



# **City of Orono MS4 Permit Summary Sheets**

Last Revision Date: 12/05/2008

# City of Orono MS4 Permit Summary Sheets

## Table of Contents

### Minimum Control Measure

#### 1. Public Education and Outreach

<u>Summary Sheet</u>	<u>Page</u>
1a-1: Distribute Educational Materials .....	4
1b-1: Implement an Education Program .....	6
1c-1: Education Program: Public Education and Outreach .....	8
1c-2: Education Program: Public Participation.....	11
1c-3: Education Program: Illicit Discharge Detection and Elimination .....	14
1c-4: Education Program: Construction Site Runoff Control.....	17
1c-5: Education Program: Post-Construction Stormwater Management in New Development and Redevelopment .....	20
1c-6: Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations.....	22
1d-1: Coordination of Education Program.....	24
1e-1: Annual Public Meeting .....	26

#### 2. Public Involvement and Participation

<u>Summary Sheet</u>	
2a-1: Comply with Public Notice Requirements .....	27
2b-1: Solicit Public Input and Opinion on the Adequacy of the SWPPP .....	28
2c-1: Consider Public Input .....	29

#### 3. Illicit Discharge and Detection

<u>Summary Sheet</u>	
3a-1: Stormwater Management Map.....	30
3b-1: Regulatory Control Program .....	31
3c-1: Illicit Discharge Detection and Elimination Plan .....	33
3d-1: Public and Employee Illicit Discharge Information Program .....	35
3e-1: Identification of Non-Stormwater Discharges and Flows .....	37

#### 4. Construction Site Runoff Control

<u>Summary Sheet</u>	
4a-1: Ordinance or Regulatory Mechanism.....	38
4b-1: Construction Site Implementation of Erosion and Sediment Control BMPs .....	39
4c-1: Waste Controls for Construction Site Operators .....	40
4d-1: Procedure for Site Plan Review.....	41
4e-1: Establishment off Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance.....	42
4f-1: Establishment of Procedures for Site Inspections and Enforcement.....	43
4f-1.1: Additional Construction Site Runoff BMPs.....	44

#### 5. Post-Construction Site Runoff Control

<u>Summary Sheet</u>	
5a-1: Development and Implementation of Structural and/or Non-structural BMPs .....	45
5b-1: Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment.....	48
5c-1: Long-term Operation and Maintenance of BMPs.....	51

#### 6. Pollution Prevention/Good Housekeeping

<u>Summary Sheet</u>	
6a-1: Municipal Operations and Maintenance Program .....	52

6a-2: Street Sweeping** .....	55
6b-2: Annual Inspection of All Structural Pollution Control Devices.....	56
6b-3: Inspection of a Minimum of 20% of the MS4 outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis.....	57
6b-4: Annual Inspection of All Exposed Stockpile, Storage, and Material Handling Areas .....	58
6b-5: Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures.....	59
6b-6: Record Reporting and Retention of All Inspections and Responses to the Inspections.....	61
6b-7: Evaluation of Inspection Frequency .....	62

**7. Additional BMP Requirements**

Summary Sheet

IX-C.H: Discharges Affecting Source Water Protection Areas.....	63
IV. D: Impaired Waters Review Process .....	64
IV. D: Response to TMDL Waste Load Allocation.....	66
IX-C. A: ORVW Assessment-Wolfeld Woods Scientific and Natural Area .....	67

# BMP Summary Sheet

**MS4 Name:** City of Orono

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

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

**\*BMP Title:** Distribute Educational Materials

**\*BMP Description:**

The City's program to distribute educational materials will focus on using the following list of BMPs from the City's attached SWPPP. The educational materials will be distributed through the City Newsletter, website and brochures given out through their Adopt-a-Park Program, Annual Clean-Up Day and in their permitting packet. Although this educational program audience will be specifically directed towards the general public, some aspects of the BMPs will be directed towards contractors and developers. For additional information regarding each activity, see the attached SWPPP. As a goal, the City will be distributing educational material for each minimum control measure.

The following list of BMPs will be used to distribute stormwater education material.

- Minnesota Water – "Let's Keep it Clean" Campaign
- Storm Water Articles in City Newsletter
- Storm Water Education on City Web Page
- Adopt -a-Park Program
- Annual Clean-Up Day Program
- Minimum Erosion Control BMP Requirements

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

BMP 1.A.1, 1.A.2, 1.A.3, 1.A.4, 1.E, 2D.2, 3F.1 and 4.B descriptions in the SWPPP provide more detail regarding information for each minimum control measure.

**\*Measurable Goals:**

Minnesota Water – "Let's Keep it Clean" Campaign

- Annual contributions to Let's Keep it Clean campaign

Storm Water Articles in City Newsletter

- Number of newsletter articles published

Storm Water Education on City Web Page

- Established stormwater web page (y/n)
- Number of minimum control measures addressed

Adopt-a-Park Program

- Number of park adopted

Annual Clean-Up Day Program

- Number of clean-up events held
- Amount of household materials collected

Minimum Erosion Control BMP Requirements

- Completed list of minimum BMP requirements

**\*Timeline/Implementation Schedule:**

Minnesota Water – "Let's Keep it Clean" Campaign

- 2006-2011: Annual contributions to Let's Keep it Clean campaign

Storm Water Articles in City Newsletter

- 2006-2011: This is an established activity within the city and implementation is on-going

Storm Water Education on City Web Page

- 2006: Establish stormwater web page

- 2007: Update web page to include SWPPP for public viewing
- 2006-2011: Address each minimum control measure

Adopt-a-Park Program

- 2006-2011: This is an existing program with the City and implementation is on-going.

Annual Clean-Up Day Program

- 2006-2011: This is an existing program with the City and implementation is on-going

Minimum Erosion Control BMP Requirements

- 2006: Develop draft list of minimum ESC requirements
- 2007: Final list of ESC requirements established in ordinance
- 2008-2011: Implement plan review procedures based on minimum requirements

**Specific Components and Notes:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- Recent educational accomplishments:
  - Educational prints in newspaper
  - Radio program sponsorships
  - Publication distributions
  - State fair brochures
  - Clean water messages on television and news media website

Storm Water Articles in City Newsletter

- Public awareness of stormwater issues

Adopt-a-Park Program

- Encourages citizen involvement in helping to facilitate a clean and well maintained city.
- Citizens are more aware of City government issues.
- Improved park maintenance reduces illicit discharges

Annual Clean-Up Day Program

- Collection of unwanted materials to reduce illicit discharges in the City

**\*Responsible Party for this BMP:**

Name: Mike Gaffron

Department: City Planner

Phone: (952) 249-4600

E-mail: mgaffron@ci.orono.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

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

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

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

**\*BMP Description:**

The City will implement an education program by using the following list of BMPs from the City's attached SWPPP. The educational materials will be implemented by using the City Newsletter, website and brochures given out through their Adopt-a-Park Program, Annual Clean-Up Day and in their permitting packet. Although this educational program audience will be specifically directed towards the general public, some aspects of the BMPs will be directed towards contractors and developers. For additional information regarding each activity, see the attached SWPPP.

- Minnesota Water – “Let’s Keep it Clean” Campaign
- Storm Water Articles in City Newsletter
- Presentation to City Council
- Storm Water Education on City Web Page
- Adopt -a-Park Program
- Annual Clean-Up Day Program
- Minimum Erosion Control BMP Requirements

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

BMP 1.A.1, 1.A.2, 1.A.3, 1.A.4, 1.E, 2.D.2, 3.F.1 and 4.B descriptions in the SWPPP provide more detail regarding information for each minimum control measure.

**\*Measurable Goals:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- Annual contributions to Let’s Keep it Clean campaign

Storm Water Articles in City Newsletter

- Number of newsletter articles published

Presentation to City Council

- Completed annual presentation to City Council

Storm Water Education on City Web Page

- Established stormwater web page (y/n)
- Number of minimum control measures addressed

Adopt-a-Park Program

- Number of park adopted

Annual Clean-Up Day Program

- Number of clean-up events held
- Amount of household materials collected

Minimum Erosion Control BMP Requirements

- Completed list of minimum BMP requirements

**\*Timeline/Implementation Schedule:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- 2006-2011: Annual contributions to Let’s Keep it Clean campaign

Storm Water Articles in City Newsletter

- 2006-2011: This is an established activity within the city and implementation is on-going

Presentation to City Council

- 2006-2011: Annually present to the City Council on stormwater runoff issues

Storm Water Education on City Web Page

- 2006: Establish stormwater web page
- 2007: Update web page to include SWPPP for public viewing
- 2006-2011: Address each minimum control measure

Adopt-a-Park Program

- 2006-2011: This is an existing program with the City and implementation is on-going.

Annual Clean-Up Day Program

- 2006-2011: This is an existing program with the City and implementation is on-going

Minimum Erosion Control BMP Requirements

- 2006: Develop draft list of minimum ESC requirements
- 2007: Final list of ESC requirements established in ordinance
- 2008-2011: Implement plan review procedures based on minimum requirements

**Specific Components and Notes:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- Recent educational accomplishments:
  - Educational prints in newspaper
  - Radio program sponsorships
  - Publication distributions
  - State fair brochures
  - Clean water messages on television and news media website

Storm Water Articles in City Newsletter

- Public awareness of stormwater issues

Presentation to City Council

- NPDES regulations
- Urban storm water impacts to water bodies
- SWPPP provisions
- Current SWPPP status and challenges

Adopt-a-Park Program

- Encourages citizen involvement in helping to facilitate a clean and well maintained city.
- Citizens are more aware of City government issues.
- Improved park maintenance reduces illicit discharges

Annual Clean-Up Day Program

- Collection of unwanted materials to reduce illicit discharges in the City

**\*Responsible Party for this BMP:**

Name: Mike Gaffron

Department: City Planner

Phone: (952) 249-4600

E-mail: mgaffron@ci.orono.mn.us

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## BMP Summary Sheet

**MS4 Name:** City of Orono

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

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

<p><b>*BMP Title:</b> Education Program: Public Education and Outreach</p>
<p><b>*Audience(s) Involved:</b></p> <p>All residents within the City of Orono, property owners, local officials, city employees, contractors, and businesses owners are collectively targeted in the City's education program for public education,</p>
<p><b>*Educational Goals for Each Audience:</b></p> <p>Each BMP in the attached SWPPP indicates the appropriate target audience. As a collective program the following goals have been established for public education of the public education program.</p> <p><u>Residents within the City of Orono and property owners:</u> General stormwater awareness for each minimum control measure.</p> <p><u>Local officials:</u> Awareness of SWPPP, permit requirements, and pollution prevention/good housekeeping best management practices.</p> <p><u>City Employees:</u> To provide knowledge and technical abilities to implement proper stormwater practices for park and open space, storm sewer maintenance, fleet and building operation and maintenance, and new construction and land disturbance.</p> <p><u>Contractors/Business owners:</u> Knowledge of City rules, policies and enforcement actions related to illicit discharge, detection and elimination and construction site runoff control.</p>
<p><b>*Activities Used to Reach Educational Goals:</b></p> <p><u>Minnesota Water – “Let’s Keep it Clean” Campaign</u> - The City of Orono contributes to the Metro Watershed Partners “Let’s Keep it Clean” campaign to provide funding for consistence stormwater education throughout the metro area. “Let’s Keep it Clean” is a stormwater educational collaboration of cities, counties, watersheds, and private organizations in the Twin Cities Metro Area. Its objective is to increase impact and improve efficiency of local stormwater educational programs by working jointly on developing and distributing educational materials. Its resource website is: <a href="http://www.cleanwatermn.org">www.cleanwatermn.org</a>.</p> <p><u>Storm Water Articles in City Newsletter</u> - The City of Orono will develop or solicit from outside entities stormwater articles for the City newsletter to inform private residents and businesses about stormwater issues. Currently, the newsletter is distributed in the Spring and the Fall of each year. The City will attempt to publish an article in each of the newsletters that discusses Stormwater Pollution Prevention and generally cover such issues as yard waster disposal and soil erosion control; however will cover other topics as necessary.</p> <p><u>Presentation to City Council</u> - The City of Orono will prepare a presentation to the City Council on a yearly basis to explain the specific components listed in the City SWPPP. This presentation will increase Council awareness of storm water runoff issues and justify the importance of implementing the SWPPP provisions. The City will cover issues relating to each of the six minimum control measures in the presentation.</p> <p><u>Storm Water Education on City Web Page</u> - The City of Orono currently maintains a stormwater web page which provides the audience with general information regarding the effects of polluted stormwater, prevention techniques, and resources for additional information. As a goal, the City will provide information on the website to address each of the six minimum control measures. Also, the City plans to post the approved SWPPP on the website for public viewing.</p> <p><u>Annual Public Meeting</u> - Conduct an annual public meeting to receive public opinion on the adequacy and effectiveness of the SWPPP program components, and as an opportunity to provide public awareness of stormwater runoff issues.</p>

Adopt-a-Park Program-Program in which citizen volunteers adopt City parks to help monitor and maintain. Citizen volunteer activities may include picking up litter, posting pet waste and litter pick-up signage, and other activities that relates to stormwater runoff pollution prevention.

Annual Clean-Up Day Program-The City has an existing annual clean-up day program at the public works facility in which residents can drop off unwanted items such as appliances, household furnishings, scrap metal, appliances, electronic items and tires. These items are collected by vendors and either recycled or disposed of in an appropriate manner. This clean-up day program reduces the amount of material that is illicitly discharged in the City and results in a cleaner and better maintained City.

Minimum Erosion Control BMP Requirements-The City of Orono will develop standard minimum erosion and sediment control BMPs as part of the revision to the existing erosion control ordinance. The minimum requirements will also be assembled into a brochure to be distributed to the permit applicant conducting land disturbing practices within the City. Also, the City will use this list when conducting the Construction Site Plan Review Program.

**\*Activity Implementation Plan:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- 2006-2011: Annual contributions to Let’s Keep it Clean campaign

Storm Water Articles in City Newsletter

- 2006-2011: This is an established activity within the city and implementation is on-going

Presentation to City Council

- 2006-2011: Annually present to the City Council on stormwater runoff issues

Storm Water Education on City Web Page

- 2006: Establish stormwater web page
- 2007: Update web page to include SWPPP for public viewing
- 2006-2011: Address each minimum control measure

Annual Public Meeting

- 2006-2011: Conduct annual public meeting

Adopt-a-Park Program

- 2006-2011: This is an existing program with the City and implementation is on-going.

Annual Clean-Up Day Program

- 2006-2011: This is an existing program with the City and implementation is on-going

Minimum Erosion Control BMP Requirements

- 2006: Develop draft list of minimum ESC requirements
- 2007: Final list of ESC requirements established in ordinance
- 2008-2011: Implement plan review procedures based on minimum requirements

**\*Performance Measures:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- Annual contributions to Let’s Keep it Clean campaign

Storm Water Articles in City Newsletter

- Number of newsletter articles published

Presentation to City Council

- Completed annual presentation to City Council

Storm Water Education on City Web Page

- Established stormwater web page (y/n)
- Number of minimum control measures addressed

Annual Public Meeting

Completed public meetings

- Number of public attendees

Adopt-a-Park Program

- Number of parks adopted

Annual Clean-Up Day Program

- Number of clean-up events held
- Amount of household materials collected

Minimum Erosion Control BMP Requirements

- Completed list of minimum BMP requirements

**\*Responsible Party for this BMP:**

Name: Mike Gaffron

Department: City Planner

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E-mail: mgaffron@ci.oronno.mn.us

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## BMP Summary Sheet

**MS4 Name:** City of Orono

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

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

**\*BMP Title:** Education Program: Public Participation

**\*Audience(s) Involved:**

All residents within the City of Orono, property owners, business owners, contractors and developers are collectively targeted in the City's education program for public participation and involvement through the following BMPs outlined in the attached SWPPP. Each BMP in the SWPPP indicates the appropriate target audience.

**\*Educational Goals for Each Audience:**

Each BMP in the attached SWPPP indicates the appropriate target audience. As a collective program the following goals have been established for public education of the public education program.

Residents within the City of Orono and property owners: General stormwater awareness for each minimum control measure.

Contractors/Business owners: Knowledge of City rules, policies and enforcement actions related to illicit discharge, detection and elimination and construction site runoff control.

**\*Activities Used to Reach Educational Goals:**

Minnesota Water – “Let’s Keep it Clean” Campaign - The City of Orono contributes to the Metro Watershed Partners “Let’s Keep it Clean” campaign to provide funding for consistence stormwater education throughout the metro area. “Let’s Keep it Clean” is a stormwater educational collaboration of cities, counties, watersheds, and private organizations in the Twin Cities Metro Area. Its objective is to increase impact and improve efficiency of local stormwater educational programs by working jointly on developing and distributing educational materials. Its resource website is: [www.cleanwatermn.org](http://www.cleanwatermn.org).

Storm Water Articles in City Newsletter - The City of Orono will develop or solicit from outside entities stormwater articles for the City newsletter to inform private residents and businesses about stormwater issues. Currently, the newsletter is distributed in the Spring and the Fall of each year. The City will attempt to publish an article in each of the newsletters that discusses Stormwater Pollution Prevention and generally cover such issues as yard waster disposal and soil erosion control; however will cover other topics as necessary.

Presentation to City Council - The City of Orono will prepare a presentation to the City Council on a yearly basis to explain the specific components listed in the City SWPPP. This presentation will increase Council awareness of storm water runoff issues and justify the importance of implementing the SWPPP provisions. The City will cover issues relating to each of the six minimum control measures in the presentation.

Storm Water Education on City Web Page - The City of Orono currently maintains a stormwater web page which provides the audience with general information regarding the effects of polluted stormwater, prevention techniques, and resources for additional information. As a goal, the City will provide information on the website to address each of the six minimum control measures. Also, the City plans to post the approved SWPPP on the website for public viewing.

Annual Public Meeting - Conduct an annual public meeting to receive public opinion on the adequacy and effectiveness of the SWPPP program components, and as an opportunity to provide public awareness of stormwater runoff issues

**\*Activity Implementation Plan:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- 2006-2011: Annual contributions to Let’s Keep it Clean campaign

Water Articles in City Newsletter

- 2006-2011: This is an established activity within the city and implementation is on-going

Presentation to City Council

- 2006-2011: Annually present to the City Council on stormwater runoff issues

Storm Water Education on City Web Page

- 2006: Establish stormwater web page
- 2007: Update web page to include SWPPP for public viewing
- 2006-2011: Address each minimum control measure

Annual Public Meeting

- 2006-2011: Conduct annual public meeting

Adopt-a-Park Program

- 2006-2011: This is an existing program with the City and implementation is on-going.

Annual Clean-Up Day Program

- 2006-2011: This is an existing program with the City and implementation is on-going

Minimum Erosion Control BMP Requirements

- 2006: Develop draft list of minimum ESC requirements
- 2007: Final list of ESC requirements established in ordinance
- 2008-2011: Implement plan review procedures based on minimum requirements

**\*Performance Measures:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- Annual contributions to Let’s Keep it Clean campaign

Storm Water Articles in City Newsletter

- Number of newsletter articles published

Presentation to City Council

- Completed annual presentation to City Council

Storm Water Education on City Web Page

- Established stormwater web page (y/n)
- Number of minimum control measures addressed

BMP 1.E: Annual Public Meeting

- Completed public meetings
- Number of public attendees

Adopt-a-Park Program

- Number of parks adopted

Annual Clean-Up Day Program

- Number of clean-up events held
- Amount of household materials collected

Minimum Erosion Control BMP Requirements

- Completed list of minimum BMP requirements

**\*Responsible Party for this BMP:**

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Department: City Planner

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

## BMP Summary Sheet

**MS4 Name:** City of Orono

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

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

**\*BMP Title:** Education Program: Illicit Discharge Detection and Elimination

**\*Audience(s) Involved:**

All residents within the City of Orono, property owners, developers, contractors, businesses owners are collectively targeted in the City's education program for illicit discharge detection and elimination. The education program will specifically include information that will be targeted towards preventing illegal dumping, illicit connections and education to promote proper land care practices, such as preventing the dumping of grass clippings, leaves, soil and landscape materials into the storm sewer system by providing educational materials in brochures, newsletters and by providing avenues properly dispose of their waste.

**\*Educational Goals for Each Audience:**

Residents within the City of Orono and property owners: General stormwater awareness for each minimum control measure.

Local officials: Awareness of SWPPP, permit requirements, and pollution prevention/good housekeeping best management practices

City Employees: To provide knowledge and technical abilities to implement proper stormwater practices for park and open space, storm sewer maintenance, fleet and building operation and maintenance, and new construction and land disturbance and especially those activities that relate to illicit discharge detection and elimination.

Contractors/Business owners: Knowledge of City rules, policies and enforcement actions related to illicit discharge, detection and elimination.

**\*Activities Used to Reach Educational Goals:**

Minnesota Water – “Let’s Keep it Clean” Campaign - The City of Orono contributes to the Metro Watershed Partners “Let’s Keep it Clean” campaign to provide funding for consistence stormwater education throughout the metro area. “Let’s Keep it Clean” is a stormwater educational collaboration of cities, counties, watersheds, and private organizations in the Twin Cities Metro Area. Its objective is to increase impact and improve efficiency of local stormwater educational programs by working jointly on developing and distributing educational materials. Its resource website is: [www.cleanwatermn.org](http://www.cleanwatermn.org).

Storm Water Articles in City Newsletter - The City of Orono will develop or solicit from outside entities stormwater articles for the City newsletter to inform private residents and businesses about stormwater issues . Currently, the newsletter is distributed in the Spring and the Fall of each year.. The City will attempt to publish an article in each of the newsletters that discusses Stormwater Pollution Prevention and generally cover such issues as yard waster disposal and soil erosion control; however will cover other topics as necessary.

Presentation to City Council - The City of Orono will prepare a presentation to the City Council on a yearly basis to explain the specific components listed in the City SWPPP. This presentation will increase Council awareness of storm water runoff issues and justify the importance of implementing the SWPPP provisions. The City will cover issues relating to each of the six minimum control measures in the presentation.

Storm Water Education on City Web Page - The City of Orono currently maintains a stormwater web page which provides the audience with general information regarding the effects of polluted stormwater, prevention techniques, and resources for additional information. As a goal, the City will provide information on the website to address each of the six minimum control measures. Also, the City plans to post the approved SWPPP on the website for public viewing.

Adopt-a-Park Program-Program in which citizen volunteers adopt City parks to help monitor and maintain. Citizen volunteer activities may include picking up litter, posting pet waste and litter pick-up signage, and other activities

that relates to stormwater runoff pollution prevention.

Annual Clean-Up Day Program-The City has an existing annual clean-up day program at the public works facility in which residents can drop off unwanted items such as appliances, household furnishings, scrap metal, appliances, electronic items and tires. These items are collected by vendors and either recycled or disposed of in an appropriate manner. This clean-up day program reduces the amount of material that is illicitly discharged in the City and results in a cleaner and better maintained City.

Bi-annual Leaf and Grass Disposal Program - The City has an existing bi-annual clean-up day program at the public works facility in which residents can drop off leaves and grass clippings in the spring and fall. These items are then composted by the City and the compost provided to residents at no cost. This leaf and grass disposal program reduces the amount of these materials that is illicitly discharged in the City stormwater drainage system and results in a cleaner and better maintained City.

Minimum Erosion Control BMP Requirements-The City of Orono will develop standard minimum erosion and sediment control BMPs as part of the revision to the existing erosion control ordinance. The minimum requirements will also be assembled into a brochure to be distributed to the permit applicant conducting land disturbing practices within the City. Also, the City will use this list when conducting the Construction Site Plan Review Program.

**\*Activity Implementation Plan:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- 2006-2011: Annual contributions to Let’s Keep it Clean campaign

Storm Water Articles in City Newsletter

- 2006-2011: This is an established activity within the city and implementation is on-going

Presentation to City Council

- 2006-2011: Annually present to the City Council on stormwater runoff issues

Storm Water Education on City Web Page

- 2006: Establish stormwater web page
- 2007: Update web page to include SWPPP for public viewing
- 2006-2011: Address each minimum control measure

Adopt-a-Park Program

- 2006-2011: This is an existing program with the City and implementation is on-going

Annual Clean-Up Day Program

- 2006-2011: This is an existing program with the City and implementation is on-going

Bi-annual Leaf and Grass Disposal Program

- 2006-2011: This is an existing program within the City and implementation is on-going

Minimum Erosion Control BMP Requirements

- 2006: Develop draft list of minimum ESC requirements
- 2007: Final list of ESC requirements established in ordinance
- 2008-2011: Implement plan review procedures based on minimum requirements

**\*Performance Measures:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- Annual contributions to Let’s Keep it Clean campaign

Storm Water Articles in City Newsletter

- Number of newsletter articles published

Presentation to City Council

- Completed annual presentation to City Council

Storm Water Education on City Web Page

- Established stormwater web page (y/n)
- Number of minimum control measures addressed

Adopt-a-Park Program

- Number of parks adopted

Annual Clean-Up Day Program

- Number of clean-up events held

- Amount of household materials collected

Bi-annual Leaf and Grass Disposal Program

- Number of leaf and grass disposal days provided

Minimum Erosion Control BMP Requirements

- Completed list of minimum BMP requirements

**\*Responsible Party for this BMP:**

Name: Mike Gaffron

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E-mail: mgaffron@ci.orono.mn.us

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

## BMP Summary Sheet

**MS4 Name:** City of Orono

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

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

**\*BMP Title:** Education Program: Construction Site Run-off Control

**\*Audience(s) Involved:**

All City of Orono property owners, contractors, city staff and developers conducting land disturbing activities are collectively targeted in the City's education program for construction site run-off control. The educational program will include distributing educational materials using the activities used to reach the educational goals and will specifically include providing information on construction site erosion control in the permitting packet provided to permittees during the application process, an avenue for concerned individuals to document complaints and training to staff.

**\*Educational Goals for Each Audience:**

Residents within the City of Orono and property owners: General stormwater awareness for each minimum control measure.

Local officials: Awareness of SWPPP, permit requirements, and pollution prevention/good housekeeping best management practices.

City Employees: To provide knowledge and technical abilities to implement proper stormwater practices, storm sewer system maintenance, fleet and building operation and maintenance, and new construction and land disturbance.

Contractors/Business owners: Knowledge of City rules, policies and enforcement actions related to construction site runoff control.

**\*Activities Used to Reach Educational Goals:**

Minnesota Water – “Let’s Keep it Clean” Campaign - The City of Orono contributes to the Metro Watershed Partners “Let’s Keep it Clean” campaign to provide funding for consistence stormwater education throughout the metro area. “Let’s Keep it Clean” is a stormwater educational collaboration of cities, counties, watersheds, and private organizations in the Twin Cities Metro Area. Its objective is to increase impact and improve efficiency of local stormwater educational programs by working jointly on developing and distributing educational materials. Its resource website is: [www.cleanwatermn.org](http://www.cleanwatermn.org).

Storm Water Articles in City Newsletter - The City of Orono will develop or solicit from outside entities stormwater articles for the City newsletter to inform private residents and businesses about stormwater issues . Currently, the newsletter is distributed in the Spring and the Fall of each year. The City will attempt to publish an article in each of the newsletters that discusses Stormwater Pollution Prevention and generally cover such issues as yard waster disposal and soil erosion control; however will cover other topics as necessary.

Presentation to City Council - The City of Orono will prepare a presentation to the City Council on a yearly basis to explain the specific components listed in the City SWPPP. This presentation will increase Council awareness of storm water runoff issues and justify the importance of implementing the SWPPP provisions. The City will cover issues relating to each of the six minimum control measures in the presentation.

Storm Water Education on City Web Page - The City of Orono currently maintains a stormwater web page which provides the audience with general information regarding the effects of polluted stormwater, prevention techniques, and resources for additional information. As a goal, the City will provide information on the website to address each of the six minimum control measures. Also, the City plans to post the approved SWPPP on the website for public viewing.

Annual Clean-Up Day Program-The City has an existing annual clean-up day program at the public works facility in which residents can drop off unwanted items such as appliances, household furnishings, scrap metal, appliances,

electronic items and tires. These items are collected by vendors and either recycled or disposed of in an appropriate manner. This clean-up day program reduces the amount of material that is illicitly discharged in the City and results in a cleaner and better maintained City.

Minimum Erosion Control BMP Requirements -The City of Orono will develop standard minimum erosion and sediment control BMPs as part of the revision to the existing erosion control ordinance. The minimum requirements will also be assembled into a brochure to be distributed to the permit applicant conducting land disturbing practices within the City. Also, the City will use this list when conducting the Construction Site Plan Review Program (4.D).

Construction Site Comments and Documentation Procedures - The City will receive phone calls and other correspondence to report construction site sedimentation and erosion violations. All comments received will be routed to the appropriate staff person. Also, the city will incorporate their existing complaint procedures and filing system to document calls.

Erosion Control Management Training Program - City staff will attend appropriate training sessions and seminars on the proper application, installation, operation, and maintenance of erosion control devices.

**\*Activity Implementation Plan:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- 2006-2011: Annual contributions to Let’s Keep it Clean campaign

Storm Water Articles in City Newsletter

- 2006-2011: This is an established activity within the city and implementation is on-going

Presentation to City Council

- 2006-2011: Annually present to the City Council on stormwater runoff issues

Storm Water Education on City Web Page

- 2006: Establish stormwater web page
- 2007: Update web page to include SWPPP for public viewing
- 2006-2011: Address each minimum control measures

Annual Clean-Up Day Program

- 2006-2011: This is an existing program with the City and implementation is on-going

Minimum Erosion Control BMP Requirements

- 2006: Develop draft list of minimum ESC requirements
- 2007: Final list of ESC requirements established in ordinance
- 2008-2011: Implement plan review procedures based on minimum requirements

Construction Site Comments and Documentation Procedures

- 2006-2011: This is an established activity within the City. Implementation is on-going and procedures will be updated as necessary

Erosion Control Management Training Program

- 2006-2011: This is an established activity within the City and implementation is on-going.

**\*Performance Measures:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- Annual contributions to Let’s Keep it Clean campaign

Storm Water Articles in City Newsletter

- Number of newsletter articles published

Presentation to City Council

- Completed annual presentation to City Council

Storm Water Education on City Web Page

- Established stormwater web page (y/n)
- Number of minimum control measures addressed

Annual Clean-Up Day Program

- Number of clean-up events held
- Amount of household materials collected

Minimum Erosion Control BMP Requirements

- Completed list of minimum BMP requirements

Construction Site Comments and Documentation Procedures

- Number of construction site comments and complaints received by the City
- Number of corrective actions taken based on the public comments/complaints

Erosion Control Management Training Program

- Number of erosion control management training sessions attended
- Number of City staff trained on erosion control management

**\*Responsible Party for this BMP:**

Name: Mike Gaffron

Department: City Planner

Phone: (952) 249-4600

E-mail: mgaffron@ci.oro.no.mn.us

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

## BMP Summary Sheet

**MS4 Name:** City of Orono

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

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

**\*BMP Title:** Education Program: Post-Construction Stormwater Management in New Development and Redevelopment

**\*Audience(s) Involved:**

All residents within the City of Orono, property owners, contractors, and developers are collectively targeted in the City's education program for post-construction stormwater management in new development and redevelopment, which is done using brochures, newsletters, stormwater information available on their webpage and also specific information that is available to permittee can be found in the Community Management Plan, Surface Water Management Plan and City Ordinances.

**\*Educational Goals for Each Audience:**

Residents within the City of Orono and property owners: General stormwater awareness for each minimum control measure.

Local officials: Awareness of SWPPP, permit requirements, and pollution prevention/good housekeeping best management practices.

City Employees: To provide knowledge and technical abilities to implement proper stormwater practices for park and open space and storm sewer system maintenance.

Contractors/Business owners: Knowledge of City rules, policies and enforcement actions related to post-construction stormwater management.

**\*Activities Used to Reach Educational Goals:**

Minnesota Water – “Let’s Keep it Clean” Campaign - The City of Orono contributes to the Metro Watershed Partners “Let’s Keep it Clean” campaign to provide funding for consistency stormwater education throughout the metro area. “Let’s Keep it Clean” is a stormwater educational collaboration of cities, counties, watersheds, and private organizations in the Twin Cities Metro Area. Its objective is to increase impact and improve efficiency of local stormwater educational programs by working jointly on developing and distributing educational materials. Its resource website is: [www.cleanwatermn.org](http://www.cleanwatermn.org).

Storm Water Articles in City Newsletter - The City of Orono will develop or solicit from outside entities stormwater articles for the City newsletter to inform private residents and businesses about stormwater issues . Currently, the newsletter is distributed in the Spring and the Fall of each year. The City will attempt to publish an article in each of the newsletters that discusses Stormwater Pollution Prevention and generally cover such issues as yard waster disposal and soil erosion control; however will cover other topics as necessary.

Presentation to City Council - The City of Orono will prepare a presentation to the City Council on a yearly basis to explain the specific components listed in the City SWPPP. This presentation will increase Council awareness of storm water runoff issues and justify the importance of implementing the SWPPP provisions. The City will cover issues relating to each of the six minimum control measures in the presentation.

Storm Water Education on City Web Page - The City of Orono currently maintains a stormwater web page which provides the audience with general information regarding the effects of polluted stormwater, prevention techniques, and resources for additional information. As a goal, the City will provide information on the website to address each of the six minimum control measures. Also, the City plans to post the approved SWPPP on the website for public viewing.

Annual Clean-Up Day Program-The City has an existing annual clean-up day program at the public works facility in which residents can drop off unwanted items such as appliances, household furnishings, scrap metal, appliances,

electronic items and tires. These items are collected by vendors and either recycled or disposed of in an appropriate manner. This clean-up day program reduces the amount of material that is illicitly discharged in the City and results in a cleaner and better maintained City.

Development and Redevelopment Plan Review Program -The City of Orono has developed procedures for Development and Redevelopment Plan Review. Each applicant goes through a review process that is conducted by the City Planner and Engineer where projects are reviewed for their feasibility to use the storm water runoff management measures below. As part of the City plan review process, the City ensures that storm water discharges will not adversely affect endangered species, threatened species, historic places, and archeological sites.

Community Management Plan - The City of Orono has an approved Community Management Plan for the for the years 2000- 2020 that maintains the City's long standing programs policies and ordinances of protecting water quality by limiting stormwater runoff through such items as low density development, wetland protection, and limitations on impervious surface in shoreland areas.

Surface Water Management Plan - The City of Orono has currently developed a Surface Water Management Plan (SWMP) to comply with State and Watershed District requirements which identifies the specific components listed within the City's SWPPP and also provided under Summary Sheet 5b-1.

**\*Activity Implementation Plan:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- 2006-2011: Annual contributions to Let’s Keep it Clean campaign

Storm Water Articles in City Newsletter

- 2006-2011: This is an established activity within the city and implementation is on-going

BMP 1.A.3: Presentation to City Council

- 2006-2011: Annually present to the City Council on stormwater runoff issues

Storm Water Education on City Web Page

- 2006: Establish stormwater web page
- 2007: Update web page to include SWPPP for public viewing
- 2006-2011: Address each minimum control measure

Annual Clean-Up Day Program

- 2006-2011: This is an existing program with the City and implementation is on-going

Development and Redevelopment Plan Review Program

- 2006-2011: This is an existing program within the City and implementation is on-going

Community Management Plan

- 2006-2011: This is an established plan within the City and implementation is on-going

Surface Water Management Plan

- 2006-2008: This is an established plan within the City and adherence to it is on-going
- 2008-2009: Revise and adopt new plan
- 2010-2011: Implementation of new plan.

**\*Performance Measures:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- Annual contributions to Let’s Keep it Clean campaign

Storm Water Articles in City Newsletter

- Number of newsletter articles published

Presentation to City Council

- Completed annual presentation to City Council

Storm Water Education on City Web Page

- Established stormwater web page (y/n)
- Number of minimum control measures addressed

Annual Clean-Up Day Program

- Number of parks adopted

Development and Redevelopment Plan Review Program

- Maintain low impact development policies and ordinances

Community Management Plan

- Completed Community Management Plan

Surface Water Management Plan

- Completed SWMP for City of Orono

**\*Responsible Party for this BMP:**

Name: Mike Gaffron

Department: City Planner

Phone: (952) 249-4600

E-mail: mgaffron@ci.orono.mn.us

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## BMP Summary Sheet

**MS4 Name:** City of Orono

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

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

**\*BMP Title:** Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations

**\*Audience(s) Involved:**

The education program will focus primarily on City employees; however will include residents, property owners, local officials and contractors/business owners to educate them about municipal operations. The education program will be focused at preventing or reducing polluting runoff from MS4 operations such as:

- Park and open space maintenance
- Fleet and building maintenance
- New construction and land disturbances
- Storm sewer system maintenance

Information for residents regarding current municipal operations can be found through the City web page, otherwise specific training BMPs will be implemented by the City that pertain to illicit discharge detection and elimination, construction site runoff control and storm sewer system maintenance as identified in the BMPs below.

**\*Educational Goals for Each Audience:**

Residents within the City of Orono and property owners: General stormwater awareness for each minimum control measure.

Local officials: Awareness of SWPPP, permit requirements, and pollution prevention/good housekeeping best management practices.

City Employees: To provide knowledge and technical abilities to implement proper stormwater practices for park and open space, storm sewer maintenance, fleet and building operation and maintenance, and new construction and land disturbance.

Contractors/Business owners: Knowledge of City rules, policies and enforcement actions related to illicit discharge, detection and elimination and construction site runoff control.

**\*Activities Used to Reach Educational Goals:**

Presentation to City Council - The City of Orono will prepare a presentation to the City Council on a yearly basis to explain the specific components listed in the City SWPPP. This presentation will increase Council awareness of storm water runoff issues and justify the importance of implementing the SWPPP provisions. The City will cover issues relating to each of the six minimum control measures in the presentation.

Storm Water Education on City Web Page - The City of Orono currently maintains a stormwater web page which provides the audience with general information regarding the effects of polluted stormwater, prevention techniques, and resources for additional information. As a goal, the City will provide information on the website to address each of the six minimum control measures. Also, the City plans to post the approved SWPPP on the website for public viewing

Illicit Septic System Discharge and Detection Training - City has an existing program to detect and eliminate illicit septic system discharges with a designated staff person to manage this septic system program. The septic system staff person is duly licensed in the State of Minnesota and regularly attends training courses and seminars.

Erosion Control Management Training Program - City staff will attend appropriate training sessions and seminars on the proper application, installation, operation, and maintenance of erosion control devices.

Public Works Training Program - The City of Orono has an existing safety training program that includes information on fleet and building maintenance, park and open space maintenance, new construction and land disturbances, and storm water system maintenance.

Sanitary Sewer System Operation Training Program - The City of Orono currently has a training program for public works personnel involved in sanitary system operations and utilizes licensed personnel for operation of the collection system. This training results in more efficient, safe, and reliable operation of the sanitary sewer system to reduce the potential for illicit discharges.

**\*Activity Implementation Plan:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- 2006-2011: Annual contributions to Let’s Keep it Clean campaign

Storm Water Articles in City Newsletter

- 2006-2011: This is an established activity within the city and implementation is on-going

Presentation to City Council

- 2006-2011: Annually present to the City Council on stormwater runoff issues

Storm Water Education on City Web Page

- 2006: Establish stormwater web page
- 2007: Update web page to include SWPPP for public viewing
- 2006-2011: Address each minimum control measure

Illicit Septic System Discharge and Detection Training

- 2006-2011: This is an existing program within the City and implementation is on-going

Erosion Control Management Training Program

- 2006-2011: This is an established activity within the City and implementation is on-going.

Public Works Training Program

- 2006-2011: This is an existing program within the City and implementation is on-going.

Sanitary Sewer System Operation Training Program

- 2006-2011: This is an existing program within the City and implementation is on-going

**\*Performance Measures:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- Annual contributions to Let’s Keep it Clean campaign

Storm Water Articles in City Newsletter

- Number of newsletter articles published

Presentation to City Council

- Completed annual presentation to City Council

Storm Water Education on City Web Page

- Established stormwater web page (y/n)
- Number of minimum control measures addressed

Illicit Septic System Discharge and Detection Training

- Number of septic system training programs attended

Erosion Control Management Training Program

- Number of erosion control management training sessions attended
- Number of City staff trained on erosion control management

Public Works Training Program

- Number of training sessions held per year

Sanitary Sewer System Operation Training Program

- Number of sanitary sewer training courses attended

**\*Responsible Party for this BMP:**

Name: Mike Gaffron

Department: City Planner

Phone: (952) 249-4600

E-mail: mgaffron@ci.orono.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Orono

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

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

**\*BMP Title:** Coordination of Education Program

**\*BMP Description:**

The City will coordinate their education program through the Minnesota Water "Let's Keep it Clean Campaign", provide information regarding the MnDNR, MCWD, LMCD on their website and provide information on the importance of recycling and disposal of hazardous waste through the coordination of their recycling and hazardous waste disposal program.

- The following list of BMPs will be used for outside entity coordination:
- Minnesota Water – “Let’s Keep it Clean” Campaign.
- Storm Water Education on the City Web Page
- West Hennepin Recycling Commission Program
- Hennepin County Hazardous Materials Disposal Program
- Organics Recycling Program

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

BMP 1..A.1, 1..A.4, 3.F.4, 3.F.5 and 3.F.6 descriptions in the SWPPP provide more detail regarding information for each minimum control measure.

**\*Measurable Goals:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- Annual contributions to Let’s Keep it Clean campaign

Storm Water Education on City Web Page

- Established stormwater web page (y/n)
- Number of minimum control measures addressed

West Hennepin Recycling Commission Program

- Participation in the West Hennepin Recycling Commission Program

Hennepin County Hazardous Materials Disposal Program

Availability of the Hennepin County hazardous materials disposal progra

Organics Recycling Program

- Tons of material collected
- Availability of the Organics Recycling Program

**\*Timeline/Implementation Schedule:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- 2006-2011: Annual contributions to Let’s Keep it Clean campaign

Storm Water Education on City Web Page

- 2006: Establish stormwater web page
- 2007: Update web page to include SWPPP for public viewing

2006-2011: Address each minimum control measures

West Hennepin Recycling Commission Program

- 2006-2011: This is an existing program within the City and implementation is on-going.

Hennepin County Hazardous Materials Disposal Program

2006-2011: This is an existing program within the City and implementation is on-going.

Organics Recycling Program

- 2007: Organic recycling program introduced.
- 2008-2011: This is an existing program within the City and implementation is on-going.

**Specific Components and Notes:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- Recent educational accomplishments:
  - Educational prints in newspaper
  - Radio program sponsorships
  - Publication distributions
  - State fair brochures
  - Clean water messages on television and news media website

West Hennepin Recycling Commission Program

- Curbside pickup of recyclable materials
- Educational materials on recycling and hazardous waste disposal

Hennepin County Hazardous Materials Disposal Program

- Available sites for hazardous materials drop-off
- Educational materials on recycling and hazardous waste disposal

Organics Recycling Program

- Availability of commercial haulers for collection of "Organics"
- Educational materials on recycling

**\*Responsible Party for this BMP:**

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Department: City Planner

Phone: (952) 249-4600

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# BMP Summary Sheet

**MS4 Name:** City of Orono

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

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

<b>*BMP Title:</b> Annual Public Meeting
<b>*BMP Description:</b> The City will provide at least 30 day public notice for the annual storm water meeting, any subsequent meeting to discuss provisions to the SWPPP, and hold the public meeting on an annual basis to discuss and consider public input regarding the City's Stormwater Management Practices.  <u>Annual Public Meeting</u> - Conduct an annual public meeting to receive public opinion on the adequacy and effectiveness of the SWPPP program components, and as an opportunity to provide public awareness of stormwater runoff issues. Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>Annual Public Meeting</u> <ul style="list-style-type: none"><li>• Completed public meetings</li><li>• Number of public attendees</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>Annual Public Meeting</u> <ul style="list-style-type: none"><li>• 2006-2011: Conduct annual public meeting prior to June 30th of each year.</li></ul>
<b>Specific Components and Notes:</b> <u>Annual Public Meeting</u> <ul style="list-style-type: none"><li>• Establish meeting procedures and processes for speakers and written material.</li><li>• Consider timely, relevant written materials submitted by the public.</li><li>• Allow interested persons time to make oral statements on SWPPP.</li><li>• Comply with 30-day public notice requirement.</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Mike Gaffron Department: City Planner Phone: (952) 249-4600 E-mail: mgaffron@ci.orono.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

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

<p><b>*BMP Title:</b> Comply with Public Notice Requirements</p>
<p><b>*BMP Description:</b></p> <p><u>Public Notice for Annual Storm Water Meeting</u> - The City of Orono currently provides a notice of public informational meetings at least 30 days prior. The City will continue this practice for the annual stormwater meeting or any subsequent meetings to discuss the provisions of the SWPPP, and its effectiveness or amendments. Include all components listed below and distribute public notices in areas to best notify a diverse group of citizens within the Orono jurisdiction.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p><b>*Measurable Goals:</b></p> <p><u>Public Notice for Annual Storm Water Meeting</u></p> <ul style="list-style-type: none"><li>• Completed public notice</li><li>• Documentation of number and types of notices posted</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>Public Notice for Annual Storm Water Meeting</u></p> <ul style="list-style-type: none"><li>• 2006-2011: Annually provide 30-day notice prior to Annual Stormwater Meetings or any other necessary public informational meetings</li><li>• 2006-2011: Annual meeting to take place before June 30 each year</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><u>Public Notice for Annual Storm Water Meeting</u></p> <ul style="list-style-type: none"><li>• Applies to BMPs 1.A.3 Presentation to City Council and 1.E Annual Public Meeting</li><li>• Date</li><li>• Time</li><li>• Location</li><li>• Description of Program and Opportunity for Public Comments Provided</li><li>• Location of the SWPPP for review prior to the meeting.</li><li>• Location of the notices (examples)<ul style="list-style-type: none"><li>○ City Bulletin Board</li><li>○ Local Newspapers</li><li>○ Local Post Offices</li><li>○ City Website</li></ul></li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Mike Gaffron Department: City Planner Phone: (952) 249-4600 E-mail: mgaffron@ci.orono.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

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

<b>*BMP Title:</b> Solicit Public Input and opinion on the Adequacy of the SWPPP
<b>*BMP Description:</b> <u>Public comments and documentation procedures</u> - The City will accept phone calls and other correspondence to report illicit discharge, provide comments regarding the SWPPP, and report construction site sedimentation and erosion violations. All comments received will be routed to the appropriate staff person. Also, the city will incorporate their existing complaint procedures and filing system to document calls.  Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>Public comments and documentation procedures</u> <ul style="list-style-type: none"><li>• Number of comments and complaints received by the City.</li><li>• Number of revisions made to SWPPP</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>Public comments and documentation procedures</u> <ul style="list-style-type: none"><li>• 2006-2011: This is an established activity within the City. Implementation is on-going and procedures will be updated, as necessary.</li><li>• 2006-2011: Public comments regarding the SWPPP are to be received and considered prior to June 30 each year</li></ul>
<b>Specific Components and Notes:</b> <u>Public comments and documentation procedures</u> <ul style="list-style-type: none"><li>• Increase Public Participation</li><li>• Allows citizen reports on illicit discharge detection</li><li>• Allows citizen reports on construction site erosion violations</li><li>• Allows citizens reports on stormwater management issues</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Mike Gaffron Department: City Planner Phone: (952) 249-4600 E-mail: mgaffron@ci.orono.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

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

<p><b>*BMP Title:</b> Consider Public Input</p>
<p><b>*BMP Description:</b></p> <p><u>Public comments and documentation procedures</u> - The City will accept phone calls and other correspondence to report illicit discharge, provide comments regarding the SWPPP, and report construction site sedimentation and erosion violations. All comments received will be routed to the appropriate staff person. Also, the city will incorporate their existing complaint procedures and filing system to document calls.</p> <p><u>Annual Reporting</u> - The City will compile stormwater data for the required annual report and consider written or oral public input received during the 30-day public notice and annual stormwater public meeting. Comments will be reviewed by City staff, SWPPP revisions will be conducted as appropriate, and responses to each comment will be provided in the annual report. The annual report will be completed on forms provided by the Agency and submitted on or before the required deadline as directed by the Agency.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p><b>*Measurable Goals:</b></p> <p><u>Public comments and documentation procedures</u></p> <ul style="list-style-type: none"><li>• Number of comments and complaints received by the City.</li><li>• Number of revisions made to SWPPP</li></ul> <p><u>Annual Reporting</u></p> <ul style="list-style-type: none"><li>• Compile existing data for each BMP on a yearly basis</li><li>• Submit Annual Report to the MPCA on or before required deadline</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>Public comments and documentation procedures</u></p> <ul style="list-style-type: none"><li>• 2006-2011: This is an established activity within the City. Implementation is on-going and procedures will be updated, as necessary.</li></ul> <p><u>Annual Reporting</u></p> <ul style="list-style-type: none"><li>• 2006-2011: Submit Annual report to the Agency on a yearly basis.</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><u>Public comments and documentation procedures</u></p> <ul style="list-style-type: none"><li>• Increase Public Participation</li><li>• Allows citizen reports on illicit discharge detection</li><li>• Allows citizen reports on construction site erosion violations</li><li>• Allows citizens reports on stormwater management issues</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Mike Gaffron Department: City Planner Phone: (952) 249-4600 E-mail: mgaffron@ci.orono.mn.us</p>

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

## BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

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

<p><b>*BMP Title:</b> Storm Sewer System Map</p>
<p><b>*BMP Description:</b></p> <p><u>Storm Water Drainage System Map</u> The City of Orono currently has completed a storm sewer system map in both electronic and paper copy formats and continues to update the map as needed. The City will continue to update the system map and components listed below. This map shows the stormwater drainage system in the City and includes drainage area boundaries, lakes, streams, and wetlands. This map is useful as a public education tool to help citizens and others understand the City's stormwater drainage system. This map is also useful for stormwater system planning, design, and operational purposes, and provides useful information for illicit discharge and detection purposes.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p><b>*Measurable Goals:</b></p> <p><u>Storm Water Drainage System Map</u></p> <ul style="list-style-type: none"><li>• Completed stormwater drainage system map</li><li>• Documented updates made to stormwater drainage system map</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>Storm Water Drainage System Map</u></p> <ul style="list-style-type: none"><li>• June 30, 2008 – Completed stormwater drainage system map</li><li>• 2008-2011: Update the stormwater drainage system map at the end of each reporting year to reflect any structural changes to the system and components listed below.</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><u>Storm Water Drainage System Map</u></p> <ul style="list-style-type: none"><li>• Ponds, streams, lakes, and wetlands</li><li>• Structural pollution control devices</li><li>• All pipes 24 inches in diameter and over</li><li>• All outfalls</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Tom Kellog Department: City Engineer Phone: (651) 636-4600 E-mail: tom.kellogg@bonestroo.com</p>

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

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

**\*BMP Title:** Regulatory Control Program

**\*BMP Description:**

The City currently has ordinances which prevent the illegal dumping of trash or debris on public property and also regulate individual septic systems. The City will review all ordinances and create an Illicit Discharge, Detection and Enforcement Ordinance that prevents the dumping of illicit discharges and enforcement mechanisms to eliminate illicit discharges and connections. The City's ordinances can be found on the municipal code website at: [www.municode.com](http://www.municode.com). The current codes which regulate illicit discharge detection and elimination are: Chapter 58, Article 2, Environment and Chapter 54, Solid Waste.

The following are a list of BMPs which regulate illicit discharge, detection and elimination:

- Illicit Discharge, Detection and Enforcement Ordinance
- Illicit Septic System Discharge and Detection Program
- Illegal Dumping Ordinance and Enforcement

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

BMP 3.B, 3.C.2 and 3.C.3 descriptions in the SWPPP provide more detail regarding information for each minimum control measure.

**\*Measurable Goals:**

Illicit Discharge, Detection, and Enforcement Ordinance

- Completed illicit discharge and connection ordinance

Illicit Septic System Discharge and Detection Program

- Number of existing septic system inspections completed
- Number of new septic system construction inspections completed
- Number of properties with septic systems converted to sanitary sewer
- Number of septic system complaints handled by septic program manager

Illegal Dumping Ordinance and Enforcement

- Completed nuisance ordinance

**\*Timeline/Implementation Schedule:**

Illicit Discharge, Detection, and Enforcement Ordinance

- 2008: Produce draft of revised ordinance following the review of other similar communities' illicit discharge and connection and illegal dumping ordinances
- June 30th, 2009: Complete illicit discharge, detection, and elimination ordinance
- 2010-2011: Implement illicit discharge, detection, and elimination ordinance

Illicit Septic System Discharge and Detection Program

- 2006-2011: This is an existing program within the City and implementation is on-going.

Illegal Dumping Ordinance and Enforcement

- 2006-2011: Enforce ordinance and revise ordinance as appropriate

**Specific Components and Notes:**

Illicit Discharge, Detection, and Enforcement Ordinance

- Meetings with City Attorney
- Septic system control
- Illicit connections control
- Illegal dumping control

Illicit Septic System Discharge and Detection Program

- Inventory of existing septic systems
- Septic system maintenance reminder notices sent to property owners
- Inspection of existing septic systems
- Inspections of new septic systems
- Sanitary sewer installation in selected shoreland areas

**\*Responsible Party for this BMP:**

Name: Mike Gaffron

Department: City Planner

Phone: (952) 249-4600

E-mail: mgaffron@ci.oro.no.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

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

**\*BMP Title:** Illicit Discharge Detection and Elimination Plan

**\*BMP Description:**

Illicit Discharge and Connection Detection and Elimination

The City will develop a program to detect and address illicit discharges and connections to storm drainage systems and receiving waters. Illicit discharges and connections can include residential, business, and industrial wastewater structures, as well as sanitary sewer cross connections within the MS4.

Illicit Septic System Discharge and Detection Program

The City has an existing program to detect and eliminate illicit septic system discharges. The City has a designated staff person to manage the septic system program. This program consists of regular inspections of existing septic systems and plan approval and construction inspection of new septic system installations. The program also includes regularly sending septic system maintenance reminder notices to property owners, and requires septic tank pumping companies to submit pumping records to the City. After detection of illicit discharge locations, the City of Orono enforces the provisions of the City ordinance pertaining to illicit septic system charges. The City also has a program to allow residents to request an assessment project for the installation of sanitary sewer in selected shoreland areas to reduce the number of septic systems in the City that are close to lakes and streams.

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

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

**\*Measurable Goals:**

Illicit Discharge and Connection Detection and Elimination

- Percent of system inspected
- Number of illicit connections identified
- Number of enforcement actions taken

Illicit Septic System Discharge and Detection Program

- Number of existing septic system inspections completed
- Number of new septic system construction inspections completed
- Number of properties with septic systems converted to sanitary sewer
- Number of septic system complaints handled by septic program manager

**\*Timeline/Implementation Schedule:**

Illicit Discharge and Connection Detection and Elimination

- 2006: Review similar programs by external entities.
- 2007: Develop program
- 2008-2011: Implement program

Illicit Septic System Discharge and Detection Program

- 2006-2011: This is an existing program within the City and implementation is on-going.

**Specific Components and Notes:**

Illicit Discharge and Connection Detection and Elimination

- Dry weather flow inspection
- Building inspector plan review
- Outfall inspection program

Illicit Septic System Discharge and Detection Program

- Inventory of existing septic systems

- Septic system maintenance reminder notices sent to property owners
- Inspection of existing septic systems
- Inspections of new septic systems
- Sanitary sewer installation in selected shoreland areas

**\*Responsible Party for this BMP:**

Name: Mike Gaffron

Department: City Planner

Phone: (952) 249-4600

E-mail: mgaffron@ci.oro.no.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 3-ILICIT DISCHARGE DETECTION AND ELIMINATION

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

**\*BMP Title:** Public and Employee Illicit Discharge Information Program

**\*BMP Description:**

The City uses the following BMPs to provide education to employees, businesses, and general public within the MS4 area of hazards associated with illegal discharges and improper disposal of waste.

- Minnesota Water – “Let’s Keep it Clean” Campaign
- Storm Water Articles in City Newsletter
- Presentation to City Council
- Storm Water Education on City Web Page
- Illicit Discharge and Connection Detection and Elimination
- Bi-annual Leaf and Grass Disposal Program
- Public Works Training Program

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

BMP 1.A.1, 1.A.2, 1.A.3, 1, A.4, 3.C.1, 3.F.3 and 6.A.1 descriptions in the SWPPP provide more detail regarding information for each minimum control measure.

**\*Measurable Goals:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- Annual contributions to Let’s Keep it Clean campaign

Storm Water Articles in City Newsletter

- Number of newsletter articles published

Presentation to City Council

- Completed annual presentation to City Council

Storm Water Education on City Web Page

- Established stormwater web page (y/n)
- Number of minimum control measures addressed

Illicit Discharge and Connection Detection and Elimination

- Percent of system inspected
- Number of illicit connections identified
- Number of enforcement actions taken

Bi-annual Leaf and Grass Disposal Program

- Number of leaf and grass disposal days provided

Public Works Training Program

- Number of training sessions held per year

**\*Timeline/Implementation Schedule:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- 2006-2011: Annual contributions to Let’s Keep it Clean campaign

Storm Water Articles in City Newsletter

- 2006-2011: This is an established activity within the city and implementation is on-going

Presentation to City Council

- 2006-2011: Annually present to the City Council on stormwater runoff issues

Storm Water Education on City Web Page

- 2006: Establish stormwater web page

- 2007: Update web page to include SWPPP for public viewing
- 2006-2011: Address each minimum control measure

Illicit Discharge and Connection Detection and Elimination

- 2006-2011: This is an existing program within the City and implementation is on-going

Bi-annual Leaf and Grass Disposal Program

- 2006-2011: This is an existing program within the City and implementation is on-going

Public Works Training Program

- 2006-2011: This is an existing program within the City and implementation is on-going

**Specific Components and Notes:**

Minnesota Water – “Let’s Keep it Clean” Campaign

- Recent educational accomplishments:
  - Educational prints in newspaper
  - Radio program sponsorships
  - Publication distributions
  - State fair brochures
  - Clean water messages on television and news media website

Storm Water Articles in City Newsletter

- Public awareness of stormwater issues

Presentation to City Council

- NPDES regulations
- Urban storm water impacts to water bodies
- SWPPP provisions
- Current SWPPP status and challenges

Bi-annual Leaf and Grass Disposal Program

- Collection of leaf and grass debris to reduce illicit discharges in the City

Public Works Training Program

- Vehicle and equipment inspection, operation, and maintenance training
- Hazardous materials handling training (including disposal)
- Spill Clean-up

**\*Responsible Party for this BMP:**

Name: Mike Gaffron

Department: City Planner

Phone: (952) 249-4600

E-mail: mgaffron@ci.oro.no.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

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

<b>*BMP Title:</b> Identification of Non Stormwater Discharges and Flows
<b>*BMP Description:</b> During the initial self-assessment process to determine the appropriate BMPs necessary to meet the MEP standard, City staff considered the following non-stormwater discharges and determined they should not be identified as significant contributors of pollutants to the City's stormwater system at this time. <ul style="list-style-type: none"><li>• water line flushing</li><li>• landscape irrigation</li><li>• diverted stream flows</li><li>• rising ground waters</li><li>• uncontaminated ground water infiltration</li><li>• uncontaminated pumped ground water</li><li>• discharges from potable water sources</li><li>• foundation drains</li><li>• air conditioning condensation</li><li>• irrigation water</li><li>• springs</li><li>• water from crawl space pumps</li><li>• footing drains</li><li>• lawn watering</li><li>• individual residential car washing</li><li>• flows from riparian habitats and wetlands</li><li>• dechlorinated swimming pool discharges</li><li>• street wash water</li><li>• discharge or flows from fire fighting activities.</li></ul> Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> Not applicable
<b>*Timeline/Implementation Schedule:</b> Not applicable
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Mike Gaffron Department: City Planner Phone: (952) 249-4600 E-mail: mgaffron@ci.orono.mn.us

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## BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

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

<p><b>*BMP Title:</b> Ordinance or other Regulatory Mechanism</p>
<p><b>*BMP Description:</b></p> <p><u>Construction Site Storm Water Runoff Ordinance</u>          Currently, the City has a generic Construction Site Erosion and Sedimentation Ordinance which lacks specifics and enforcement provisions. The City will evaluate the existing ordinance in relation to the Minnesota Pollution Control Agency (MPCA) minimum standards in the first reporting year, develop the changes in the second year, and implement applicable enforcement procedures in the third year for use during all years thereafter.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:          The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p><b>*Measurable Goals:</b></p> <p><u>Construction Site Storm Water Runoff Ordinance</u> Revise ordinance</p> <ul style="list-style-type: none"> <li>• Completed construction site stormwater runoff ordinance</li> </ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>Construction Site Storm Water Runoff Ordinance</u></p> <ul style="list-style-type: none"> <li>• 2008: Evaluate and draft ordinance</li> <li>• June 30th 2009: Develop final ordinance and approval</li> <li>• 2008-2011: Implement new construction site erosion and sedimentation ordinance and documentation and enforcement procedures</li> </ul>
<p><b>Specific Components and Notes:</b></p> <p><u>Construction Site Storm Water Runoff Ordinance</u></p> <ul style="list-style-type: none"> <li>• Ordinance to MPCA minimum standards</li> <li>• Construction site entrance requirements</li> <li>• Construction site waste control</li> <li>• Site erosion control timelines for compliance</li> <li>• Penalties for non-compliance</li> <li>• Site plan review procedures</li> <li>• Construction site inspection requirements</li> </ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Mike Gaffron          Department: City Planner          Phone: (952) 249-4600          E-mail: mgaffron@ci.orono.mn.us</p>

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

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

<b>*BMP Title:</b> Construction Site Implementation of Erosion and Sediment Control BMPs
<b>*BMP Description:</b> <u>Minimum Erosion Control BMP Requirements</u> The City of Orono will develop standard minimum erosion and sediment control BMPs as part of the revision to the existing erosion control ordinance. The minimum requirements will also be assembled into a brochure to be distributed to the permit applicant conducting land disturbing practices within the City. Also, the City will use this list when conducting the Construction Site Plan Review Program (4.D)  Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>Minimum Erosion Control BMP Requirements</u> <ul style="list-style-type: none"><li>• Completed list of minimum BMP requirements</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>Minimum Erosion Control BMP Requirements</u> <ul style="list-style-type: none"><li>• 2006: Develop draft list of minimum ESC requirements</li><li>• 2007: Final list of ESC requirements established in ordinance</li><li>• 2008-2011: Implement plan review procedures based on minimum requirements</li></ul>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Mike Gaffron Department: City Planner Phone: (952) 249-4600 E-mail: mgaffron@ci.orono.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

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

<p><b>*BMP Title:</b> Waste Controls for Construction Site Operators</p>
<p><b>*BMP Description:</b></p> <p><u>Construction Site Storm Water Runoff Ordinance</u>          Currently, the City has a generic Construction Site Erosion and Sedimentation Ordinance which lacks specifics and enforcement provisions. The City will evaluate the existing ordinance in relation to the Minnesota Pollution Control Agency (MPCA) minimum standards in the first reporting year, develop the changes in the second year, and implement applicable enforcement procedures in the third year for use during all years thereafter.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:          The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p><b>*Measurable Goals:</b></p> <p><u>Construction Site Storm Water Runoff Ordinance</u> Revise ordinance</p> <ul style="list-style-type: none"> <li>• Completed construction site stormwater runoff ordinance</li> </ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>Construction Site Storm Water Runoff Ordinance</u></p> <ul style="list-style-type: none"> <li>• 2008: Evaluate and draft ordinance</li> <li>• June 30th, 2009: Develop final ordinance and approval</li> <li>• 2008-2011: Implement new construction site erosion and sedimentation ordinance and documentation and enforcement procedures</li> </ul>
<p><b>Specific Components and Notes:</b></p> <p><u>Construction Site Storm Water Runoff Ordinance</u></p> <ul style="list-style-type: none"> <li>• Ordinance to MPCA minimum standards</li> <li>• Construction site entrance requirements</li> <li>• Construction site waste control</li> <li>• Site erosion control timelines for compliance</li> <li>• Penalties for non-compliance</li> <li>• Site plan review procedures</li> <li>• Construction site inspection requirements</li> </ul>
<p><b>*Responsible Party for this BMP:</b></p> <p style="padding-left: 20px;">Name: Mike Gaffron          Department: City Planner          Phone: (952) 249-4600          E-mail: mgaffron@ci.orono.mn.us</p>

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

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

**\*BMP Title:** Procedure for Site Plan Review

**\*BMP Description:**

Construction Site Plan Review Program

The City of Orono will develop procedures for construction site soil and sedimentation erosion control within the Development and Redevelopment Plan Review Program to incorporate mandatory provisions written in the Construction Site Storm Water Runoff Ordinance. Also, the City will identify appropriate BMPs for erosion and sediment control dependent upon current regulatory minimum standards and unique watershed characteristics.

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

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

**\*Measurable Goals:**

Construction Site Plan Review Program

- Completed plan review process and documentation procedures
- Completed list of acceptable BMPs
- Number of plan reviews performed

**\*Timeline/Implementation Schedule:**

Construction Site Plan Review Program

- 2006-2007: Plan review process in place
- 2008: Update plan review program to coordinate with new ordinance
- June 30th 2009: Implement updated construction site plan review program

**Specific Components and Notes:**

Construction Site Plan Review Program

- Define communication link between planning, engineering, and zoning
- Timeline for a site plan review process
- Site plan review fees and City permit application
- Acceptable BMP requirements
- Construction Site Storm Water Runoff Ordinance
- Development and Redevelopment Review Program

**\*Responsible Party for this BMP:**

Name: Tom Kellog

Department: City Engineer

Phone: (651) 636-4600

E-mail: tom.kellog@bonestroo.com

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

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

<p><b>*BMP Title:</b> Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance</p>
<p><b>*BMP Description:</b></p> <p><u>Construction site comments and documentation procedures</u> The City will receive phone calls and other correspondence to report construction site sedimentation and erosion violations. All comments received will be routed to the appropriate staff person. Also, the city will incorporate their existing complaint procedures and filing system to document calls.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p><b>*Measurable Goals:</b></p> <p><u>Construction site comments and documentation procedures</u></p> <ul style="list-style-type: none"><li>• Number of construction site comments and complaints received by the City</li><li>• Number of corrective actions taken based on the public comments/complaints</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>Construction site comments and documentation procedures</u></p> <ul style="list-style-type: none"><li>• 2006-2011: This is an established activity within the City. Implementation is on-going and procedures will be updated as necessary.</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><u>Construction site comments and documentation procedures</u></p> <ul style="list-style-type: none"><li>• Increase Public Participation</li><li>• Allows citizen reports on construction site erosion violations</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Mike Gaffron Department: City Planner Phone: (952) 249-4600 E-mail: mgaffron@ci.oronno.mn.us</p>

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

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

<b>*BMP Title:</b> Establishment of Procedures for Site Inspections and Enforcement
<b>*BMP Description:</b> <u>Construction site inspection program for standard compliance</u> The City has developed a construction site inspection program to monitor compliance of construction sites for the appropriate installation and maintenance of sedimentation and erosion control measures.  Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>Construction site inspection program for standard compliance</u> <ul style="list-style-type: none"><li>• Completed construction site inspection program</li><li>• Number of construction site inspections completed</li><li>• Number of corrective actions taken</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>Construction site inspection program for standard compliance</u> <ul style="list-style-type: none"><li>• 2006-2011: This is an existing program within the City and implementation is on-going.</li></ul>
<b>Specific Components and Notes:</b> <u>Construction site inspection program for standard compliance</u> <ul style="list-style-type: none"><li>• Inspection of construction site sedimentation and erosion control devices</li><li>• Adequate operation and maintenance of site sedimentation and erosion control devices</li><li>• Documentation of construction site inspections</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Tom Kellogg Department: City Engineer Phone: (651) 636-54600 E-mail: tom.kellogg@bonestroo.com

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

## Additional BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

**Unique BMP Identification Number:** 4f-1.1

<b>*BMP Title:</b> Additional Construction Site Runoff BMPs
<b>*BMP Description:</b> <u>Erosion control management training program</u> City staff will attend appropriate training sessions and seminars on the proper application, installation, operation, and maintenance of erosion control devices  Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>Erosion control management training program</u> <ul style="list-style-type: none"><li>• Number of erosion control management training sessions attended</li><li>• Number of City staff trained on erosion control management</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>Erosion control management training program</u> <ul style="list-style-type: none"><li>• 2006-2011: This is an established activity within the City and implementation is on-going.</li></ul>
<b>Specific Components and Notes:</b> <u>Erosion control management training program</u> <ul style="list-style-type: none"><li>• Knowledge of various erosion control management techniques</li><li>• Documentation of training sessions attended</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Mike Gaffron Department: City Planner Phone: (952) 249-4600 E-mail: mgaffron@ci.orono.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

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

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

**\*BMP Title:** Development and Implementation of Structural and/or Non-structural BMPs

**\*BMP Description:**

Development and Redevelopment Plan Review Program

The City of Orono has developed procedures for Development and Redevelopment Plan Review. Each applicant goes through a review process that is conducted by the City Planner and Engineer where projects are reviewed for their feasibility to use the storm water runoff management measures below. As part of the City plan review process, the City ensures that storm water discharges will not adversely affect endangered species, threatened species, historic places, and archeological sites.

Storm Water Wetlands and Detention Ponds

The City of Orono will continue to require stormwater wetlands and detention ponds, where appropriate and suitable, with designed vegetation requirements located within the Development and Redevelopment post-construction ordinance to protect lakes within the jurisdictional limits and other water bodies in which surface drainage from the jurisdiction discharges into receiving water.

Rain Garden Infiltration

Although the City of Orono has very limited areas with acceptable sandy soil conditions, the City will evaluate the potential for the installation of rain gardens and other infiltration BMPs, in acceptable new development and redevelopment areas, to minimize localized stormwater pollution runoff as well as increase the aesthetic quality of the City.

Vegetated Swales

The City of Orono will evaluate the potential for the installation of vegetated swales, in acceptable new development and redevelopment areas, to minimize localized stormwater pollution runoff as well as increase the aesthetic quality of the City.

Buffer Strips

The City of Orono will evaluate the potential for the installation of buffer strips, in acceptable new development and redevelopment areas, to minimize localized storm water pollution runoff as well as increase the aesthetic quality of the City.

Stabilization Seeding

Currently the City of Orono requires soil stabilization and proper seeding for disturbed construction site areas. The City will continue to enforce this requirement to ensure timely vegetative cover after soil disturbance to stabilize the surface.

Outlet Structure Stabilization

Currently, the City requires appropriate outlet structure stabilization including but not limited to tie-rods, stabilization seeding and Class IV-V riprap. The City will continue to include this BMP during construction to reduce slope erosion and outlet failure.

Riprap Slope Stabilization

The City of Orono will evaluate the potential for the installation of riprap slope stabilization in acceptable new development and redevelopment areas, to minimize erosion and localized storm water pollution runoff as well as increase the aesthetic quality of the City.

Stormwater Pollution Control Devices

The City of Orono will evaluate the potential for the installation of stormwater pollution control devices such as sump catch basins or other mechanical treatment devices in acceptable new development and redevelopment areas, to minimize erosion and localized storm water pollution runoff as well as increase the aesthetic quality of the City.

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

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

**\*Measurable Goals:**

Development and Redevelopment Plan Review Program

- Completed plan review process and documentation procedures
- Number of plan reviews performed

Storm Water Wetlands and Detention Ponds

- Number stormwater wetlands or detention ponds installed.

Rain Garden Infiltration

- Number of rain gardens and infiltration BMPs installed

Vegetated Swales

- Number of vegetated swales installed

Buffer Strips

- Number of buffer strips installed

Stabilization Seeding

- Number of sites with stabilization seeding

Outlet Structure Stabilization

- Number of outlet structure stabilizations completed

Riprap Slope Stabilization

- Number of riprap slope stabilizations completed

Stormwater Pollution Control Devices

- Number of stormwater pollution control devices installed

**\*Timeline/Implementation Schedule:**

Development and Redevelopment Plan Review Program

- 2006: Develop Plan Review Program
- 2007-2011: Implement Plan Review Program

Storm Water Wetlands and Detention Ponds

- 2006-2011: This is an established practice within the City and implementation is on-going.

Rain Garden Infiltration

- 2006-2011: This is an established practice within the City and implementation is on-going.

Vegetated Swales

- 2006-2011: This is an established practice within the City and implementation is on-going.

Buffer Strips

- 2006-2011: This is an established practice within the City and implementation is on-going.

Stabilization Seeding

- 2006-2011: This is an established practice within the City and implementation is on-going.

Outlet Structure Stabilization

- 2006-2011: This is an established practice within the City and implementation is on-going.

Riprap Slope Stabilization

- 2006-2011: This is an established practice within the City and implementation is on-going.

Stormwater Pollution Control Devices

- 2006-2011: This is an established practice within the City and implementation is on-going.

**Specific Components and Notes:**

Development and Redevelopment Plan Review Program

- Stormwater Detention Ponds
- Infiltration/Filtration Features
- Vegetated Swales
- Buffer Strips
- Stabilization Seeding

- Outlet Stabilization Structure
- Slope Riprap Stabilization
- Development and Redevelopment Post-Construction Ordinance
- Surface Water Management Plan

Storm Water Wetlands and Detention Ponds

- Development and Redevelopment Post-Construction Ordinance
- Surface Water Management Plan
- Installation of stormwater wetland detention ponds in appropriate areas

Rain Garden Infiltration

- Development and Redevelopment Post-Construction Ordinance
- Surface Water Management Plan
- Installation of rain garden infiltration in appropriate areas

Vegetated Swales

- Development and Redevelopment Post-Construction Ordinance
- Surface Water Management Plan
- Installation of vegetated swales in appropriate areas

Buffer Strips

- Development and Redevelopment Post-Construction Ordinance
- Surface Water Management Plan
- Installation of buffer strips in appropriate areas

Stabilization Seeding

- Development and Redevelopment Post-Construction Ordinance
- Surface Water Management Plan
- Seed mix design and installation consistent with State Department of Transportation Standard Specifications

Outlet Structure Stabilization

- Development and Redevelopment Post-Construction Ordinance
- Surface Water Management Plan
- Installation of outlet stabilization protection

Riprap Slope Stabilization

- Development and Redevelopment Post-Construction Ordinance
- Surface Water Management Plan
- Installation of riprap slope stabilization protection

Stormwater Pollution Control Devices

- Development and Redevelopment Post-Construction Ordinance
- Surface Water Management Plan
- Installation of stormwater pollution control devices

**\*Responsible Party for this BMP:**

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Department: City Planner

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

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

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

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

**\*BMP Description:**

The following are regulatory mechanisms that are currently in place; however the City is going to begin revising their Local Surface Water Management Plan. The LSWMP will be required to identify new goals and policies that will evaluate how the City will meet the Annual Load Allocation Reduction of 230 pounds as set by the Minnehaha Creek Watershed District (MCWD) during the development of their Comprehensive Water Resource Management Plan. Once this process is complete the City will move to update their zoning ordinances to complete with goals and policies of the LSWMP.

Development and Redevelopment Ordinances, Planning, and Design

The City of Orono has operated under comprehensive land use planning and zoning laws for the past 25 years that were specifically developed to protect wetlands and water quality, especially water quality in Lake Minnetonka. This philosophy of protecting water quality and managing stormwater discharge is integrated into City functions ranging from planning and development to municipal operations. The City recognizes that there is a direct correlation between the density of development and amount of stormwater pollutant loading generated and based on this understanding approximately 80% of the City was zoned for a minimum 2 and 5 acre dry buildable lot size 25 years ago. The City has ordinances in place that exclude wetlands from development density credit, restrict filling of wetlands, and require a 26' wetland buffer. City shoreland ordinances require lakeshore setbacks, limit impervious surface areas, and restrict lakeshore vegetation clearing. The City has a very limited piped storm sewer system and utilizes natural drainage conveyances for storm water runoff. Narrow streets with limited curb and gutter are prevalent in the shoreland areas of the City.

Community Management Plan

The City of Orono has an approved Community Management Plan for the for the years 2000- 2020 that maintains the City's long standing programs policies and ordinances of protecting water quality by limiting stormwater runoff through such items as low density development, wetland protection, and limitations on impervious surface in shoreland areas

Zoning Ordinances

The City of Orono has in place zoning ordinances that zone approximately 80% of the land area in the area in the City for low density 2 and 5 acre minimum dry buildable area development these ordinances also include wetland protection and buffers and limitations on impervious surface in shoreland areas. The impervious surface is regulated by zones with no impervious surfaces allowed within 75 feet of lakes and streams and less hard surfaces in the zones closer to the lake or stream. Stairways are allowed within 75' of the lakes in steep slope areas to protect the steep slopes from erosion. Intensive vegetation clearing is also prohibited on bluff areas adjacent to lakes.

Surface Water Management Plan

The City of Orono has currently developed a Surface Water Management Plan (SWMP) to comply with State and Watershed District requirements which identifies the specific components listed below.

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

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

**\*Measurable Goals:**

Development and Redevelopment Ordinances, Planning, and Design

- Maintain low impact development policies and ordinances

Community Management Plan

- Completed Community Management Plan

Zoning Ordinances

- Established low density zoning ordinances

: Surface Water Management Plan

- Completed SWMP for City of Orono

**\*Timeline/Implementation Schedule:**

Development and Redevelopment Ordinances, Planning, and Design

- 2006-2011: This is an existing program within the City and implementation is on-going.

Community Management Plan

- 2006-2011: This is an established plan within the City and implementation is on-going.

Zoning Ordinances

- 2006-2011: This is an established ordinance and adherence to it is on-going.

Surface Water Management Plan

- 2006-2008: This is an established plan within the City and adherence to it is on-going.
- 2008-2009: Revise and adopt new plan.
- 2010-2011: Implementation of new plan.

**Specific Components and Notes:**

Development and Redevelopment Ordinances, Planning, and Design

- Community Management Plan
- Surface Water Management Plan
- Low density development
- Wetland protection and buffers
- Shoreland ordinance
- Impervious surface limitations
- Shoreland vegetation protection
- Natural conveyance storm water runoff system
- Narrow streets with limited curb and gutter

Community Management Plan

- Surface Water Management Plan
- Low density development
- Wetland protection and buffers
- Shoreland ordinance
- Impervious surface limitations
- Shoreland vegetation protection
- Natural conveyance storm water runoff system
- Narrow streets with limited curb and gutter

Zoning Ordinances

- Low density development
- Wetland protection and buffers
- Shoreland ordinance
- Impervious surface limitations
- Lakeshore bluff vegetation protection

Surface Water Management Plan

- Geology and soil types, Water resources, Land use, Sensitive resources
- Wetland inventory basin outflow rates
- Water quality goals

- Issues and corrective actions
- Long-term Operation and Maintenance Strategies:
- Annual/routine street and storm sewer inspection and maintenance
  - Maintenance of City-owned ponds (debris/sediment removal, vegetation management, cleaning inflow and pipes)
  - Maintenance of privately-owned ponds (agreement with owner/responsibility of landowner, random inspection, compliance, corrective actions)
- Identification and response to incidental, localized problems
- Long-term planning for projects involving large capital expenditures

**\*Responsible Party for this BMP:**

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

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

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

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

**\*BMP Description:**

Long-Term Operation and Maintenance of the Stormwater System

The City will operate and maintain publicly owned stormwater management facilities to ensure they continue serving their intended function to reduce the discharge of pollutants. Facility inspection and maintenance activities will be coordinated with Pond, Outfall, and Sediment Basin Inspection (6-4), Storm Sewer Maintenance Program (6-7) and Structural Pollution Control Device Inspection and Maintenance (6-8) BMP's. Implementation of corrective measures will be performed within a year of discovery to the maximum extent practicable.

For private stormsewer infrastructure, the City includes provisions within developer's agreements for each project. These provisions include long term operation and maintenance requirements appropriate for the specific system.

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

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

**\*Measurable Goals:**

Long-Term Operation and Maintenance of the Stormwater System

- Number of repairs, replacements, or maintenance measures
- Number of employees trained for proper O & M
- Number of developers agreements established

**\*Timeline/Implementation Schedule:**

Long-Term Operation and Maintenance of the Stormwater System

- 2006 Integrate inspection, operation, and maintenance activities with 6.B.3, 6.A.3, and 6.B.2
- 2007-2011 Implement corrective measures to the MEP and annually review procedures and revise as needed

**Specific Components and Notes:**

Long-Term Operation and Maintenance of the Stormwater System

- Pond, Outfall, and Sediment Basin Inspection (BMP 6.B.3)
- Structural pollution control device inspection and Maintenance (BMP 6.B.2)
- Storm Sewer System Cleaning (6.A.3)

**\*Responsible Party for this BMP:**

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

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

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

**\*BMP Description:**

Public Works Training Program

The City of Orono has an existing safety training program that includes information on fleet and building maintenance, park and open space maintenance, new construction and land disturbances, and storm water system maintenance.

City Vehicle Maintenance Program

The City of Orono currently operates a vehicle maintenance program which requires inspection, corrective actions, and employee training. The City currently recycles the used oil obtained from the vehicle maintenance program. The City has an inside vehicle washing facility in the Public Works maintenance and operations building.

Storm Drain System Cleaning

The City of Orono currently operates a sewer vacuum cleaning truck to clean out catchbasin sumps and other stormwater pollution prevention devices and to remove debris from the storm sewer lines and culverts as needed according to random inspections. The City will continue to operate within that schedule unless the Storm Sewer Inspection Program requires changes to the schedule.

Parking Lot and Street Sweeping

The City of Orono currently uses one City-owned mechanical street sweeper to remove sediment and debris from the road surface within the jurisdiction and minimize the amount received by the storm sewer system. The City plans to continue to use the current system of street and parking lot sweeping.

Sanitary Sewer System Operation and Maintenance Program

The City of Orono currently operates a sewer vacuum cleaning truck to clean sanitary sewer lift stations, manholes, and sewer lines. This cleaning program reduces the probability of sanitary sewer overflows and illicit discharges. The City has also been televising sanitary sewer lines as part of a program to reduce infiltration and inflow into the system. Sanitary sewer repair and rehabilitation work is then completed based on the results of the televised inspections.

The City also has a program for the upgrading and rehabilitation of sanitary sewer lift stations to ensure efficient operation and reduced lift station malfunctions, which results in a reduction in the potential for illicit sanitary sewer discharges. Sanitary sewer lift stations are also cleaned and inspected on an annual basis. The City installed a new SCADA system which provides for continuous electronic monitoring and reporting of sanitary sewer lift station operations and provides for emergency callout notification of public works personnel in the event of sewer system malfunctions.

Sanitary Sewer System Operation Training Program

The City of Orono currently has a training program for public works personnel involved in sanitary system operations and utilizes licensed personnel for operation of the collection system. This training results in more efficient, safe, and reliable operation of the sanitary sewer system to reduce the potential for illicit discharges.

Municipal Golf Course Training Program

The City of Orono municipal golf course operation personnel attend training sessions on fertilizer and pesticide applications and are duly licensed personnel to complete these activities.

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

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

**\*Measurable Goals:**

Public Works Training Program

- Number of training sessions held per year

City Vehicle Maintenance Program

- Number of vehicles in fleet inspected each year
- Number of vehicle maintenance and operation training sessions attended

Storm Drain System Cleaning

- Number of stormwater pollution prevention devices cleaned each year
- Number of miles of storm sewer pipe cleaned each year
- Number of culverts cleaned each year

Parking Lot and Street Sweeping

- Number of street sweeping efforts conducted per year
- Number of street miles swept
- Amount of material collected from sweeping effort

Sanitary Sewer System Operation and Maintenance Program

- Number of miles of sanitary sewer pipe cleaned
- Number of miles of sanitary sewer televised
- Number of lift stations inspected

Sanitary Sewer System Operation Training Program

- Number of sanitary sewer training courses attended

Municipal Golf Course Training Program

- Number of training sessions attended
- Number of City staff trained on fertilizer and pesticide application

**\*Timeline/Implementation Schedule:**

Public Works Training Program

- 2006-2011: This is an existing program within the City and implementation is on-going

City Vehicle Maintenance Program

- 2006-2011: This is an existing program within the City and implementation is on-going.

Storm Drain System Cleaning

- 2006: Re-evaluate the cleaning schedule according to the Storm Sewer Inspection Program and make modifications as necessary.
- 2006-2011: Clean storm drain system according to program guidelines.

Parking Lot and Street Sweeping

- 2006-2011: This is an existing program within the City and implementation is on-going.

Sanitary Sewer System Operation and Maintenance Program

- 2006-2011: This is an existing program within the City and implementation is on-going.

Sanitary Sewer System Operation Training Program

- 2006-2011: This is an existing program within the City and implementation is on-going.

Municipal Golf Course Training Program

- 2006-2011: This is an established activity within the City and implementation is on-going.

**Specific Components and Notes:**

Public Works Training Program

- Vehicle and equipment inspection, operation, and maintenance training
- Hazardous materials handling training (including disposal)
- Spill Clean-up

City Vehicle Maintenance Program

- Inside vehicle washing
- Vehicle inspections
- Used oil recycling
- Employee training

Storm Drain System Cleaning

- Storm sewer and stormwater pollution prevention device cleaning
- Storm sewer system map
- Sewer cleaning truck maintenance
- Storm sewer inspection program

Sanitary Sewer System Operation and Maintenance Program

- Sanitary sewer system cleaning
- Sanitary sewer system televising
- Sanitary sewer system repairs and rehabilitation
- Lift station annual inspections
- Lift station SCADA monitoring system
- Public works emergency call out system
- Sanitary sewer system maps
- Sewer cleaning truck maintenance

Sanitary Sewer System Operation Training Program

- Sanitary sewer system licensed operators
- Sanitary sewer system operations and maintenance training

Municipal Golf Course Training Program

- Fertilizer and pesticide/herbicide application training

**\*Responsible Party for this BMP:**

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# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

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

<b>*BMP Title:</b> Street Sweeping**
<b>*BMP Description:</b> <u>Parking Lot and Street Sweeping</u> The City of Orono currently uses one City-owned mechanical street sweeper to remove sediment and debris from the road surface within the jurisdiction and minimize the amount received by the storm sewer system. The City plans to continue to use the current system of street and parking lot sweeping.  Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>Parking Lot and Street Sweeping</u> <ul style="list-style-type: none"><li>• Number of street sweeping efforts conducted per year</li><li>• Number of street miles swept</li><li>• Amount of material collected from sweeping effort</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>Parking Lot and Street Sweeping</u> <ul style="list-style-type: none"><li>• 2006-2011: This is an existing program within the City and implementation is on-going.</li></ul>
<b>Specific Components and Notes:</b> <u>Municipal Street Sweeping Program</u> <ul style="list-style-type: none"><li>• Streets swept twice each year (Spring and Fall)</li><li>• Spot sweeping when needed</li><li>• Swept prior to water flushing</li><li>• Target areas with dense foliage</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Scott Oberaigner Department: Public Works Supervisor Phone: (952) 249-4600 E-mail: soberainger@ci.orono.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

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

<b>*BMP Title:</b> Annual Inspection of All Structural Pollution Control Devices
<b>*BMP Description:</b> <u>Structural Pollution Control Device Inspection and Maintenance</u> The City will inspect all structural pollution control devices within the City annually and maintain the system as appropriate. Types of pollution control devices to inspect are listed below in the specific components. The City will summarize the results of the structural pollution control device inspections in the annual report and include the dates of inspection and the date of completion of major additional protection measures.  Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>Structural Pollution Control Device Inspection and Maintenance</u> <ul style="list-style-type: none"><li>• Number of known structural pollution control devices</li><li>• Number inspected</li><li>• Number of maintenance actions performed</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>Structural Pollution Control Device Inspection and Maintenance</u> <ul style="list-style-type: none"><li>• 2006-2011: Document existing pollution control devices and inspect annually.</li></ul>
<b>Specific Components and Notes:</b> <u>Structural Pollution Control Device Inspection and Maintenance</u> <ul style="list-style-type: none"><li>• Trap manholes</li><li>• Grit chambers</li><li>• Sumps</li><li>• Floatable skimmers and traps</li><li>• Separators</li><li>• Other small settling or filtering devices</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Scott Oberaigner Department: Public Works Supervisor Phone: (952) 249-4600 E-mail: soberaigner@ci.orono.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

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

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

**\*BMP Description:**

Pond, Outfall, and Sediment Basin Inspection

Sediment basins and ponds require periodic maintenance in order to keep the performance optimized, depending on watershed and precipitation factors. Outfalls can collect debris and trash that should be removed when appropriate. Failing or faulty outfalls can result in downstream erosion and periodic inspections can address this issue. The City will inspect for illicit discharge or connections into the storm sewer system during the outfall inspection. The City will summarize the results of the outfall inspections in the annual report and include the dates of inspection and the date of completion of major additional protection measures.

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

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

**\*Measurable Goals:**

Pond, Outfall, and Sediment Basin Inspection

- Number of outfalls inspected
- Number of ponds/sediment basins inspected
- Number of maintenance actions required
- 20% of outfalls, ponds, and basins are inspected each year on a rotating basis such that 100% are inspected every 5 years

**\*Timeline/Implementation Schedule:**

Pond, Outfall, and Sediment Basin Inspection

- 2006-2011: Identify new ponds, outfalls, and sediment basins and update stormsewer map.
- 2006-2011: Inspect 20% of the known ponds, outfalls and sediment basins

**Specific Components and Notes:**

Pond, Outfall, and Sediment Basin Inspection

- Ponds
- Outfalls
- Sediment Basins
- Illicit Discharge Inspection Program

**\*Responsible Party for this BMP:**

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

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

<b>*BMP Title:</b> Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas
<b>*BMP Description:</b> <u>Stockpile, Storage and Material Handling Program</u> The City will develop a procedure to identify and manage all exposed stockpiles to insure perimeter controls are in place and to prevent the offsite migration of stockpile material. Storage and material handling areas will be inspected in conjunction with the City Vehicle Maintenance Program (6.B) and Public Works Training Program (6.A).  Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>Stockpile, Storage and Material Handling Program</u> <ul style="list-style-type: none"><li>• Identification of exposed stockpiles</li><li>• Number of inspections conducted</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>Stockpile, Storage and Material Handling Program</u> <ul style="list-style-type: none"><li>• 2006: Determine locations stockpiles</li><li>• 2006: Implement stockpile, storage and material handling program</li><li>• 2006-2011: Conduct annual inspections and review and revise program needed</li></ul>
<b>Specific Components and Notes:</b> <u>Stockpile, Storage and Material Handling Program</u> <ul style="list-style-type: none"><li>• Develop an integrated inspection program to annually inspect stockpiles, storage and material handling areas.</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Scott Oberaigner Department: Public Works Supervisor Phone: (952) 249-4600 E-mail: soberainger@ci.orono.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

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

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

**\*BMP Description:**

Structural Pollution Control Device Inspection and Maintenance

The City will inspect all structural pollution control devices within the City annually and maintain the system as appropriate. Types of pollution control devices to inspect are listed below in the specific components. The City will summarize the results of the structural pollution control device inspections in the annual report and include the dates of inspection and the date of completion of major additional protection measures.

Pond, Outfall, and Sediment Basin Inspection

Sediment basins and ponds require periodic maintenance in order to keep the performance optimized, depending on watershed and precipitation factors. Outfalls can collect debris and trash that should be removed when appropriate. Failing or faulty outfalls can result in downstream erosion and periodic inspections can address this issue. The City will inspect for illicit discharge or connections into the storm sewer system during the outfall inspection. The City will summarize the results of the outfall inspections in the annual report and include the dates of inspection and the date of completion of major additional protection measures.

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

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

**\*Measurable Goals:**

Structural Pollution Control Device Inspection and Maintenance

- Number of known structural pollution control devices
- Number inspected
- Number of maintenance actions performed

Pond, Outfall, and Sediment Basin Inspection

- Number of outfalls inspected
- Number of ponds/sediment basins inspected
- Number of maintenance actions required
- 20% of outfalls, ponds, and basins are inspected each year on a rotating basis such that 100% are inspected every 5 years

**\*Timeline/Implementation Schedule:**

Structural Pollution Control Device Inspection and Maintenance

- 2006-2011: Document existing pollution control devices and inspect annually.

Pond, Outfall, and Sediment Basin Inspection

- 2006-2011: Identify new ponds, outfalls, and sediment basins and update stormsewer map.
- 2006-2011: Inspect 20% of the known ponds, outfalls and sediment basins

**Specific Components and Notes:**

Structural Pollution Control Device Inspection and Maintenance

- Trap manholes
- Grit chambers
- Sumps

- Floatable skimmers and traps
- Separators
- Other small settling or filtering devices

Pond, Outfall, and Sediment Basin Inspection

- Ponds
- Outfalls
- Sediment Basins
- Illicit Discharge Inspection Program

**\*Responsible Party for this BMP:**

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

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

<b>*BMP Title:</b> Record Reporting and Retention of All Inspections and Responses to the Inspections
<b>*BMP Description:</b> <u>Record Keeping and Reporting</u> The City will submit an annual report according to the requirements outlined in the current MS4 permit and retain all records required for at least three (3) years beyond the term of the permit. The City will keep records on the dates of inspection and responses to the inspections, including the date of completion of repairs and major additional protection measures. All records, including the approved SWPPP, will be available to the public at reasonable times during regular business hours after a 7 day advance notice and reasonable charge for requested copies.  Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>Record Keeping and Reporting</u> <ul style="list-style-type: none"><li>• Develop record keeping procedure</li><li>• Implement record keeping procedure</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>Record Keeping and Reporting</u> <ul style="list-style-type: none"><li>• 2006: Develop record keeping procedure</li><li>• 2006-2011: Implement record keeping procedure</li></ul>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Scott Oberaigner Department: Public Works Supervisor Phone: (952) 249-4600 E-mail: soberaigner@ci.orono.mn.us

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

# BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

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

<b>*BMP Title:</b> Evaluation of Inspection Frequency
<b>*BMP Description:</b> <u>Inspection Analysis and Frequency</u> The City will keep records of inspection results, date, antecedent weather conditions, sediment storage and capacity remaining, and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections will be adjusted to at least two (2) times annually, or more frequently as needed to prevent carry-over or washout of pollutants from the structures and maximize pollutant removal. If maintenance or sediment removal is not required as a result of both the first two annual inspections, the frequency will be reduced to once every two years.  Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>Inspection Analysis and Frequency</u> <ul style="list-style-type: none"><li>• Number inspected</li><li>• Number of inspection modifications</li><li>• Annual Report summary of inspection results</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>Inspection Analysis and Frequency</u> <ul style="list-style-type: none"><li>• Prior to June 30th of each year (2006-2011): Evaluate maintenance patterns every two years (2007, 2009, and 2011) and modify inspection frequency as required.</li></ul>
<b>Specific Components and Notes:</b> <u>Inspection Analysis and Frequency</u> <ul style="list-style-type: none"><li>• Storm Sewer Inspection Program (6.B.3) and Storm Drain System Cleaning (6.B.2)</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Scott Oberaigner Department: Public Works Supervisor Phone: (952) 249-4600 E-mail: soberaigner@ci.orono.mn.us

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

# Additional BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** N/A

**Unique BMP Identification Number:** IX-C.H

**\*BMP Title:** Discharges Affecting Source Water Protection Areas

**\*BMP Description:**

Discharge Affecting Source Water Protection Areas

At this time, the City of Orono has one operational community supply well, but has not yet been integrated into the Minnesota Department of Health Wellhead Protection Program. However, the City has identified areas of low vulnerability and those considered highly vulnerable according to maps provided by the MPCA. In those areas, the City intends to follow the guidance provided by the Minnesota Department of Health regarding stormwater treatment.

The City will coordinate with Minnesota Department of Health (MDH) to determine if the City jurisdictional area includes land within the source water protection area for surface water intakes identified in the source water assessments conducted by the MDH under the federal Safe Drinking Water Act, U.S.C. 300j-13. If so, the City will work with the appropriate organizations to address potential impacts to the areas to the MEP and revise the SWPPP accordingly.

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

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

**\*Measurable Goals:**

Discharge Affecting Source Water Protection Areas

- Determine areas within the source water protection area for surface water intakes identified in the source water assessments conducted by the Mn Dept. of Health under the federal Safe Drinking Water Act, U.S.C. 300j-13.
- Coordinate with appropriate organizations and revise SWPPP accordingly.

**\*Timeline/Implementation Schedule:**

Discharge Affecting Source Water Protection Areas

- According to MDH schedule: Determine areas within the source water protection area for surface water intakes identified in the source water assessments conducted by the Mn Dept. of Health under the federal Safe Drinking Water Act, U.S.C. 300j-13.
- 2006-2011: Coordinate with appropriate organizations and revise SWPPP accordingly.

**Specific Components and Notes:**

Discharge Affecting Source Water Protection Areas

Cooperate with adjacent municipalities or organizations to protect other MDH identified high or moderate vulnerable areas to storm sewer runoff when they are found to overlap the City's jurisdictional boundary.

**\*Responsible Party for this BMP:**

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

# Additional BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 7-Additional BMPs

**Unique BMP Identification Number:** IV.D

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

**\*BMP Description:**

Impaired Waters Review Process

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

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

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

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

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

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

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

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

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

**\*Measurable Goals:**

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

**Step 2:** A map showing the locations of discharges and delineated watershed areas

**Step 3:** Completion of the impaired waters evaluation

**Step 4:** Completion of the impaired waters report

**Step 5:** Changes to the City's SWPPP

**\*Timeline/Implementation Schedule:**

**Step 1:** Within 6 months of a trigger event

**Step 2:** Within 6 months of a trigger event

**Step 3:** Within 9 months of a trigger event

**Step 4:** Within 12 months of a trigger event

**Step 5:** With 18 months of a trigger event

**Specific Components and Notes:**

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

**\*Responsible Party for this BMP:**

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

## Additional BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 7-Additional BMPs

**Unique BMP Identification Number:** IV.D

<b>*BMP Title:</b> Response to TMDL Waste Load Allocation
<b>*BMP Description:</b> <u>Response to TMDL Waste Load Allocation</u> If a USEPA-approved TMDL is developed and the MPCA determines that the City is within the drainage area of the impaired water and covered by the TMDL Waste Load Allocation, the City will review the adequacy of the SWPPP to determine whether it meets the TMDL's Waste Load Allocation. If the City determines that the SWPPP does not meet the applicable requirements, schedules and objectives of the TMDL, the City will make appropriate modifications to the SWPPP.
Location(s) in SWPPP of detailed information relating to this BMP: BMP Page 7.D
<b>*Measurable Goals:</b> Appropriate modifications to the SWPPP
<b>*Timeline/Implementation Schedule:</b> Within 18 months after the TMDL Waste Load Allocation is approved by USEPA and the MPCA determines that the City is within the drainage area of the impaired water and covered by the TMDL Waste Load Allocation
<b>Specific Components and Notes:</b> The City will rely on information made available by the MPCA regarding the location, drainage areas, and Waste Load Allocations for TMDLs and impaired waters.
<b>*Responsible Party for this BMP:</b> Name: Mike Gaffron Department: City Planner Phone: (952) 249-4600 E-mail: mgaffron@ci.orono.mn.us

## Additional BMP Summary Sheet

**MS4 Name:** City of Orono

**Minimum Control Measure:** 7-Additional BMPs

**Unique BMP Identification Number:** IX-C.A

**\*BMP Title:** ORVW Assessment-Wolfeld Woods Scientific and Natural Area

**\*BMP Description:**

A portion of the Wolfeld Woods Scientific and Natural Area (SNA) is within the City of Orono and there are tributary areas within the City that drain to the SNA. This SNA is designated an "Outstanding Resource Value Water" or ORVW in Minnesota statute and is considered to be a water with Prohibited Discharge.

According to the Municipal Separate Storm Sewer System (MS4) General Permit the City must assess how the Storm Water Pollution Prevention Plan (SWPPP) can be reasonably modified to eliminate new and expanded discharges to ORVW.

To determine whether SWPPP modifications are necessary, Orono will prepare an assessment of its discharge to the ORVW by mapping the discharge points and watersheds discharging to the SNA. The City will map 1988, current, and 2020 proposed land uses in the drainage area for Wolfeld Woods SNA.

An initial assessment of the contributing watershed areas shows one small property has increased its impervious coverage but also installed a stormwater treatment pond to capture and treat all (existing and new) impervious areas. The City plans to review the drainage calculations and submit an assessment to the MPCA. The City will review their existing SWPPP to determine the extent to which their existing BMPs mitigate the expanded loading and, if necessary, propose SWPPP modifications to eliminate the expanded loading as necessary. The SWPPP modifications will be a BMP-based, qualitative response, which may include ordinance modifications, zoning changes, or other types of structural and non-structural BMPs.

The assessment and proposed SWPPP modifications will be made available for public comment during Orono's 2009 annual MS4 public comment period and annual MS4 meeting. Subsequent to their annual public comment period and annual meeting, the assessment, proposed SWPPP modifications and public comments will be submitted with Orono's annual report.

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

BMP Page 7.E

**\*Measurable Goals:**

- Map the discharge points and the watersheds discharging in whole or in part to the SNA.
- Provide a narrative estimate of the percent impervious cover for the 1998, current and 2020 proposed land use.
- Provide an assessment of the 1988, current and 2020 proposed land use to determine if an increase in discharge has occurred.
- If the City determines that an increase in discharge has or will result, they will make a reasonable attempt to modify their SWPPP to eliminate the discharge.
- Public notice the assessment results and any proposed SWPPP modifications.
- Submit the results of the assessment and any public comments with the 2009 annual report.

**\*Timeline/Implementation Schedule:**

- Within 90 days of extension of coverage - Map the discharge points and the DNR minor subwatersheds discharging in whole or in part to the SNA.
- With 90 days of extension of coverage - Provide a narrative estimate of the percent impervious cover for the 1998, current and 2020 proposed land use.
- May 2009 - Provide an assessment of the 1988, current and 2020 proposed land use to determine if an increase in discharge has occurred.
- May 2009 - If the City determines that an increase in discharge has or will result they will make a reasonable attempt to modify their SWPPP to eliminate the discharge.
- April 2009 - Public notice the assessment results and any proposed SWPPP modifications.
- June 30th, 2009 - Submit the results of the assessment and any public comments with the annual report.

**Specific Components and Notes:**

**\*Responsible Party for this BMP:**

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