

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

***BMP Title:** Distribute Educational Materials

***BMP Description:**

The City or its designee will develop and distribute articles and information on the City's Storm Water Pollution Prevention Plan, including information on storm water issues, non-point source pollution, NPDES regulation and guidance, the annual public meeting, illicit discharges, erosion control, shoreline management, local agency contacts, storm water website links, composting and pollution prevention and other applicable best management practices. This publication will be distributed through City mailings, workshops, presentations, website postings, and articles in the City newsletter.

The City will examine the possibility of working collaboratively with the Cannon River Watershed Partnership (CRWP), Rice Soil and Water Conservation District (Rice SWCD), and Dakota Soil and Water Conservation District (Dakota SWCD) to distribute educational materials and promote/support outreach programs. Programs may consist of City Newsletters), Citizen Stream Monitoring (CRWP), River Friendly Business Program (CRWP), and general conservation information and presentations (CRWP).

Education Goal: These programs are designed to educate and inform the public on pertinent water resource management issues and increase the public's participation in water management activities.

Audience: These activities will be directed to all City residents, property owners, and business owners within the urbanized area.

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

- BMP ID No. 1a-1 Distribute Educational Materials – Record of Activities Completed.

***Measurable Goals:**

The City will distribute a minimum of three educational publications via City mailings, workshops, presentations, website postings, or newsletters per calendar year.

***Timeline/Implementation Schedule:**

Implementation of this BMP will coincide with BMP summary sheets 1b-1 and 1c-1.

Specific Components and Notes:

Please note that educational samples may be included in each annual report at the discretion of City staff. Information may be added or modified to the website as necessary.

***Responsible Party for this BMP:**

Name: Katy Gehler-Hess

Department: City Engineer

Phone: 507-645-3006

E-mail: katy.gehler-hess@ci.northfield.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 Page 2

Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 1a-1 Distribute Educational Materials

Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

<p>*BMP Title: Implement an Education Program</p>						
<p>*BMP Description:</p> <p>The City or its designee, upon distributing educational materials, will present an overview to the public of the MS4 program and six minimum control measures used within the City's SWPPP. Educational material will include the annual public meeting, illicit discharges, erosion control, shoreline management, local agency contacts, storm water website links, composting and pollution prevention and other applicable best management practices.</p> <p>The City or its designee will be responsible for storm water education and outreach within the City. Responsibilities will consist of:</p> <ol style="list-style-type: none"> 1. Develop educational activities schedule and distribute materials (webpage, brochures, articles, presentations, workshops, etc.) 2. Examine the possibility of forming collaborate partnerships with the CRWP, Rice SWCD, and Dakota SWCD for implementing educational activities and outreach programs. 3. Determine annual funding for educational activities schedule. 4. Annually implement the educational activities schedule. <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none"> • BMP ID No. 1b-1 Implement an Education Program – Record of Activities Completed. 						
<p>*Measurable Goals:</p> <p>The City will provide storm water education and outreach programs for residents within the City. This goal will be met if the City develops an educational program in 2007 and implements this program in 2008.</p>						
<p>*Timeline/Implementation Schedule:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 5px;">Examine the possibility of forming partnerships with the CRWP, Rice SWCD, and Dakota SWCD to implement an educational activities schedule and determine the amount of funding needed annually for educational outreach/training.</td> <td style="text-align: right; vertical-align: bottom; padding: 5px;">Begin Sept. 1, 2007</td> </tr> <tr> <td style="padding: 5px;">Implement specific educational activities</td> <td style="text-align: right; vertical-align: bottom; padding: 5px;">January 1, 2008</td> </tr> <tr> <td style="padding: 5px;">Review and revise educational activities schedule and funding</td> <td style="text-align: right; vertical-align: bottom; padding: 5px;">Annually – Jan. 1, 2009 – 2011</td> </tr> </table>	Examine the possibility of forming partnerships with the CRWP, Rice SWCD, and Dakota SWCD to implement an educational activities schedule and determine the amount of funding needed annually for educational outreach/training.	Begin Sept. 1, 2007	Implement specific educational activities	January 1, 2008	Review and revise educational activities schedule and funding	Annually – Jan. 1, 2009 – 2011
Examine the possibility of forming partnerships with the CRWP, Rice SWCD, and Dakota SWCD to implement an educational activities schedule and determine the amount of funding needed annually for educational outreach/training.	Begin Sept. 1, 2007					
Implement specific educational activities	January 1, 2008					
Review and revise educational activities schedule and funding	Annually – Jan. 1, 2009 – 2011					
<p>Specific Components and Notes: The City will review the effectiveness of each activity in determining the following year's educational activities.</p>						
<p>*Responsible Party for this BMP:</p> <p style="margin-left: 20px;">Name: Katy Gehler-Hess</p> <p style="margin-left: 20px;">Department: City Engineer</p> <p style="margin-left: 20px;">Phone: 507-645-3006</p> <p style="margin-left: 20px;">E-mail: katy.gehler-hess@ci.northfield.mn.us</p>						

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BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
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BMP ID No. 1b-1 Implement an Education Program
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

*BMP Title: Education Program: Public Education and Outreach Program
*Audience(s) Involved: City of Northfield residents, property owners, and business owners.
*Educational Goals for Each Audience: The City or its designee will raise awareness to the audiences involved by providing information on storm water pollution prevention, effects of illicit discharge, best management practices, components of the City SWPPP, and outside entity resources available.
*Activities Used to Reach Educational Goals: <ol style="list-style-type: none">1. <u>City Website</u>: The City will develop a website devoted to water resource related issues. Topics may include, SWPPP information, best management practices, illicit discharge prevention and detection information, information on non-point source pollution, and local contact information for residents to request further information on specific storm water topics or to report a storm water related infraction.2. <u>City Newsletter</u>: The City will develop then distribute water resource related articles in the City newsletter. Article topics may include best management practices, illicit discharge information, and non-point source pollution, etc.3. <u>Collaborate with CRWP, Rice SWCD, and Dakota SWCD</u>: City staff will examine the possibility of coordinating with the CRWP, Rice SWCD, and Dakota SWCD to distribute educational materials and promote outreach programs. Programs may consist of website development, public presentations consisting of general conservation practices information.
*Activity Implementation Plan: <ol style="list-style-type: none">1. <u>City Website</u>: The City will develop a website devoted to water resource related issues. The City will meet this goal by developing a webpage beginning September 1, 2008.2. <u>City Newsletter</u>: City staff will develop then distribute storm water related articles in the City newsletter. This goal will be met by distributing a minimum of two storm water related articles in the City newsletter each year, beginning January 1, 2008.3. <u>Collaborate with CRWP, Rice SWCD, and Dakota SCWD</u>: City staff will examine the possibility of coordinating with the CRWP, Rice SWCD, and Dakota SWCD to distribute educational materials and promote outreach programs. This goal will be accomplished by meeting with the above mentioned organizations to determine if forming a collaborative partnership is feasible with the respective agencies goals, budgets, and objectives for public storm water education. Refer to BMP sheet 1b-1.
*Performance Measures: The City or its designee will document the number of attendees at each scheduled activity (public meeting, workshop, presentation, etc.) as a way to measure the effectiveness of each activity used. The City will then review the effectiveness of each activity used in determining the following year's educational activities.
*Responsible Party for this BMP: Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us

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BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 1c-1 Education Program: Public Education and Outreach Program
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

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BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

*BMP Title: Education Program: Public Participation
*Audience(s) Involved: City of Northfield residents, property owners, and business owners.
*Educational Goals for Each Audience: The educational goal of this program is to increase awareness and understanding of water quality issues and the Storm Water Pollution Prevention Program to the audiences involved, and to provide resources to allow the audiences to participate in reducing or preventing storm water pollution.
*Activities Used to Reach Educational Goals: <ol style="list-style-type: none">Public Presentations: On storm water quality issues, workshops and/or hands-on demonstrations of non-point pollution sources, BMPs, and behavior changes audience members can implement to reduce or prevent storm water pollution. Specific activities will be scheduled by City staff in conjunction with the CRWP, Rice SWCD, and/or Dakota SWCD (if feasible). Program information and objectives will vary year to year.City Website: The City will develop a website devoted to water resource related issues. Topics may include SWPPP information, best management practices, illicit discharge prevention and detection information, information on non-point source pollution, and local contact information for residents to request further information on specific storm water topics or to report a storm water related infraction. Public participation will be measured by the number of website hits annually from 2008 to May 31, 2011.
*Activity Implementation Plan: <ol style="list-style-type: none">Public Presentations: Implementation of this BMP will coincide with the timeline/implementation schedule of BMP summary sheet 1b-1 and activity implementation plan of BMP summary sheet 1c-1.City Website: Implementation of this BMP will coincide with the activity implementation plan of BMP summary sheet 1c-1.
*Performance Measures: The success of this BMP will be measured by the City or its designee by recording the number of participants at each scheduled public participation activity. The level of participation at each educational activity will determine future activity schedules.
*Responsible Party for this BMP: Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us

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BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
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Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 1c-2 Education Program: Public Participation

Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

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: City of Northfield residents, City staff, and the general public.
*Educational Goals for Each Audience: The City or its designee will increase the public's awareness of the potential sources and negative effects of illicit non-storm water discharges, as well as alternative uses for unwanted materials by providing information on recycling options, services, and programs within the City, such as drop-off sites for household hazardous waste. The City will also review the current educational activities undertaken by its staff to identify, prevent and correct illicit discharges from daily public works activities and other general City operations.
*Activities Used to Reach Educational Goals: <ol style="list-style-type: none">Distribute Educational Material: The City will distribute illicit discharge, household hazardous waste, and recycling program literature to residents a minimum of one time annually. The City will also post this information on the City's website. See also BMP 3d-1.Staff Education: The City will also review the current educational activities undertaken by its staff to identify, prevent and correct illicit discharges from daily public works activities and other general City operations. These educational activities may include, but are not limited to, videos, training, and workshops. The City will train staff, implement procedures, and incorporate best management practices in the handling of hazardous materials used by all City staff.
*Activity Implementation Plan: <ol style="list-style-type: none">Distribute illicit discharge educational material: To the public a minimum of one time annually, and post this information on the City's webpage upon ordinance approval after September 1, 2009 (anticipated) through May 31, 2011.Staff Education: Provide educational activities to City staff a minimum of one time annually upon ordinance approval after September 1, 2009 (anticipated) through May 31, 2011.
*Performance Measures: The City will record all comments received, requests for information, and complaints regarding potential illicit discharge (refer to Minimum Control Measure #3). The City will continue to annually review the educational content of printed literature for adequacy and update as necessary. Educational material, presentations, and requests for additional information will be distributed and recorded through the life of this permit, May 31, 2011.
*Responsible Party for this BMP: Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us

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BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
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BMP ID No. 1c-3 Education Program: Illicit Discharge Detection and Elimination

Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

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: City staff, contractors and property owners performing work within the City of Northfield.
*Educational Goals for Each Audience: <ol style="list-style-type: none">1. <u>Contractors and Property Owners:</u> Increased awareness of construction site runoff and review of project specific erosion control BMPs and City ordinances.2. <u>City Staff:</u> Introduce new ideas relating to construction site pollution prevention, develop an understanding of the SWPPP, and increase the knowledge of specific NPDES construction permit and city requirements. Review of erosion control plans and project specific SWPPP for construction projects requiring a City land alteration or building permit.
*Activities Used to Reach Educational Goals: <ol style="list-style-type: none">1. <u>Staff Training:</u> Provide training on how to prevent soil erosion on a construction site, proper erosion control and inspection, and review the components of the Storm Water Pollution Prevention Program (SWPPP).2. <u>Plan Review/On-site Pre-Construction Meetings with Contractors and/or Property Owners:</u> City staff will meet with contractors and residents (as deemed necessary) prior to the start of construction projects to discuss implementing project specific BMP's, requirements of the NPDES construction permit/project SWPPP, and City standards for erosion control monitoring, site inspections, and violation enforcement procedures/outcomes.
*Activity Implementation Plan: <ol style="list-style-type: none">1. <u>Staff Training:</u> The City will begin documenting all staff training upon ordinance approval through May 31, 2011.2. <u>Plan Review/On-site Pre-Construction Meetings with Contractors and/or Property Owners:</u> The City will conduct the plan review process and pre-construction meetings for projects requiring City approval, upon ordinance approval.
*Performance Measures: Document the number of educational materials distributed/requested and preconstruction meetings/presentations/workshops/field training attended by City staff. Pre-construction meetings may be required by City staff as a pre-requisite to the issuance of any City grading or building permits. Success of this BMP will be measured by training all applicable new City staff and conducting a pre-construction meeting with applicants for a City grading or building permit (as deemed necessary by City staff).
*Responsible Party for this BMP: Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us

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BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 1c-4 Education Program: Construction Site Runoff Control
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-5

*BMP Title: Education Program: Post-Construction Storm water Management in New Development and Redevelopment
*Audience(s) Involved: City of Northfield residents and business owners.
*Educational Goals for Each Audience: The City's goal for this BMP includes educating residents and business owners on the importance of storm water management within their neighborhood and increasing their understanding of maintenance procedures for existing storm water management systems within the City.
*Activities Used to Reach Educational Goals: Printed educational materials Presentations at the annual public meeting Storm water website Comprehensive Surface Water Management Plan
*Activity Implementation Plan: The City will distribute post-construction storm water management related educational information to residents annually and post it continuously on the City's storm water website. The City will also present an overview of the post-construction storm water management ordinances to the public during the annual public meeting beginning in 2008 and continuing through May 31, 2011.
*Performance Measures: The City will annually document the number of distributed educational materials and attendees at the annual public meeting.
*Responsible Party for this BMP: Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us

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Responsible Person:

Name: Katy Gehler-Hess
 Title: City Engineer
 Phone: 507-645-3006
 E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 1c-5 Education Program: Post-Construction Storm water Management
in New Development and Redevelopment
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

_____ Signature of Responsible Official

_____ Title

_____ Date

BMP Summary Sheet

MS4 Name: City of Northfield

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: City staff involved in public works activities and construction projects.
*Educational Goals for Each Audience: The goal of this program is to: <ol style="list-style-type: none">1. Introduce and demonstrate the implementation of specific BMPs for use in public works projects and activities.2. Develop an understanding of the City's SWPPP.3. Promote a greater understanding of MCM's #3-6.4. Inform the public of the City's good housekeeping activities.
*Activities Used to Reach Educational Goals: The City will provide educational opportunities for City staff (per applicable employee) relating to erosion control, best management practices, good housekeeping, and pollution prevention. These may include but are not limited to: internal staff training sessions, Mn/DOT erosion control certification, SWPPP workshops and BMP workshops. Refer to MCM 6 for further information. Keeping the public informed about these activities is also included in this BMP.
*Activity Implementation Plan: The City will provide a minimum of one educational opportunity per year per applicable employee and document the number of training sessions and the number of staff participants in attendance. Training topics and schedules will vary annually. This activity will begin prior to the submission of the first annual report (June 30, 2008) and continue annually through the expiration of this permit, May 31, 2011. Please refer to Minimum Control Measure #6 for greater detail.
*Performance Measures: The City will document the number of training sessions and the number of participants attending. The success of this BMP will be achieved through training and/or certifying all applicable City staff.
*Responsible Party for this BMP: Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us

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Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

**BMP ID No. 1c-6 Education Program: Pollution Prevention/Good Housekeeping
for City Operations**
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

*BMP Title: Coordination of Education Program
*BMP Description: <p>The City will examine the feasibility of coordinating the development and implementation of the City's educational activities schedule with the CRWP, Rice SWCD, and/or Dakota SWCD. Final modifications to the City's educational programs will be decided by the City staff.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none">• BMP ID No. 1a-1, 1b-1, 1c-1, 1c-2, 1c-3, 1c-4, 1c-5 and 1c-6. Public Education & Outreach
*Measurable Goals: <p>The City will examine the feasibility of coordinating the development and implementation of the City's educational activities schedule with the CRWP, Rice SWCD, and/or Dakota SWCD. This goal will be met by creating an educational activities schedule as defined in 1a-1, 1b-1, 1c-1, 1c-2, 1c-3, 1c-4, 1c-5 and 1c-6.</p>
*Timeline/Implementation Schedule: <p>The City will examine the possibility of working with the CRWP, Rice SWCD, and/or Dakota SWCD in 2007 (or specific to each BMP) and continue annually through the expiration of this permit, May 31, 2011, or as specified in 1a-1, 1b-1, 1c-1, 1c-2, 1c-3, 1c-4, 1c-5, and 1c-6.</p>
Specific Components and Notes: <p>Please refer to BMP Summary Sheet 1b-1.</p>
*Responsible Party for this BMP: <p>Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us</p>

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Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 1d-1 Coordination of Education Program
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

<p>*BMP Title: Annual Public Meeting</p>
<p>*BMP Description:</p> <p>The City will host an annual public meeting to distribute educational materials and present an overview of the MS4 program and the City's SWPPP. Oral and written statements will be received and considered for inclusion into the SWPPP by City staff.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none">• BMP ID No. 1e-1 Annual Public Meeting – Record of Activities Completed
<p>*Measurable Goals:</p> <p>The City will host an annual public meeting and record the number of attendees at the public meeting, comments received, and responses to each comment in the record of decision. This goal will be met by hosting one annual public meeting per calendar year.</p>
<p>*Timeline/Implementation Schedule:</p> <p>This activity will begin in 2008 (for 2007 reporting) and continue annually through the expiration of this permit, May 31, 2011.</p>
<p>Specific Components and Notes:</p> <p>Specific topics most requested and/or discussed will be expanded for discussion on the City's storm water website and/or at the next scheduled annual public meeting. The effectiveness of this BMP will be measured by the number of residents who attend the annual public meeting. The success of this BMP is defined by the public's increased awareness about storm water pollution and the MS4 program.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us</p>

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Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

**BMP ID No. 1e-1 Annual Public Meeting
Record of Activities Completed:**

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2a-1

*BMP Title: Comply with Public Notice Requirements
*BMP Description: The City will submit a public meeting notice to the local newspaper for print a minimum of 30 days prior to the annual public meeting date. The public notice will include the dates, times, and locations of the meeting, contact person name and phone number, and a brief narrative highlighting the SWPPP. The City may also post additional public notice on the City's website. Location(s) in SWPPP of detailed information relating to this BMP: <ul style="list-style-type: none">BMP ID No. 2a-1 Comply with Public Notice Requirements – Record of Activities Completed.
*Measurable Goals: The City will submit a public meeting notice to the local newspaper. This goal will be met by publishing the public meeting notice at least 30 days in advance of the meeting date.
*Timeline/Implementation Schedule: This activity will be completed annually beginning in 2008, through the expiration of this permit, May 31, 2011.
Specific Components and Notes: A copy of the printed public notice may be retained by the City and submitted with the annual report to the MPCA annually.
*Responsible Party for this BMP: Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us

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Responsible Person:

Name: Katy Gehler-Hess
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BMP ID No. 2a-1 Comply With Public Notice Requirements

Record of Activities Completed:

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Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2b-1

<p>*BMP Title: Solicit Public Input and Opinion on the Adequacy of the SWPPP</p>
<p>*BMP Description:</p> <p>The City will conduct a public meeting and host a website on the City's Storm water Pollution Prevention Program; solicit public opinion on the plan, and consider written and oral input into the SWPPP. City staff will record all comments received and respond to all comments in a record of decision.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none">• BMP ID No. 2b-1 Solicit Public Input and opinion on the Adequacy of the SWPPP – Record of Activities Completed
<p>*Measurable Goals:</p> <p>The City will conduct a public meeting and host a website on the City's Storm water Pollution Prevention Program. The goal of this BMP will be met by hosting the public meeting.</p>
<p>*Timeline/Implementation Schedule:</p> <p>This activity will be completed annually beginning in 2008 and continue through the expiration of this permit, May 31, 2011.</p>
<p>Specific Components and Notes:</p> <p>Document attendance and record minutes at the public meeting, record statements and written comments and document changes made to the SWPPP. The effectiveness of this BMP will be measured by the number of residents who attend the public meeting.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.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 Page 2

Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 2b-1 Solicit Public Input and Opinion on the Adequacy of the SWPPP
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

<p>*BMP Title: Consider Public Input</p>
<p>*BMP Description:</p> <p>The City will conduct a public meeting and host a storm water website on the City's Storm water Pollution Prevention Program; solicit public opinion on the plan, and consider written and oral input into the SWPPP. Input received will be reviewed by the City Engineer. The City Engineer will determine if changes are needed to the SWPPP. Responses will be documented within the record of decision and submitted in conjunction with the annual report to the MPCA.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none">• BMP ID No. 2c-1 Consider Public Input – Record of Activities Completed
<p>*Measurable Goals:</p> <p>The City will conduct a public meeting and host a website on the City's Storm Water Pollution Prevention Program. The goal of this BMP will be met by documenting all written and oral input into the record of decision and submitted in conjunction with the annual report to the MPCA.</p>
<p>*Timeline/Implementation Schedule:</p> <p>This activity will be completed annually beginning in 2008 and continue through the expiration of this permit, May 31, 2011.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us</p>

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BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
 Title: City Engineer
 Phone: 507-645-3006
 E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 2c-1 Consider Public Input
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

 Signature of Responsible Official

 Title

 Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3a-1

<p>*BMP Title: Storm Sewer System Map</p>
<p>*BMP Description:</p> <p>The City will develop a map identifying all subwatersheds, ponds, lakes, streams, structural pollution control devices, storm sewer pipes (24" in diameter or larger) and conveyances as well as outfalls and discharge points leaving the City. As part of the SWPPP, the City will annually update this map to include changes to the storm sewer system throughout the City, including but not limited to, new development, street improvements, water quality projects, wetland mitigation projects, and any changes to the storage or conveyance of storm water within the City.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none">• BMP ID No. 3a-1 Storm Sewer System Map – Record of Activities Completed
<p>*Measurable Goals:</p> <p>The goal of this BMP will be met by annually updating changes to the City's storm sewer system map.</p>
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. Develop storm sewer system map by January 1, 2008.2. Review and update storm sewer map annually from 2009 through May 31, 2011.
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">• Comprehensive Surface Water Management Plan
<p>*Responsible Party for this BMP:</p> <p>Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us</p>

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BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 3a-1 Storm Sewer System Map
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3b-1

*BMP Title: Regulatory Control Program
*BMP Description: The City will develop and implement a specific regulatory mechanism which will address the issue of non-storm water discharges to surface/ground waters and the City's storm sewer system. Elements of this regulatory mechanism will include policy, procedures for inspections, violations, and penalties. The City anticipates reviewing all city ordinances related to illicit discharge and non-storm water discharges in 2009. Location(s) in SWPPP of detailed information relating to this BMP: <ul style="list-style-type: none">• BMP ID No. 3b-1 Regulatory Control Program – Record of Activities Completed
*Measurable Goals: The City will develop a regulatory mechanism related to illicit and non-storm water discharges into the City's storm sewer and surface/ground waters. The goal of this BMP will be met by implementing a regulatory mechanism related to illicit/non-storm water discharges.
*Timeline/Implementation Schedule: <ol style="list-style-type: none">1. Develop city ordinance related to illicit and non-storm water discharges in 2009.2. Secure City Council approval in 2009 (anticipated).3. Implement ordinance in 2009 (anticipated).
Specific Components and Notes:
*Responsible Party for this BMP: Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us

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BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 3b-1 Regulatory Control Program
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3c-1

*BMP Title: Illicit Discharge Detection and Elimination Plan
*BMP Description: <p>The City will develop and implement a program to detect and reduce to the maximum extent practical non-storm water discharges, including illegal dumping. Procedures for detection may consist of visual inspections for non-storm water discharges on City owned land and private property (as requested). Inspection frequency may be conducted concurrent with the outfall inspections and implementation schedule of the public works activities described in BMP summary sheets 6a-2, 6b-2, 6b-3, and 6b-4. The City will notify the MPCA state duty officer of any hazardous material spills or discharges (within 24 hours of receipt, if applicable, per NPDES Phase II requirements).</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none">• BMP Id No. 3c-1 Illicit Discharge Detection and Elimination Plan – Record of Activities Completed
*Measurable Goals: <p>The City will develop and implement a program to detect and reduce to the maximum extent practical non-storm water discharges, including illegal dumping. This goal will be met by implementing an inspection program within the timeline described below.</p>
*Timeline/Implementation Schedule: <ol style="list-style-type: none">1. Develop illicit discharge procedures in 2009.2. Begin implementing illicit discharge detection procedures by September 1, 2009 (anticipated).3. Document inspections annually from September 1, 2009 (anticipated) to May 31, 2011.4. Review and revise illicit discharge procedures (as necessary) from 2009 to May 31, 2011.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us

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BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 3c-1 Illicit Discharge Detection and Elimination Plan
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3d-1

<p>*BMP Title: Public and Employee Illicit Discharge Information Program</p>
<p>*BMP Description:</p> <p>The City or its designee will educate the public about the prohibition of illicit non-storm water discharges. This will include education about potential sources and effects of illicit discharge as well as alternative uses for unwanted materials. This BMP includes providing information on recycling options, services, and programs within the City, such as drop-off sites for household hazardous waste. The City will also review the current educational activities undertaken by its staff to identify, prevent, and reduce illicit discharges from daily public works activities and other general City operations. These activities may include, but are not limited to, educational brochures, newsletters, videos, and workshops.</p> <p>The City will also develop process, such as a hotline or webpage link, for citizens to report illicit discharge activities.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none">• BMP ID No. 3d-1 Public and Employee Illicit Discharge Information Program – Record of Activities Completed.
<p>*Measurable Goals:</p> <p>The City or its designee educate the public about the prohibition of illicit non-storm water discharges. This goal will be met by distributing illicit discharge, household hazardous waste, and recycling program literature to residents and providing educational activities to City staff a minimum of one time annually.</p>
<p>*Timeline/Implementation Schedule:</p> <p>The City will annually review the educational content of printed literature for adequacy and update as necessary, beginning September 1, 2008 (anticipated). Educational material, presentations, and requests for additional information will be distributed and documented annually, through the life of this permit, May 31, 2011.</p>
<p>Specific Components and Notes:</p> <p>Refer to BMP Summary Sheet 1c-3</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us</p>

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BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 3d-1 Public and Employee Illicit Discharge Information Program
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3e-1

<p>*BMP Title: Identification of Non Storm water Discharges and Flows</p>
<p>*BMP Description:</p> <p>The City has identified and evaluated the following categories of non-storm water discharges (as defined in Part V.G.3.e): Water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated ground water infiltration, uncontaminated pumped ground water, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetland, de-chlorinated swimming pool discharges, and street wash water, discharges or flows from fire fighting activities.</p> <p>The City has determined the above referenced sources of non-storm water discharge to be insignificant pollutant contributors to the MS4 system.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none">• BMP ID No. 3e-1 Identification of Non Storm water Discharges and Flows – Record of Activities Completed
<p>*Measurable Goals:</p> <p>No measurable goal identified. All non-storm water discharges (as defined in Part V.G.3.e) were determined to be insignificant sources of pollutants to the MS4, therefore no measurable goals were identified.</p>
<p>*Timeline/Implementation Schedule:</p> <p>No program or implementation plan is currently scheduled due to the insignificance of the above mentioned non-storm water discharges.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us</p>

BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
 Title: City Engineer
 Phone: 507-645-3006
 E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 3e-1 Identification of Non Storm water Discharges and Flows
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

 Signature of Responsible Official

 Title

 Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 4-CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

Unique BMP Identification Number: 4a-1

*BMP Title: Ordinance or other Regulatory Mechanism
*BMP Description: City staff will implement and enforce a construction site inspection program for erosion control on construction sites one acre or larger, per the City's Comprehensive Surface Water Management Plan. This program consists of allocating developer's fees for City inspections and enforcement actions on all construction sites one acre or greater requiring a NPDES construction permit. Program policies will be reviewed and updated to conform to all NPDES Phase II construction permit requirements. City staff anticipates adoption of this program into City ordinance within six months after extension of coverage under the City's MS4 permit. <u>Target Audience:</u> Construction site operators and City staff. Location(s) in SWPPP of detailed information relating to this BMP: <ul style="list-style-type: none">• BMP ID No. 4a-1 Ordinance or other Regulatory Mechanism – Record of Activities Completed.
*Measurable Goals: City staff will implement the construction site inspection program for erosion control on construction sites one acre or larger. The goal of this BMP will be met by adopting this program into a City ordinance.
*Timeline/Implementation Schedule: The construction site inspection program will continue to be implemented through May 31, 2011. City staff anticipates adoption of this program upon ordinance approval within six months after extension of coverage under the City's MS4 permit.
Specific Components and Notes: Comprehensive Surface Water Management Plan
*Responsible Party for this BMP: Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us

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BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 4a-1 Ordinance or Other Regulatory Mechanism

Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 4-CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

Unique BMP Identification Number: 4b-1

*BMP Title: Construction Site Implementation of Erosion and Sediment Control BMPs
*BMP Description: Construction site operators must conform to NPDES Phase II permit requirements and local city requirements for construction site erosion control. As part of the City's permit approval standards, erosion control BMPs must be implemented in accordance with the NPDES permit requirements, the City's Comprehensive Surface Water Management Plan, and the MPCA's guidance document "Protecting Water Quality in Urban Areas." Location(s) in SWPPP of detailed information relating to this BMP: <ul style="list-style-type: none">• BMP ID No. 4b-1 Construction Site Implementation of Erosion and Sediment Control BMPs – Record of Activities Completed.
*Measurable Goals: The City will implement a construction site inspection program. This goal will be met by continuing to implement the City's construction site inspection program through May 31, 2011.
*Timeline/Implementation Schedule: This BMP will be implemented upon ordinance approval within six months after extension of coverage under the City's MS4 permit.
Specific Components and Notes: Success of this BMP will be determined by site inspections per NPDES Phase II, city code requirements, and City permit approvals.
*Responsible Party for this BMP: Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us

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BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
 Title: City Engineer
 Phone: 507-645-3006
 E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 4b-1 Construction Site Implementation of Erosion and Sediment Control BMPs
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 4-CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

Unique BMP Identification Number: 4c-1

*BMP Title: Waste Controls for Construction Site Operators
*BMP Description: Construction site operators must conform to NPDES Phase II permit requirements and the City's requirements for waste and material disposal. All waste and unused building materials must be properly disposed of off-site and prevented from being carried by runoff into a receiving channel or storm sewer system. Location(s) in SWPPP of detailed information relating to this BMP: <ul style="list-style-type: none">• BMP ID No. 4c-1 Waste Controls for Construction Site Operators – Record of Activities Completed
*Measurable Goals: Construction site operators must conform to NPDES Phase II permit requirements and the City's requirements on waste and material disposal. The goal will be met by enforcing the NPDES Phase II permit requirements through the City's construction site inspection program.
*Timeline/Implementation Schedule: The City's construction site inspection program will be implemented upon ordinance approval within six months after extension of coverage under the City's MS4 permit.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us

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BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 4-CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

*BMP Title: Procedure for Site Plan Review
*BMP Description: Every applicant for a city subdivision approval that disturbs one acre or more is required to submit a project specific storm water management plan (if applicable) and/or erosion control plan to the City for review and approval. Each plan is required to conform to the general criteria set outlined in the MPCA's guidance document "Protecting Water Quality in Urban Areas". Construction permits are also required to meet MPCA NPDES Phase II guidelines for erosion and sediment control and all applicable City ordinances and codes. Location(s) in SWPPP of detailed information relating to this BMP: <ul style="list-style-type: none">• BMP ID No. 4d-1 Procedure for Site Plan Review – Record of Activities Completed
*Measurable Goals: The City will require every applicant for a subdivision approval that disturbs one acre or more to submit a project specific storm water management plan (if applicable). This goal will be met by reviewing the plan review procedures currently utilized by the City, and revising as necessary.
*Timeline/Implementation Schedule: The City will implement this BMP upon ordinance approval within six months after extension of coverage under the City's MS4 permit.
Specific Components and Notes:
*Responsible Party for this BMP: Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us

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BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 4-CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

Unique BMP Identification Number: 4e-1

<p>*BMP Title: Establishment of Procedures for the Receipt and Consideration of Reports of Storm water Noncompliance</p>
<p>*BMP Description:</p> <p>The City will provide a phone line on the website for the public to report potential construction site erosion control and waste disposal infractions. Remedial actions against the violator will be taken at the discretion of the City Administrator and the City Council. The City will record the number of calls and emails related to SWPPP issues, number and type of illicit discharges and construction site complaints, and document any follow-up activities or SWPPP changes resulting from calls or emails.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none">• BMP ID No. 4e-1 Establishment of Procedures for the Receipt and Consideration of Reports of Storm water Noncompliance – Record of Activities Completed
<p>*Measurable Goals:</p> <p>The City will establish a phone line on the website for the public to report potential construction site erosion control and waste disposal infractions. The goal of this BMP will achieved by completing the timeline/implementation.</p>
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. Develop website/establish contact information, beginning September 1, 2008.2. Annually record the number of calls and e-mails received by the City related to SWPPP issues and remedial actions and/or SWPPP changes upon ordinance approval (anticipated within six months after extension of coverage under the City's MS4 permit) through May 31, 2011.
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 4-CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1

*BMP Title: Establishment of Procedures for Site Inspections and Enforcement
*BMP Description: Construction site operators must conform to all NPDES permit standards and City permit requirements pertaining to construction site erosion control and waste disposal. The City will enforce the NPDES Phase II inspection requirements. Compliance to these standards will be enforced through the City's construction site inspection program and ordinance. Violations reported by the public will be inspected by City staff as defined in BMP Summary Sheet 4e-1. Location(s) in SWPPP of detailed information relating to this BMP: <ul style="list-style-type: none">• BMP ID No. 4f-1 Establishment of Procedures for Site Inspections and Enforcement – Record of Activities Completed.
*Measurable Goals: The City will inspect construction sites for conformance to NPDES construction permit standards and applicable City standards. This goal will be met by enforcing the City's erosion control and waste disposal standards.
*Timeline/Implementation Schedule: Inspection requirements will be established through the City's ordinance, anticipated to be approved within six months after extension of coverage under the City's MS4 permit.. Please refer to BMP Summary Sheet 4a-1 through 4e-1 for more detail.
Specific Components and Notes: <ul style="list-style-type: none">• Comprehensive Surface Water Management Plan
*Responsible Party for this BMP: Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us

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BMP Summary Sheet

MS4 Name: City of Northfield

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

Unique BMP Identification Number: 5a-1

<p>*BMP Title: Development and Implementation of Structural and/or Non-structural BMPs</p>
<p>*BMP Description:</p> <p><u>Structural</u> The City will review and revise (if necessary, during the plan review process) structural BMP designs and criteria for post-construction storm water management associated with new development and redevelopment projects. The City will annually review and revise (if necessary) the current policies, requirements, and Best Management Practices specific to structural BMP's.</p> <p><u>Non-Structural</u> The City may also improve the condition of parks, wetlands, and watersheds when the opportunity arises. Potential wetland restorations, water quality monitoring, native plantings, temporary erosion and sedimentation control BMP's, street sweeping, and other non-structural best management construction projects will continue to be actively pursued by the City when the opportunity arises. The City will consider low impact development BMP's with the implementation of the Comprehensive Surface Water Management Plan.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none">• BMP No. 5a-1 Development and Implementation of Structural and/or Non-structural BMPs – Record of Activities Completed
<p>*Measurable Goals:</p> <p>The City will review and revise (if necessary, during the plan review process) permanent BMP designs and criteria for post-construction storm water management associated with new development and redevelopment projects of one acre or more. The City will also actively look for non-structural opportunities where prudent and feasible. The goal of this BMP will be met if the City conducts plan reviews on new development and redevelopment projects.</p>
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. Begin evaluation of all structural BMP's (during plan review process), implement potential new/or revised BMP's by September 1, 2008.2. Annually record all revised BMP designs and implemented structural and non-structural BMP's in 2008 through May 31, 2011.
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">• Comprehensive Surface Water Management Plan
<p>*Responsible Party for this BMP:</p> <p>Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us</p>

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BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 5a-1 Development and Implementation of Structural and/or Non-Structural BMPs
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

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

Unique BMP Identification Number: 5b-1

<p>*BMP Title: Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment</p>
<p>*BMP Description:</p> <p>The City will identify and recommend to the Council specific components of the Comprehensive Surface Water Management Plan (CSWMP), along with applicable City ordinances to minimize the negative impacts storm water runoff may have on water quality within the City. Post-construction inspection and maintenance (as defined in the Minimum Control Measure #6) will be developed and fully implemented through a regulatory mechanism by the City of Northfield.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none">• BMP No. 5b-1 Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment – Record of Activities Completed
<p>*Measurable Goals:</p> <p>The City will inspect and maintain all storm water management facilities as described within the Comprehensive Surface Water Management Plan, minimum control measure #6, and applicable City ordinances. The goal of this BMP will be met by developing a regulatory mechanism to address post construction storm water management.</p>
<p>*Timeline/Implementation Schedule:</p> <p>The City will develop regulatory mechanism to address post construction storm water management. City staff anticipates council approval of the regulatory mechanism by June 30, 2008. The City will begin implementing minimum control measure #6 in 2007 and update (if necessary) from 2009 through May 31, 2011.</p>
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">• Comprehensive Surface Water Management Plan• Minimum Control Measure #6
<p>*Responsible Party for this BMP:</p> <p>Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.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 Page 2

Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

**BMP ID No. 5b-1 Regulatory Mechanism to Address Post Construction Runoff from
New Development and Redevelopment
Record of Activities Completed:**

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

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

Unique BMP Identification Number: 5c-1

<p>*BMP Title: Long-term Operation and Maintenance of BMPs</p>
<p>*BMP Description:</p> <p>City staff will inspect post-construction structural and non-structural BMP's then evaluate inspection records for determining the corrective maintenance actions (if necessary) for the long-term operation of all storm water management facilities under the jurisdiction of the City of Northfield. Corrective actions and routine maintenance of all storm water management facilities will be guided by the Comprehensive Surface Water Management Plan.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none">• BMP ID No. 5c-1 Long-term Operation and Maintenance of BMPs – Record of Activities Completed
<p>*Measurable Goals:</p> <p>The City will annually inspect a minimum of 20% of all its MS4 outfalls, sediment basins, and ponds, then evaluate and record the number of proposed maintenance projects and successful funding of each project (if applicable). The goal of this BMP will be met by inspecting a minimum of 20% of all MS4 outfalls, sediment basins, and ponds per year under the jurisdiction of the City of Northfield.</p>
<p>*Timeline/Implementation Schedule:</p> <p>The City of Northfield will begin to implement the above mentioned measurable goals upon first achieving one of the following:</p> <ol style="list-style-type: none">1. Obtaining issuance of the MS4 permit or;2. Securing council approval of a regulatory mechanism to address post-construction storm water management (anticipated by June 30, 2008).
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">• Comprehensive Surface Water Management Plan
<p>*Responsible Party for this BMP:</p> <p>Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.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 Page 2

Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 5c-1 Long-Term Operation and Maintenance of BMPs
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

<p>*BMP Title: Municipal Operations and Maintenance Program</p>
<p>*BMP Description:</p> <p>The City will implement the Storm water Management and Maintenance programs identified within the City's Comprehensive Surface Water Management Plan (CSWMP) and as specified in BMPs 1c-6, 3c-1, 6a-2, 6b-2 through 6b-7 and BMP's 7-9 for City employees. The City will also provide training materials and workshops to City staff to help reduce storm water pollution caused from park maintenance, fleet and building maintenance, new construction and land disturbances, outfall inspections, and storm sewer system maintenance.</p> <p><u>Target Audience:</u> City staff</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none">• BMP ID No. 6a-1 Municipal Operations and Maintenance Program– Record of Activities Completed.
<p>*Measurable Goals:</p> <p>The goal of this BMP will be met if the City implements the storm water management and maintenance programs of the Comprehensive Surface Water Management Plan. The City will continue to offer the following training for City Staff:</p> <ul style="list-style-type: none">• Annual snow plow conference - Topics include: salt application, plowing ops, pretreatment of streets, and call out procedures• Pesticide Certification - appropriate application of herbicides to reduce runoff to surface waters.• Turf seminar - review of current techniques for turf maintenance in order to provide health athletic fields and parks thus reducing pesticide/herbicide application.
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. Implement CSWMP storm water management and maintenance programs beginning in 2007.2. Review and revise (if necessary) plan components annually, in 2009 through May 31, 2011.3. Continue to provide training and education opportunities on annual basis similar to those listed above.
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">• Comprehensive Surface Water Management Plan
<p>*Responsible Party for this BMP:</p> <p>Name: Brian L. Erickson, P.E. Department: Public Works Operations Engineer Phone: 507-645-3037 E-mail: brian.erickson@ci.northfield.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 Page 2

Responsible Person:

Name: Brian Erickson
Title: Public Works Operations Engineer
Phone: 507-645-3037
E-mail: brian.erickson@ci.northfield.mn.us

BMP ID No. 6a-1 Municipal Operations and Maintenance Program
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

*BMP Title: Street Sweeping**
*BMP Description: The City currently brush or vacuum sweeps City owned streets a minimum of twice per year in an effort to reduce the amount of sediment and trash from reaching the storm sewer system and surface waters. One street sweeping activity will occur in the spring (April-June), and the second activity will occur in the fall (September –November). Sweepings are taken to an excess soil storage area. Leaves from the fall sweeping are composted and used as topsoil on City maintenance projects. Inorganic material is used as backfill for maintenance projects in upland areas. Trash is disposed of in a dumpster. Location(s) in SWPPP of detailed information relating to this BMP: <ul style="list-style-type: none">• BMP ID No. 6a-2 Street Sweeping – Record of Activities Completed
*Measurable Goals: The City will continue recording the frequency and miles of streets that are swept, per sweeping occurrence. The goal of this BMP will be met if the City conducts two street sweeping occurrences per year.
*Timeline/Implementation Schedule: This BMP is currently implemented. <ol style="list-style-type: none">1. Continue spring (April- June) and fall (September- November) street sweeping on all City streets in 2007 through May 31, 2011.2. Continue to record the frequency and miles of streets swept for each occurrence in 2007 through May 31, 2011.
Specific Components and Notes: <ul style="list-style-type: none">• Comprehensive Surface Water Management Plan
*Responsible Party for this BMP: Name: Brian L. Erickson, P.E. Department: Public Works Operations Engineer Phone: 507-645-3037 E-mail: brian.erickson@ci.northfield.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 Page 2

Responsible Person:

Name: Brian Erickson
Title: Public Works Operations Engineer
Phone: 507-645-3037
E-mail: brian.erickson@ci.northfield.mn.us

BMP ID No. 6a-2 Street Sweeping
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-2

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

***BMP Description:**

City staff or its designee will inspect all mapped structural pollution control devices under the jurisdiction of the City of Northfield. Newly constructed and rebuild structural pollution control devices will be added to the storm sewer map (BMP summary sheet 3a-1) and inspected within one year of post construction.

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

- BMP ID No. 6b-2 Annual Inspection of All Structural Pollution Control Devices – Record of Activities Completed

***Measurable Goals:**

The City will document inspections, repairs, and maintenance projects of its structural pollution control devices. The goal of this BMP will be met if the City conducts and documents inspections of structural pollution control devices a minimum of once per year.

***Timeline/Implementation Schedule:**

This activity will begin in 2007 and continue annually through the expiration of this permit, May 31, 2011. The schedule will be determined by the Public Works Operations Engineer.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Brian L. Erickson, P.E.

Department: Public Works Operations Engineer

Phone: 507-645-3037

E-mail: brian.erickson@ci.northfield.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 Page 2

Responsible Person:

Name: Brian Erickson
Title: Public Works Operations Engineer
Phone: 507-645-3037
E-mail: brian.erickson@ci.northfield.mn.us

BMP ID No. 6b-2 Annual Inspection of All Structural Pollution Control Devices
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-3

<p>*BMP Title: Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis</p>
<p>*BMP Description:</p> <p>The City will inspect all mapped outfalls, sediment basins, and ponds within the City's storm sewer system. The results of these inspections will be compiled in a report which will include sediment levels, watershed information and recommended maintenance schedules. Please refer to BMP Summary Sheet 5c-1 for the long-term operation and maintenance of stormwater facilities in new development and redevelopment.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none">• BMP ID No. 6b-3 Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis – Record of Activities Completed
<p>*Measurable Goals:</p> <p>The City will inspect all mapped outfalls, sediment basins, and ponds a minimum of 20% each year (on a rotating schedule during the permit coverage) and record the physical condition of each inspected outfall or pond. The goal of this BMP will be met if the City inspects 20% of all known MS4 outfalls, sediment basins, and ponds per year.</p>
<p>*Timeline/Implementation Schedule:</p> <p>This activity will begin in 2007 and continue annually through the expiration of this permit, May 31, 2011. This schedule will be determined by the Public Works Operations Engineer.</p>
<p>Specific Components and Notes:</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Brian L. Erickson, P.E. Department: Public Works Operations Engineer Phone: 507-645-3037 E-mail: brian.erickson@ci.northfield.mn.us</p>

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

Responsible Person:

Name: Brian Erickson
 Title: Public Works Operations Engineer
 Phone: 507-645-3037
 E-mail: brian.erickson@ci.northfield.mn.us

**BMP ID No. 6b-3 Inspection of a Minimum of 20% of the MS4 Outfalls,
 Sediment Basins and Ponds Each year on a Rotating Basis
 Record of Activities Completed:**

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

 Signature of Responsible Official

 Title

 Date

BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-4

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

***BMP Description:**

City staff will annually locate and inspect all exposed stockpiles and storage/material handling areas on City owned properties. All existing onsite BMP's for stockpiles will be inspected for conformance to NPDES Phase II permit requirements. Any identified erosion control issues will be corrected and documented per NPDES Phase II standards.

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

- BMP ID No. 6b-4 Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas – Record of Activities Completed

***Measurable Goals:**

City staff will locate and inspect all exposed stockpiles and storage/material handling areas on City owned properties. The goal of this BMP will be met if the City locates and inspects all exposed stockpiles and storage/material handling areas on City property a minimum of once each year.

***Timeline/Implementation Schedule:**

Locate and inspect all exposed stockpile, storage and material handling areas located on City-owned properties, record inspections, correct and document all remedial actions, beginning in 2007 and continue annually through May 31, 2011. Inspection will occur on a routine basis annually as appropriate. Adequate perimeter controls will be implemented to the maximum extent practical.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Brian L. Erickson, P.E.

Department: Public Works Operations Engineer

Phone: 507-645-3037

E-mail: brian.erickson@ci.northfield.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 Northfield

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-5

<p>*BMP Title: Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures</p>
<p>*BMP Description:</p> <p>The City will determine whether repair, replacement, or maintenance measures are necessary from evaluating inspection reports and other pertinent information. All corrective maintenance, repair, and/or replacement measures will be documented and retained by the City of Northfield.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none">• BMP ID No. 6b-5 Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures – Record of Activities Completed
<p>*Measurable Goals:</p> <p>The City will determine whether repair, replacement, or maintenance measures are necessary from evaluating inspection reports and other pertinent information. The goal of this BMP will be met if the City evaluates inspections reports and other information a minimum of once per year.</p>
<p>*Timeline/Implementation Schedule:</p> <p>This activity is currently implemented and will be updated annually through the life of this permit, May 31, 2011. The City will begin documenting all corrective maintenance, repair, and/or replacement measures by January 1, 2008 for maintenance and repair activities conducted in 2007. The timeline for repairs or maintenance will be based on the magnitude of each repair. Therefore, the schedule will vary depending on Council approval of funding, if needed. Public Works Operations Engineer will review and determine appropriate schedule if repairs are needed.</p>
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">• Comprehensive Surface Water Management Plan• Repair, replacement, and/or maintenance completed may be documented and recorded within the City's SWPPP annually.
<p>*Responsible Party for this BMP:</p> <p>Name: Brian L. Erickson, P.E. Department: Public Works Operations Engineer Phone: 507-645-3037 E-mail: brian.erickson@ci.northfield.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 Northfield

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

***BMP Title:** Record Reporting and Retention of All Inspections and Responses to the Inspections

***BMP Description:**

The City will retain all records of inspection, maintenance, and corrective actions of the City's storm water system. The City may also record the number of record requests and distributed materials annually. Records will be available, by request, to the public upon approval by the Public Works Director.

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

- Index Page 6: BMP ID No. 6b-6 Record Reporting and Retention of All Inspections and Responses to the Inspections – Record of Activities Completed

***Measurable Goals:**

The City will retain all records of inspection, maintenance, and corrective actions of the City's storm water system. The goal of this BMP will be met if the City retains these records for a period of three years past the expiration of this permit.

***Timeline/Implementation Schedule:**

The activity is currently implemented and will be updated annually throughout the life of this permit, May 31, 2011.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Brian L. Erickson, P.E.

Department: Public Works Operations Engineer

Phone: 507-645-3037

E-mail: brian.erickson@ci.northfield.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 Northfield

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

***BMP Title:** Evaluation of Inspection Frequency

***BMP Description:**

The City will retain the records of inspection results and any maintenance performed or recommended. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections may be adjusted at the discretion of the City Engineer given the following conditions are fulfilled:

1. If maintenance or sediment removal is required as a result of each of the first two annual inspections, the frequency of inspection shall be increased to at least two (2) times annually, or more frequently as needed to prevent carry-over or washout of pollutants from structures and maximize pollutant removal.
2. If maintenance or sediment removal is not required as a result of both of the first two (2) annual inspections, the frequency may be reduced to once every two (2) years.

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

- Index Page 6: BMP ID No. 6b-7 Evaluation of Inspection Frequency – Record of Activities Completed

***Measurable Goals:**

The City will retain the records of inspection results and any maintenance performed or recommended. The goal of this BMP will be met if the City evaluates the inspection records after two years of conducting inspections.

***Timeline/Implementation Schedule:**

The activity will be implemented in 2007 and annually evaluated through the expiration of this permit, May 31, 2011.

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Brian L. Erickson, P.E.

Department: Public Works Operations Engineer

Phone: 507-645-3037

E-mail: brian.erickson@ci.northfield.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 Page 2

Responsible Person:

Name: Brian Erickson
Title: Public Works Operations Engineer
Phone: 507-645-3037
E-mail: brian.erickson@ci.northfield.mn.us

BMP ID No. 6b-7 Evaluation of Inspection Frequency
Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

Additional BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: N/A

Unique BMP Identification Number: 7

<p>*BMP Title: Evaluation of Proposed Storm Water Infiltration Projects for Impacts within Source Water Protection Areas</p>
<p>*BMP Description:</p> <p>The City will use the Minnesota Department of Health's document "<i>Evaluating Proposed Storm Water Infiltration Projects in Vulnerable Wellhead Protection Areas</i>" (Draft-July 19, 2006) as a guidance manual in evaluating all proposed infiltration projects within or adjacent to the vulnerable drinking water supply management areas (DWSMA). The City will prohibit the construction of infiltration areas or incorporate specific BMPs to reduce pollutants from infiltrating within vulnerable DWSMA's, such as using clay lined storm water ponds in these areas, prohibiting new gas station construction in the area, and avoiding new well construction in these areas.</p> <p>The City will also utilize additional pertinent information (when available) in determining the potential adverse effects of storm water infiltration to the vulnerable DWSMA.</p> <p>If the proposed infiltration/discharge is determined by the City to potentially cause adverse effects to the local drinking water supply, the City will prohibit the construction of the infiltration area or incorporate the necessary BMPs to reduce the identified pollutant(s) prior to infiltrating into the vulnerable portions of the DWSMA.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: "<i>Evaluating Proposed Storm Water Infiltration Projects in Vulnerable Wellhead Protection Areas</i>" (Draft-July 19, 2006) can be found in section I of the SWPPP.</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1. The City will use the Minnesota Department of Health's document "<i>Evaluating Proposed Storm Water Infiltration Projects in Vulnerable Wellhead Protection Areas</i>" (Draft-July 19, 2006) and other pertinent information as guidance in evaluating all infiltration projects within or adjacent to vulnerable DWSMA's.2. The City will review proposed construction projects within the DWSMA for the potential to contaminate groundwater and require BMP's, such as clay lined ponds, in these areas.3. The City will annually record the evaluation, denial, and implemented BMP's, of all proposed infiltration projects within and/or adjacent to vulnerable DWSMA's.
<p>*Timeline/Implementation Schedule:</p> <p>The City will begin implementing the three measurable goals by January 1, 2008.</p>
<p>Specific Components and Notes:</p> <p>The following information is located within section I of the SWPPP:</p> <ul style="list-style-type: none">• "<i>Evaluating Proposed Storm Water Infiltration Projects in Vulnerable Wellhead Protection Areas</i>" (Draft-July 19, 2006)• Maps of Vulnerable Drinking Water Supply Management Areas within the City of Northfield
<p>*Responsible Party for this BMP:</p> <p>Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us</p>

BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

**BMP ID No. 7 Evaluation of Proposed Storm Water Infiltration Projects for Impacts within
Source Water Protection Areas-
Record of Activities Completed:**

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

Additional BMP Summary Sheet

MS4 Name: City of Northfield

Minimum Control Measure: N/A

Unique BMP Identification Number: 8

<p>*BMP Title: Determination of No Prudent & Feasible Alternatives to New or Expanded Discharges to Restricted Waters</p>
<p>*BMP Description:</p> <p>The City proposes to implement the BMP implementation plan for no prudent and feasible alternatives to new or expanded discharges (1988 to 2020), to restrict the discharge to the extent necessary to preserve the existing qualities that make the Cannon River listed as an outstanding resource value water (ORVW).</p> <p>This BMP implementation plan will be presented for public comment a minimum of 30 days prior to the scheduled date of the 2008 annual public meeting. Public comments will be accepted until the end of the 2008 public meeting (<i>Part IX.B.2.c</i>).</p> <p>The City will submit the BMP implementation plan, response to any public comments, and any proposed changes to the SWPPP (if applicable) to the MPCA with the 2008 annual report (<i>Part IX.B.2.d</i>).</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: <i>Part IX.B.2a-c</i> can be found in section I of this SWPPP.</p>
<p>*Measurable Goals:</p> <ol style="list-style-type: none">1. (Part IX.B.2.a and b)- Develop a list of restricted discharges, locations, subwatershed maps, and narrative.2. (Part IX.B.2.c) - Present implementation plan for public comment, respond to public comments (if any), and revise the SWPPP (if applicable).3. (Part IX.B.2.d)- Submit requirements of Part IX.B.2.a-c to the MPCA.4. (<i>Part IX.B.2.e</i>)- Pending MPCA approval, Implement BMP implementation plan for ORVW areas of the Cannon River within the City of Northfield.
<p>*Timeline/Implementation Schedule:</p> <ol style="list-style-type: none">1. The City will develop a list of restricted discharges, locations, subwatershed maps, and narrative within 30 days before the 2008 annual public meeting (<i>Part IX.B.2.a and b</i>).2. The City will present a BMP implementation plan for public comment, respond to comments (if any), and revise the SWPPP (if applicable) within 30 days before the 2008 annual public meeting to June 30, 2008 (<i>Part IX.B.2.c</i>).3. The City will submit all the requirements of <i>Part IX.B.2.a-c</i> to the MPCA prior to June 30, 2008 (<i>Part IX.B.2.d</i>).4. Pending MPCA approval (to be determined), the City will implement the BMP implementation plan for ORVW areas of the Cannon River within the City of Northfield (<i>Part IX.B.2.e</i>).
<p>Specific Components and Notes:</p> <p><i>Part IX.B.2a-c</i> can be found in section I of this SWPPP. Please note that no future new or expanded discharges are anticipated to occur within Northfield's portion of the ORVW area of the Cannon River.</p>
<p>*Responsible Party for this BMP:</p> <p>Name: Katy Gehler-Hess Department: City Engineer Phone: 507-645-3006 E-mail: katy.gehler-hess@ci.northfield.mn.us</p>

BMP Summary Sheet Page 2

Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 8 Determination of No Prudent & Feasible Alternatives to New or Expanded Discharges to Restricted Waters- Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date

Additional BMP Summary Sheet

MS4 Name: City of Northfield

Permit Condition: IV.H.- Section 303(d) Impaired Waters Listings

Unique BMP Identification Number: 9

BMP Title: Impaired Waters Review Process

BMP Description:

The City will annually review the impaired waters list to identify MS4 discharges to newly listed impaired waters. In this review, the City will:

- Identify the impaired waters that are likely to be impacted by the City's stormwater discharge.
- Use a combination of storm sewer maps, field surveys, the Comprehensive Water Resources Management Plan and any additional available information to identify all potential stormwater discharges to impaired waters.
- Delineate the watershed area(s) that contribute to the above discharge(s).
- Evaluate the hydrology, land use and other characteristics of the watershed area(s) that may impact the impaired water as a result of a stormwater discharge from the City

Based on the review above, City staff will determine if any changes to the existing stormwater system or BMPs are needed to minimize the impact of discharges from the City to the impaired waters. If such modifications are deemed necessary, the City will modify its SWPPP and submit those modifications to the MPCA with the current year's annual report. All assumptions, reasoning, and justification used to reach a conclusion on whether or not SWPPP revisions are necessary will be documented in the decision making process and records of this determination kept along with all records associated with the MS4 permit. A narrative summary of this review will then be prepared, and identify any associated SWPPP revisions that were made.

Measurable Goals:

- Establish a baseline of information to determine what processes are in place and what has already been accomplished (i.e. TMDL studies underway) that will help meet these permit conditions during this MS4 permit cycle.
- Prepare a written inventory of all impaired waters within the jurisdictional boundaries of the MS4, as well as those outside these boundaries likely to have an impact as a result of receiving stormwater discharge from the MS4; compile as much detail about the stormwater discharges they receive from the MS4 as is available.
- Prepare a map that includes all impaired waters that the MS4 discharge may impact, all MS4 discharge points that may impact these water(s), and delineated watershed(s) that may contribute to the impairment.
- Complete, for records, a written overview of the conclusions reached through this review, including the decision making process used to determine what SWPPP revisions may be needed.
- Prepare a projected schedule and timeline to incorporate any necessary changes into the SWPPP.

Timeline/Implementation Schedule:

1. 2010: Identify what steps, if any, have already been taken by the City to meet the requirements of section IV.D. for newly listed impaired waters that do not have a TMDL study that is underway during the MS4 permit cycle (prior to May 31, 2011).
2. 2010: Identify impaired waters receiving likely impacts from stormwater discharges from the City.
3. If a TMDL study is currently not underway for newly listed Impaired Waters, develop a map of discharges and delineated minor subwatersheds contributing runoff to each newly listed impaired water. Evaluate the hydrology, land use, etc. of each minor subwatershed.

4. Prior to May 31, 2011: Include in the Annual Report to MPCA, an overview of the impaired waters review and any changes to the SWPPP that have been deemed necessary through this review process.

Specific Components and Notes:

This process will be reassessed annually during the permit cycle. When an EPA approved TMDL is finalized, the City intends to fully comply with all limits and requirements set forth in the TMDL in accordance with the schedule(s) outlined in the TMDL.

Responsible Party for this BMP:

Name: Katy Gehler-Hess
Department: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

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Responsible Person:

Name: Katy Gehler-Hess
Title: City Engineer
Phone: 507-645-3006
E-mail: katy.gehler-hess@ci.northfield.mn.us

BMP ID No. 9 IV.H.- Section 303(d) Impaired Waters Listings
- Record of Activities Completed:

Outlined below is a description of the specific activities that were undertaken by the City over the past year that document the City has met the measurable goals associated with this BMP.

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

Signature of Responsible Official

Title

Date