA	
☐	☐	☐	Do the plans include erosion and sediment control provisions in accordance with Section IV.2 of Appendix C of the Water Resources Management Plan?
☐	☐	☐	Has a grading and erosion control plan been prepared in accordance with Section VI.2 of Appendix C of the Water Resources Management Plan been submitted to the City?

SWPPP

Projects that disturb greater than 1 acre or more of land must obtain coverage under the most recent version of the MPCA's NPDES/SDS General Construction Stormwater Permit, including the preparation of a Stormwater Pollution Prevention Plan (SWPPP).

Incorporated			Comments:
Yes	No	NA	
☐	☐	☐	Do the plans include provisions in accordance with the most recent version of the MPCA's NPDES/SDS General Construction Stormwater Permit?
☐	☐	☐	Has proof of coverage been submitted to the City?

Additional Review Comments

--

Post-Construction Stormwater Management			
Development projects may require post construction stormwater management, including: • Volume control, water quality treatment, and rate control requirements. • Requirements applicable to the City's Environmental Overlay Districts as defined in City Code Title 10, Chapter 8. Requirements applicable to projects in floodplain areas as defined in City Code Title 10, Chapter 10.			
Incorporated			Comments:
Yes	No	NA	
☐	☐	☐	Do the plans include volume control provisions in accordance with Section IV.1.A of Appendix C of the Water Resources Management Plan?
☐	☐	☐	Do the plans include water quality provisions in accordance with Section IV.1.B of Appendix C of the Water Resources Management Plan?
☐	☐	☐	Do the plans include rate control provisions in accordance with Section IV.1.C of Appendix C of the Water Resources Management Plan?
☐	☐	☐	Do the plans include flood control provisions in accordance with Section IV.3 of Appendix C of the Water Resources Management Plan?
☐	☐	☐	Do the plans include special waters and wetlands provisions in accordance with Section IV.4 of Appendix C of the Water Resources Management Plan?
☐	☐	☐	Has a grading and stormwater management plan been prepared in accordance with Section VI.1 of Appendix C of the Water Resources Management Plan been submitted to the City?
Additional Review Comments			



City of Burnsville

MCM 5 Best Management Practices

MCM 5 - POST-CONSTRUCTION STORMWATER MANAGEMENT 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 or water quality 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's standards for post-construction stormwater management.

(Reserved for Recording Data)

STORMWATER MAINTENANCE 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") _____, 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 as:

(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 the Stormwater Facility, consisting of _____ located within the boundaries of the Subject Property as shown on Exhibit "A" attached hereto, as the same is described and depicted in those certain construction plans drawn by _____, ("Plans").

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

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 Stormwater Facility. The Developer agrees to construct the Stormwater Facility according to the Plans and repair and maintain the Stormwater Facility at its sole cost and expense. Maintenance of the Stormwater Facility shall mean (i) yearly inspection of the Stormwater Facility and, if necessary, removal of all sediment, litter and debris; and (ii) an annual inspection, and certification, by a qualified individual or company acceptable to the City that the Stormwater Facility is functioning in accordance with the approved plans and have maintained the proper operation of the stormwater treatment as a Stormwater Facility 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 Stormwater Facility (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 Stormwater Facility so that it functions as it was designed and intended.

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

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 or facilities 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 Facility 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 _____
Gregg M. Lindberg, 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 Gregg M. Lindberg, 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

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

EXHIBIT “A”

Attach Drawing of Stormwater Facility

SAMPLE

Appendix E - B.6

Storm Sewer System Map and Inventory



City of Burnsville

Storm Sewer System Map and Inventory

City of Burnsville

Log Out
Set Preferences
Launch Dashboard
Help
Document Link
Service Requests
Work Orders

Storm Sewer Pipe: 8310

Attributes Documents

Save Cancel

Field	Value
Size	66
SIZE_UNITS	IN
Material	RCP
CATEGORY	ST
LOCATION	LADY BIRD LN
OWNER	CITY
TYPE	LATERAL
FILE_DIR	\\BVSCH1\ENGR\STOR\Imag
YEAR_	1986
ADD_DWG	
DOWN_ELEV	724.5
UP_ELEV	726.61
SLOPE	0.58237869
To point	7790

Select From: Storm Sewer Pipe
Add to selection
Replace selection
Click on map to select assets...
Remove from selection
Keep

Scale: 1:1,200 Base Map: None

VueWorks Screenshot

12571 12400

By Basin ID
Go

FILTER

Pond Inventory

Edit

BASIN ID:	W5-A
OWNER:	CITY OF BURNVILLE
BASIN AREA:	4.78
DRAINAGE AREA (ACRES):	152.28
IMPERVIOUS DRAIN AREA (ACRES):	
DISCHARGES TO:	Landlocked
SUBWATERSHED:	West
CATEGORY:	POND
SURVEY:	Y
INSPECTION DATE:	2012
INSPECTION DEPTH (FT):	3.54
EST. CONSTRUCTION DATE (YR):	
RECORD DRAWING DEPTH (FT):	
OVERRIDE LOADING RATE (CY/AC/YR):	
OVERRIDE MANAGED DEPTH (FT):	
OVERRIDE EXCAVATION COST (\$):	

Attachments

SWAMP Screenshot

SWAMP SUMMARY TABLE

Total 1 Record

BasinID	Sub-Watershed	Receiving Water	Basin Area (Acres)	Drainage Area (Acres)	Owner	Survey	Date Basin Inspection	Loc
W5-A	West	Landlocked	4.78	152.28	CITY OF BURNVILLE	Y	05/30/2012	

Appendix F - B.7

MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations



City of Burnsville

MCM 6 Best Management Practices

MCM 6 - POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS FACILITIES INVENTORY

The City maintains a mapped inventory of City owned/operated facilities that may contribute pollutants to stormwater discharges in the City's GIS. The City implements BMPs that prevent or reduce pollutants in stormwater discharges from inventoried facilities and associated municipal operations which include both structural and non-structural BMPs.



City of Burnsville

MCM 6 Best Management Practices

MCM 6 - POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS 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:

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

MCM 6 Best Management Practices

MCM 6 - POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS INSPECTION PROCEDURES AND SCHEDULES

Burnsville Public Works staff inspects stormwater infrastructure to determine structural integrity, proper function, and maintenance needs. The City conducts the following inspections:

- 1) Structural stormwater BMPs (infiltration, filtration, sump manholes, hydrodynamic separators, grit chambers, etc.) are inspected once each calendar year, unless the following conditions apply:
 - a. Complaints are received or patterns of maintenance are observed during routine inspections that indicate a greater frequency is necessary
 - b. Maintenance or sediment removal is not required after completion of two calendar year inspections; in which case the permittee may reduce the frequency of inspections to once every two (2) calendar years.
 - c. The City will document any changes in the inspection frequency.
- 2) During the 5-year permit term, ponds and outfalls are inspected at least once.

Based on inspection findings, the City will determine if repair, replacement, or maintenance measures are necessary in order to ensure the structural integrity and proper function of structural stormwater BMPs and outfalls. The City will complete necessary maintenance as soon as possible however if maintenance cannot be completed within one year of discovery, then it will be incorporated into the City's 5 year Capital Improvement Program. If the City determines necessary maintenance cannot be completed within one year of discovery, a schedule(s) for completing the maintenance will be documented. The City will record system inspections within its internal Viewworks database system.

Should an illicit discharge or connection be discovered during inspections, the City will initiate the Illicit Discharge Detection and Elimination Enforcement Response Procedures.



City of Burnsville

Stormwater BMP Inspection Checklist

Work Order with Details

ID		Logged By		Status	Open	Priority	1
Service Request		Type	General	Begin Date / Time	End Date / Time		
		Department	Storm Sewer				
Activity		Group	Ponds				
Pond Structure Inspection							
Location							
Description							
Assigned To							

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)

Odor or discharge?

☐ YES

☐ NO

Color to discharge?

☐ YES

☐ NO

Floating debris in discharge?

☐ YES

☐ NO

Stains/Deposits in structure?

☐ YES

☐ NO

Rain within the last 3 days (72hours)?

☐ YES

☐ NO

Describe

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

Notes/Describe reason for follow up



City of Burnsville

MCM 6 Best Management Practices

MCM 6 - POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS STORMWATER MANAGEMENT TRAINING PROGRAM

Stormwater Management Training Program

Burnsville implements a stormwater management training program that addresses an individual's responsibilities as they relate to the City's standards, policies, and the SWPPP, including reporting and assessment activities. The training programs address the importance of water quality, and covers the following topics, as appropriate:

- 1) IDDE
 - a. Potential Attendees: Public Works
 - b. Potential Topics:
 - Illicit discharge recognition
 - Conditions which could cause illicit discharges
 - Reporting illicit discharges
 - IDDE procedures and policies, including enforcement
- 2) Construction Stormwater Site Runoff Control
 - a. Potential Attendees: Public Works, Engineering
 - b. Potential Topics:
 - Site plan review procedures
 - Site inspection procedures
 - Construction site procedures and policies, including enforcement
- 3) Post-Construction Stormwater Management
 - a. Potential Attendees: Public Works, Engineering
 - b. Potential Topics:
 - Site plan review procedures
 - Post-construction site procedures and policies, including enforcement
- 4) Pollution Prevention/Good Housekeeping for Municipal Operations
 - a. Potential Attendees: Public Works
 - b. Potential Topics:
 - Requirements of job duties related to the City's SWPPP
 - Reporting and assessment activities
 - Procedures and policies related to the SWPPP
 - Winter maintenance activities, including water quality considerations, potential BMPs, and tools and resources to assist in winter maintenance

The City may also use training materials from the United States Environmental Protection Agency (USEPA), state and regional agencies, or other organizations as appropriate. All stormwater management training events will be documented, including general subject matter covered, names and departments of individuals in attendance, and date of each event. Should an employee miss the annual training event, they will be required to attend a comparable training as soon as possible.

Schedule and 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.

Documentation:

The City will document each training program event, including:

- General subject matter covered
- Name and department of individuals in attendance
- Date of each event

Appendix G - B.8 Annual Assessment

		City of Burnsville	Annual Assessment Checklist
Reviewer:		Date:	
MCM 1: Public Education and Outreach			
☐ Yes ☐ No	Has public education and/or outreach efforts been provided on illicit discharge detection and elimination?		
☐ Yes ☐ No	Has public education and/or outreach efforts been provided on deicing salt use?		
☐ Yes ☐ No	Has public education and/or outreach efforts been provided on pet waste?		
☐ Yes ☐ No	Have the high priority selected stormwater education topics been reviewed and updated if necessary?		
☐ Yes ☐ No	Has the education and outreach efforts been reviewed and updated if necessary? Including target audiences, responsible persons, and activities and schedules.		
☐ Yes ☐ No	Have the public education and outreach activities been reviewed and documented? Check all of the activities that have been implemented and documented. Documentation should include quantities, dates distributed, and target audiences. ☐ 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 made 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.
☐ Yes ☐ No	Has the City provided a public involvement activity with a pollution prevention or water quality theme?
☐ Yes ☐ No	Have the public participation/involvement activities been reviewed and documented? Documentation should include dates, locations and number of participants of events, any notices provided and input and responses.
MCM 2: Actions completed / required based on annual assessment:	

MCM 3: Illicit Discharge Detection and Elimination	
☐ 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 there been additional inspections in illicit discharge priority, as allowed?
☐ Yes ☐ No	Have the following procedures, templates, and checklists been reviewed and updated as necessary and have these actions been documented? ☐ IDDE inspection procedures ☐ Investigating, locating, and eliminating illicit discharges procedures ☐ Spill response procedures ☐ IDDE/spill investigation 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 ☐ Illicit discharge and connection notice of violation/warning notice form
☐ 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 Runoff Control	
☐ 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 procedures for identifying high-priority and low-priority sites for inspections been reviewed and updated as necessary?
☐ 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 ☐ Construction site inspection form
☐ Yes ☐ No	Has the City's public input procedures, templates, and checklists been reviewed and updates as necessary? ☐ Receipt and consideration of reports of noncompliance ☐ Public report/input form
☐ Yes ☐ No	Has staff responsible for conducting site plan reviews, site inspections, and/or enforcement received training and has the training been documented?
☐ 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 correction notices and notices of violations
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?
☐ Yes ☐ No	Has the City entered into and documented a legal mechanism(s) between the City and owners of structural stormwater BMPs not owned or operated by the City that were constructed to meet the requirements of the City's post-construction stormwater management regulatory mechanisms?
☐ Yes ☐ No	Has the City's written or mapped inventory of structural stormwater BMPs not owned or operated by the City been reviewed and updated as necessary?
☐ Yes ☐ No	Has staff responsible for conducting site plan reviews and/or enforcement received training and has the training been 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 pond sediment excavation and removal activities been documented, including pond IDs, volume removed, results from any sediment testing and location of final disposal?
☐ Yes ☐ No	Have structural stormwater BMP, pond, and outfall 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:	

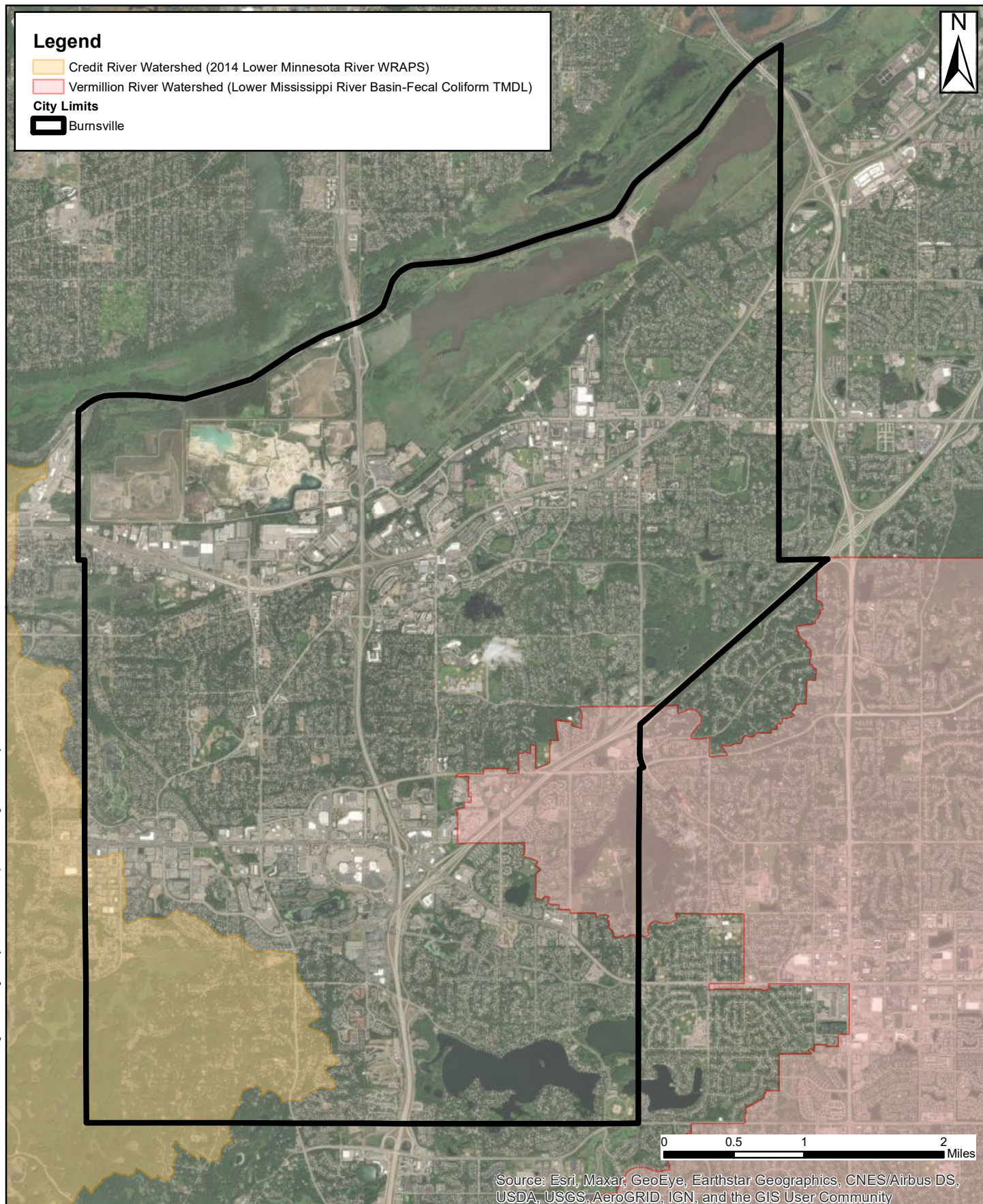
Appendix H - B.9 - Discharges to Impaired Waters with an EPA-Approved TMDL that Includes an Applicable Waste Load Allocation (WLA)

	City of Burnsville	Applicable WLA(s) for Oxygen Demand, Nitrate, TSS, or TP
DISCHARGES TO IMPAIRED WATERS APPLICABLE WLAS FOR OXYGEN DEMAND, NITRATE, TSS, OR TP		
The City of Burnsville has three applicable WLAs; one for TSS (South Metro Mississippi) and two for TP (Keller Lake and Lake Alimagnet). The City has outlined activities completed, cumulative reductions, non-implemented activities and an adaptive management strategy in an annual report form, submitted annually to the MPCA.		

	City of Burnsville	Applicable WLA(s) for Bacteria	
DISCHARGES TO IMPAIRED WATERS INVENTORY OF POTENTIAL AREAS AND SOURCES OF BACTERIA			
Responsible Person: Public Works Director			
Description: The City has a WLA for bacteria for the Credit River as part of the 2014 Lower Minnesota River WRAPS and the Vermillion River for the Lower Mississippi River Basin. The City has identified areas that may contribute significant bacteria loads to stormwater runoff and receiving waters. The City has prioritized reduction activities in these areas in an effort to reduce potential sources of bacteria. Prioritization (high, medium, low) is based on cost, schedule and magnitude of source within the City. Prioritization may also be based on need. Potential sources of bacteria, reduction activities, and prioritization:			
CATEGORY	SOURCE	POTENTIAL REDUCTION ACTIVITIES	PRIORITIZATION
Municipal Sanitary Infrastructure	Sanitary Sewer Lift Stations	Station Rehabilitation	Based on need (station condition, age, and risk of failure)
	Inflow and Infiltration	Minimize and eliminate through repairing damaged sewers	Based on need (pipe condition and risk of failure)
Human Sanitary Sources	Leaky/failing septic systems (Credit River Watershed only)	Continue to implement robust SSTS Ordinance enforced by Dakota County per State/County/City laws	Medium
	Portable toilets at construction sites	Ensure construction site temporary toilets have appropriate pollution prevention BMPs consistent with Section IV.2. of the City's WRMP Appendix C - Development Standards	Low
Domestic pets	Dog Park at Alimagnet Park (Vermillion River Only)	- Maintain pet waste disposal station - Continue to enforce pet waste ordinance - Continue to provide education and outreach materials on pet waste	Medium
Urban wildlife	Alimagnet Lake (Vermillion River Only) Southwest Burnsville (Credit River Only)	- Continue to implement City-wide deer management program - Continue to implement goose management program - Continue to implement wildlife feeding bans and control of	Medium

		nuisance populations, including ducks and geese and other wildlife • When possible, use infiltration BMPs instead of detention ponds in residential developments and other areas where wildlife may congregate consistent with Section IV.1. of the City's WRMP Appendix C - Development Standards	
Other Urban Sources (non-stormwater)	Recreational ballfields at Alimagnet Park (Vermillion River Only)	• Continue to properly train maintenance staff in proper use of irrigation equipment • Continue to utilize rain sensor for irrigation system	Low
MS4 Infrastructure	Illicit discharges to MS4	• Detect and eliminate illicit discharges consistent with City Code Title 7, Chapter 2, Section 7-2-21	High
	Leaky sewer pipes	• Continue to implement minor drainage improvement program to repair pipes	Based on need (pipe condition and risk of failure)
	Decaying plant matter, litter, and sediment in the storm drain system	• Continue to implement street sweeping program (minimum 3 times/year and additionally as time/staff allows) • Continue to implement a robust pond cleanout program	High

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Project: BURNS 159185
Print Date: 4/10/2023

Map by: nodalen
Projection: NAD 1983 HARN Adj
MN Dakota (US Feet)
Source:

**Discharges to Impaired Waters with
TMDL and Applicable WLA for
Bacteria
Burnsville, MN**

**Figure
B.9**

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.

	City of Burnsville	Applicable WLA(s) for Chloride
DISCHARGES TO IMPAIRED WATERS WINTER MAINTENANCE CONSIDERATIONS		
Responsible Person: Streets Superintendent		
Description: The City has a WLA for chloride for the Credit River as part of the 2014 Lower Minnesota River WRAPS and the Vermillion River for the Lower Mississippi River Basin. The City makes the following winter maintenance considerations: • Documents the amount of deicer applied to City owned/operated surfaces each winter • Use of the MPCA's Smart Salting Assessment Tool during events, in an effort to reduce the amount of deicing salt applied each year • Send select operators to the Salt Symposium each year • Complete annual spreader calibration of our trucks		