

# BMP Summary Sheet

**MS4 Name:** City of Champlin

**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 produce and distribute articles and information on the City's Storm Water Pollution Prevention Plan including information on the annual public meeting, illicit discharges, erosion control, shoreline management, composting and pollution prevention and other applicable best management practices. The City plans to utilize a minimum of one of the following activities annually to distribute educational material as a part of each of the six minimum control measures:

1-1: Quarterly Newsletter

1-2: New Resident Handout Packet

1-3: Stormwater Brochures

1-5: City Website-Stormwater Information

2-4: Annual Stormwater Public Meeting

Each year, the City will evaluate the educational needs of the community related to stormwater and make adjustments to the material within the above referenced media. Educational material will also be distributed at the annual public meeting.

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

1-1, 1-2, 1-3, 1-5, and 2-4, descriptions in the SWPPP provide more detailed information for each minimum control measure.

**\*Measurable Goals:**

1-1: Quarterly Newsletter

- Distribute a minimum of four stormwater educational articles per year
- Annually record the number of households receiving newsletters

1-2: New Resident Handout Packet

- Record the number of packets distributed to new residents each year

1-3: Stormwater Brochures

- Distribute a minimum of two different types of stormwater brochures each year
- Record the number of brochures made available to the public and distribution locations each year

1-5: City Website-Stormwater Information

- Post stormwater educational material and information on the city website
- Annually review and update website content
- Annually record the number of website hits

2-4: Annual Stormwater Public Meeting

- Distribute stormwater educational material at the annual public meeting
- Annually record the number of educational materials distributed

**\*Timeline/Implementation Schedule:**

1-1: Quarterly Newsletter

- 2003-2011 Currently implemented and will continue to update as needed

1-2: New Resident Handout Packet

- 2003 – Determine what material to include in packet
- 2004-2011 – Distribute and annually record the number of packets distributed to new residents each year.

1-3: Stormwater Brochures

- 2003 – Determine brochure material

- 2004-2011 – Distribute a minimum of two different types of storm water brochures for public at public locations within community
- 2004-2011 – Record the number of brochures made available to the public and distribution locations each year

1-5: City Website-Stormwater Information

- 2003 – Identify the storm water educational material to be included on the website
- 2004-2011 – Annually review content and update as needed
- 2006-2011 – Annually record the number of website hits

2-4: Annual Stormwater Public Meeting

- 2003-2011 – Conduct the annual public meeting
- Distribute and annually record the number of educational material distributed

**Specific Components and Notes:**

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

Name: Bret Heitkamp  
 Department: Administration  
 Phone: 763-923-7110  
 E-mail: bheitkamp@ci.champlin.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 Champlin

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

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

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

**\*BMP Description:**

The City or its designee will distribute educational material outlining the six minimum control measures used within the City's SWPPP. Educational material will include storm water issues, potentially consisting of (but not limited to) non-point source pollution, erosion and sediment control, NPDES regulation and guidance, illicit discharge, storm water pollution prevention goals of the City, local agency contact information, and additional storm water website links. Activities the City will undertake as a part of the education program may include the following:

1-1: Quarterly Newsletter

1-2: New Resident Handout Packet

1-3: Stormwater Brochures

1-5: City Website-Stormwater Information

1-6: Wetland Buffer Signage

2-1: Volunteer Storm Drain Stenciling

2-2: Spring Cleanup Day

2-3: Adopt-a-Park Program

2-4: Annual Stormwater Public Meeting

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

1-1, 1-2, 1-3, 1-5, 1-6, 2-1, 2-2, 2-3, and 2-4 descriptions in the SWPPP provide more detailed information for each minimum control measure.

**\*Measurable Goals:**

1-1: Quarterly Newsletter

- Distribute a minimum of four stormwater educational articles per year
- Annually record the number of households receiving newsletters

1-2: New Resident Handout Packet

- Record the number of packets distributed to new residents each year

1-3: Stormwater Brochures

- Distribute a minimum of two different types of stormwater brochures each year
- Record the number of brochures made available to the public and distribution locations each year

1-5: City Website-Stormwater Information

- Post stormwater educational material and information on the city website
- Annually review and update website content
- Annually record the number of website hits

1-6: Wetland Buffer Signage

- Annually record the number of "no mowing" signs within City
- Annually record the number and locations of new buffers established

2-1: Volunteer Storm Drain Stenciling

- Annually record the number of participants and storm drains stenciled

2-2: Spring Cleanup Day

- Annually record number of appliances collected
- Annually record the amount of non-hazardous waste collected
- Annually record the amount of fees collected

2-3: Adopt-a-Park Program

- Annually record the number of parks adopted by citizen groups

- Annually record the number of groups/participants in program

**2-4: Annual Stormwater Public Meeting**

- Conduct a minimum of one stormwater public meeting each year
- Annually record the number of attendees, complaints, and comments received from each public meeting
- Distribute and annually record the number of educational materials distributed
- 

**\*Timeline/Implementation Schedule:**

**1-1: Quarterly Newsletter**

- 2003-2011 Currently implemented and will continue to update as needed

**1-2: New Resident Handout Packet**

- 2003 – Determine what material to include in packet
- 2004-2011 – Distribute and annually record the number of packets distributed to new residents annually

**1-3: Stormwater Brochures**

- 2003 – Determine brochure material
- 2004-2011 – Distribute a minimum of two different types of storm water brochures for public at public locations within community
- 2004-2011 – Record the number of brochures made available to the public and distribution locations each year

**1-5: City Website-Stormwater Information**

- 2003 – Identify the storm water educational material to be included on the website
- 2004-2011 – Annually review content and update as needed
- 2006-2011 – Annually record the number of website hits

**1-6: Wetland Buffer Signage**

- 2003-2011 Annually record the number of “no mowing” signs within the City
- 2003-2011 Annually record the number and locations of new buffers established

**2-1: Volunteer Storm Drain Stenciling**

- 2003 – Solicit volunteer groups for stenciling program
- 2004-2011 – Annually record the number of participants and storm drains stenciled

**2-2: Spring Cleanup Day**

- 2003-2011 – Annually advertise and conduct cleanup day
- 2003-2011 – Annually record the number of appliances, non-hazardous waste, and fees collected.

**2-3: Adopt-a-Park Program**

- 2003-2011 – Annually record the number of participants/groups and parks adopted

**2-4: Annual Stormwater Public Meeting**

- 2003-2011 – Conduct a minimum of one stormwater public meeting per year.
- 2003-2011 – Annually record the number of educational materials distributed, attendees, and comments received at each public meeting

**Specific Components and Notes:**

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

Name: Bret Heitkamp

Department: Administration

Phone: 763-923-7110

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

**\*BMP Title:** Education Program: Public Education and Outreach

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

All City residents, Business Owners, Contractors, and Developers

**\*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 to City residents and business owners.

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

1-1: Quarterly Newsletter - A quarterly newsletter is distributed to the public, which includes information regarding volunteer opportunities, proper lawn care practices, recycling opportunities, phone numbers to report illicit discharges or construction site ESC violations, and other storm water educational material.

1-2: New Resident Handout Packet - A new resident handout packet is given to new residents within the City. The packet includes a variety of storm water brochures to provide new residents with knowledge and awareness of proper lawn care practices and other current storm water issues within the City. Resources from outside entities such as the Minnesota Extension Service, Watershed Districts, and State Agencies will be evaluated when determining the type of brochures to include in the packets

1-3: Storm Water Brochures - A variety of storm water brochures will be available at City Hall, Parks and Public Works Building, and any other location the City determines appropriate. The brochures will provide public knowledge and awareness of proper lawn care practices and current storm water issues within the City. Resources from outside entities such as the Minnesota Extension Service, Watershed Districts, County Soil and Water Conservation District, and State Agencies will be evaluated when determining the type of brochures.

1-4: 30-Day Public Notice for Annual Storm Water Meeting - The City will post a 30-day public notice prior to the annual storm water meeting. The meeting will be posted on the website (1-5), City Hall bulletin board, and local newspaper (Champlin-Dayton Press) and any additional location the City feels necessary to allow public knowledge and awareness of the meeting.

1-5: City Website-Stormwater Information - The City will update the website to include storm water information such as volunteer and participation opportunities, recycling and hazardous waste disposal, proper lawn care practices, public meeting notices, and posting a number for citizens to call to report illicit discharges or construction site runoff violations.

1-6: Wetland Buffer Signage - The City has installed buffer signs along wetlands to educate the citizens on City requirements to leave an un-mowed buffer along the wetland. As part of the pond and outfall inspection the City will check to see if all signs are in place and will determine if additional sites need postings.

2-1: Volunteer Storm Drain Stenciling - The City implements a volunteer inlet stenciling program which includes material, supplies, and training for proper application. Additionally, the local watershed district has a stenciling program for storm drains within the City.

2-2: Spring Cleanup Day - The City conducts a Spring Cleanup Day each year, which allows citizens to bring non-hazardous waste to the City for a small fee for proper disposal. Additionally, there is a curbside pickup of old appliances. For public awareness, storm water brochures (1-3) will be available to educate citizens on proper lawn

care, recycling, and other storm water issues.

2-3: Adopt-a-Park Program - A number of parks are adopted by local citizens and groups which clean up debris from the City parks 3 times a year. Also, the volunteers are provided with a number to call the City if any large maintenance items are discovered or violations occur within the Park. The City will include information on the website and other public educational information material to provide citizen awareness of the program.

2-4: Annual Storm Water Public Meeting - The City will conduct an annual storm water meeting to discuss storm water issues and allow public comments for changes to the SWPPP. The meeting will be conducted during the City Council meeting. The meeting will be held 1-3 months before the annual report is submitted to allow time for necessary revisions to the SWPPP according to public oral and written comments.

2-8: Public Complaint Receipt Documentation - The City has developed a process to receive public complaints and will document receipt of illicit discharge and construction site runoff violations reported from the public. Each public complaint will be documented and action will be taken if necessary.

**\*Activity Implementation Plan:**

1-1: Quarterly Newsletter

- 2003-2011 Currently implemented and will continue to update as needed

1-2: New Resident Handout Packet

- 2003 – Determine what material to include in packet
- 2004-2011 – Hand out packets and review and update information contained in packets

1-3: Stormwater Brochures

- 2003 – Determine brochure material
- 2004-2011 – Provide variety of storm water brochures for public at appropriate locations within community

1-4: 30 Day Public Notice for Annual Stormwater Meeting

- 2003-2011 – Currently implemented and will continue annually

1-5: City Website-Stormwater Information

- 2003 – Determine material to include on website
- 2004-2011 – Annually review content and update as needed

1-6: Wetland Buffer Signage

- 2003-2011 Determine appropriate locations for additional signage

2-1: Volunteer Storm Drain Stenciling

- 2003 – Locate possible volunteer groups for stenciling program
- 2004-2011 – Implement program

2-2: Spring Cleanup Day

- 2003-2011 – Annually advertise and conduct cleanup day

2-3: Adopt-a-Park Program

- 2003-2011 – Annually advertise and conduct adopt-a-park program

2-4: Annual Stormwater Public Meeting

- 2003-2011 – Meetings will be conducted annually

2-8: Public Complaint Receipt and Documentation

- 2003-2011 – Annual receipt and documentation of public complaints regarding construction site and illicit discharge

**\*Performance Measures:**

1-1: Quarterly Newsletter

- Number of educational stormwater articles
- Number of times the newsletter is sent to the public
- Number of households receiving newsletters

1-2: New Resident Handout Packet

- Number of packets distributed

1-3: Stormwater Brochures

- Number of different types of stormwater brochures available
- Number of locations brochures are available

1-4: 30 Day Public Notice for Annual Stormwater Meeting

- Completed public notice requirement
- Number of locations notice is posted

1-5: City Website-Stormwater Information

- Materials included on the website
- Website updates
- Number of hits

1-6: Wetland Buffer Signage

- Number of “no mowing” signs within City
- Number of new buffers established

2-1: Volunteer Storm Drain Stenciling

- Number of storm drains stenciled
- Number of participants in program

2-2: Spring Cleanup Day

- Number of appliances collected
- Amount of non-hazardous waste collected
- Amount of fees collected

2-3: Adopt-a-Park Program

- Number of parks adopted by citizen groups
- Number of groups/participants in program

2-4: Annual Stormwater Public Meeting

- Number of attendees
- Number of complaints/comments from public

2-8: Public Complaint Receipt and Documentation

- Completed public complaint receipt documentation
- Number of complaints received

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

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Department: Administration

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

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

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

General Public, Business Owners, Contractors, and Developers

**\*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 local residents, business owners, contractors and developers by encouraging public participation in activities promoted by the City. These activities will encourage residents and business owners to help the City address the storm water concerns throughout the community.

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

1-5: City Website-Stormwater Information - The City will update the website to include storm water information such as volunteer and participation opportunities, recycling and hazardous waste disposal, proper lawn care practices, public meeting notices, and posting a number for citizens to call to report illicit discharges or construction site runoff violations.

2-1: Volunteer Storm Drain Stenciling - The City implements a volunteer inlet stenciling program which includes material, supplies, and training for proper application. Additionally, the local watershed district has a stenciling program for storm drains within the City.

2-2: Spring Cleanup Day - The City conducts a Spring Cleanup Day each year, which allows citizens to bring non-hazardous waste to the City for a small fee for proper disposal. Additionally, there is a curbside pickup of old appliances. For public awareness, storm water brochures (1-3) will be available to educate citizens on proper lawn care, recycling, and other storm water issues.

2-3: Adopt-a-Park Program - A number of parks are adopted by local citizens and groups which clean up debris from the City parks 3 times a year. Also, the volunteers are provided with a number to call the City if any large maintenance items are discovered or violations occur within the Park. The City will include information on the website and other public educational information material to provide citizen awareness of the program.

2-4: Annual Storm Water Public Meeting - The City will conduct an annual storm water meeting to discuss storm water issues and allow public comments for changes to the SWPPP. The meeting will be conducted during the City Council meeting. The meeting will be held 1-3 months before the annual report is submitted to allow time for necessary revisions to the SWPPP according to public oral and written comments.

2-8: Public Complaint Receipt Documentation - The City has developed a process to receive public complaints and will document receipt of illicit discharge and construction site runoff violations reported from the public. Each public complaint will be documented and action will be taken if necessary.

**\*Activity Implementation Plan:**

1-5: City Website-Stormwater Information

- 2003 – Determine material to include on website
- 2004-2011 – Annually review content and update as needed

2-1: Volunteer Storm Drain Stenciling

- 2003 – Locate possible volunteer groups for stenciling program
- 2004-2011 – Implement program

2-2: Spring Cleanup Day

- 2003-2011 – Annually advertise and conduct cleanup day

2-3: Adopt-a-Park Program

- 2003-2011 – Annually advertise and conduct adopt-a-park program

2-4: Annual Stormwater Public Meeting

- 2003-2011 – Meetings will be conducted annually

2-8: Public Complaint Receipt and Documentation

- 2003-2011 – Annual receipt and documentation of public complaints regarding construction site and illicit discharge

**\*Performance Measures:**

1-5: City Website-Stormwater Information

- Materials included on the website
- Website updates
- Number of hits

2-1: Volunteer Storm Drain Stenciling

- Number of storm drains stenciled
- Number of participants in program

2-2: Spring Cleanup Day

- Number of appliances collected
- Amount of non-hazardous waste collected
- Amount of fees collected

2-3: Adopt-a-Park Program

- Number of parks adopted by citizen groups
- Number of groups/participants in program

2-4: Annual Stormwater Public Meeting

- Number of attendees
- Number of complaints/comments from public

2-8: Public Complaint Receipt and Documentation

- Completed public complaint receipt documentation
- Number of complaints received

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

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Department: Administration

Phone: 763-923-7110

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

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

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

General Public, Business Owners, Contractors, and Developers

**\*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. 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:**

1-1: Quarterly Newsletter - A quarterly newsletter is distributed to the public, which includes information regarding volunteer opportunities, proper lawn care practices, recycling opportunities, phone numbers to report illicit discharges or construction site ESC violations, and other storm water educational material.

1-2: New Resident Handout Packet - A new resident handout packet is given to new residents within the City. The packet includes a variety of storm water brochures to provide new residents with knowledge and awareness of proper lawn care practices and other current storm water issues within the City. Resources from outside entities such as the Minnesota Extension Service, Watershed Districts, and State Agencies will be evaluated when determining the type of brochures to include in the packets

1-3: Storm Water Brochures - A variety of storm water brochures will be available at City Hall, Parks and Public Works Building, and any other location the City determines appropriate. The brochures will provide public knowledge and awareness of proper lawn care practices and current storm water issues within the City. Resources from outside entities such as the Minnesota Extension Service, Watershed Districts, County Soil and Water Conservation District, and State Agencies will be evaluated when determining the type of brochures.

1-5: City Website-Stormwater Information - The City will update the website to include storm water information such as volunteer and participation opportunities, recycling and hazardous waste disposal, proper lawn care practices, public meeting notices, and posting a number for citizens to call to report illicit discharges or construction site runoff violations.

2-1: Volunteer Storm Drain Stenciling - The City implements a volunteer inlet stenciling program which includes material, supplies, and training for proper application. Additionally, the local watershed district has a stenciling program for storm drains within the City.

2-2: Spring Cleanup Day - The City conducts a Spring Cleanup Day each year, which allows citizens to bring non-hazardous waste to the City for a small fee for proper disposal. Additionally, there is a curbside pickup of old appliances. For public awareness, storm water brochures (1-3) will be available to educate citizens on proper lawn care, recycling, and other storm water issues.

2-3: Adopt-a-Park Program - A number of parks are adopted by local citizens and groups which clean up debris from the City parks 3 times a year. Also, the volunteers are provided with a number to call the City if any large maintenance items are discovered or violations occur within the Park. The City will include information on the website and other public educational information material to provide citizen awareness of the program.

2-4: Annual Storm Water Public Meeting - The City will conduct an annual storm water meeting to discuss storm water issues and allow public comments for changes to the SWPPP. The meeting will be conducted during the City Council meeting. The meeting will be held 1-3 months before the annual report is submitted to allow time for necessary revisions to the SWPPP according to public oral and written comments.

2-8: Public Complaint Receipt Documentation - The City has developed a process to receive public complaints and will document receipt of illicit discharge and construction site runoff violations reported from the public. Each public complaint will be documented and action will be taken if necessary.

**\*Activity Implementation Plan:**

1-1: Quarterly Newsletter

- 2003-2011 Currently implemented and will continue to update as needed

1-2: New Resident Handout Packet

- 2003 – Determine what material to include in packet
- 2004-2011 – Hand out packets and review and update information contained in packets

1-3: Stormwater Brochures

- 2003 – Determine brochure material
- 2004-2011 – Provide variety of storm water brochures for public at appropriate locations within community

1-5: City Website-Stormwater Information

- 2003 – Determine material to include on website
- 2004-2011 – Annually review content and update as needed

2-1: Volunteer Storm Drain Stenciling

- 2003 – Locate possible volunteer groups for stenciling program
- 2004-2011 – Implement program

2-2: Spring Cleanup Day

- 2003-2011 – Annually advertise and conduct cleanup day

2-3: Adopt-a-Park Program

- 2003-2011 – Annually advertise and conduct adopt-a-park program

2-4: Annual Stormwater Public Meeting

- 2003-2011 – Meetings will be conducted annually

2-8: Public Complaint Receipt and Documentation

- 2003-2011 – Annual receipt and documentation of public complaints regarding construction site and illicit discharge

**\*Performance Measures:**

1-1: Quarterly Newsletter

- Number of educational stormwater articles
- Number of times the newsletter is sent to the public
- Number of households receiving newsletters

1-2: New Resident Handout Packet

- Number of packets distributed

1-3: Stormwater Brochures

- Number of different types of stormwater brochures available
- Number of locations brochures are available

1-5: City Website-Stormwater Information

- Materials included on the website
- Website updates
- Number of hits

2-1: Volunteer Storm Drain Stenciling

- Number of storm drains stenciled
- Number of participants in program

2-2: Spring Cleanup Day

- Number of appliances collected
- Amount of non-hazardous waste collected
- Amount of fees collected

2-3: Adopt-a-Park Program

- Number of parks adopted by citizen groups
- Number of groups/participants in program

2-4: Annual Stormwater Public Meeting

- Number of attendees
- Number of complaints/comments from public

2-8: Public Complaint Receipt and Documentation

- Completed public complaint receipt documentation
- Number of complaints received

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

Name: Bret Heitkamp

Department: Administration

Phone: 763-923-7110

E-mail: bheitkamp@ci.champlin.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

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

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

General Public, Business Owners, Contractors, and Developers

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

The City or its designee will increase awareness of construction site runoff and review project specific erosion control BMPs with contractors prior to construction. The City will introduce new ideas relating to construction site pollution prevention and increase the knowledge of specific NPDES construction permit and city ordinance requirements.

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

1-1: Quarterly Newsletter - A quarterly newsletter is distributed to the public, which includes information regarding volunteer opportunities, proper lawn care practices, recycling opportunities, phone numbers to report illicit discharges or construction site ESC violations, and other storm water educational material.

1-2: New Resident Handout Packet - A new resident handout packet is given to new residents within the City. The packet includes a variety of storm water brochures to provide new residents with knowledge and awareness of proper lawn care practices and other current storm water issues within the City. Resources from outside entities such as the Minnesota Extension Service, Watershed Districts, and State Agencies will be evaluated when determining the type of brochures to include in the packets

1-3: Storm Water Brochures - A variety of storm water brochures will be available at City Hall, Parks and Public Works Building, and any other location the City determines appropriate. The brochures will provide public knowledge and awareness of proper lawn care practices and current storm water issues within the City. Resources from outside entities such as the Minnesota Extension Service, Watershed Districts, County Soil and Water Conservation District, and State Agencies will be evaluated when determining the type of brochures.

1-5: City Website-Stormwater Information - The City will update the website to include storm water information such as volunteer and participation opportunities, recycling and hazardous waste disposal, proper lawn care practices, public meeting notices, and posting a number for citizens to call to report illicit discharges or construction site runoff violations.

2-4: Annual Storm Water Public Meeting - The City will conduct an annual storm water meeting to discuss storm water issues and allow public comments for changes to the SWPPP. The meeting will be conducted during the City Council meeting. The meeting will be held 1-3 months before the annual report is submitted to allow time for necessary revisions to the SWPPP according to public oral and written comments.

2-8: Public Complaint Receipt Documentation - The City has developed a process to receive public complaints and will document receipt of illicit discharge and construction site runoff violations reported from the public. Each public complaint will be documented and action will be taken if necessary.

4-6: Grading Pre-Construction Meeting - These meetings gather all interested parties to exchange ideas, and voice concerns regarding development issues prior to any plan approval. Meetings may consist of the designing engineer, developer, contractors, City inspector, and City engineer. Primary discussion points deal with storm water and erosion and sediment control issues. A list of appropriate minimum ESC BMPs for construction activity within the City was developed in 2005 and is distributed to attendees during the pre-construction meeting.

4-7: Minimum Erosion and Sediment Control (ESC) BMP's - The City of Champlin will analyze currently used structural BMPs (specific components below) and recommend which are appropriate for construction site storm water management. Additional BMPs will be added to the current list as needed. The City will educate residents on appropriate BMP's for construction activity using current educational BMPs

**\*Activity Implementation Plan:**

1-1: Quarterly Newsletter

- 2003-2011 Currently implemented and will continue to update as needed

1-2: New Resident Handout Packet

- 2003 – Determine what material to include in packet
- 2004-2011 – Hand out packets and review and update information contained in packets

1-3: Stormwater Brochures

- 2003 – Determine brochure material
- 2004-2011 – Provide variety of storm water brochures for public at appropriate locations within community

1-5: City Website-Stormwater Information

- 2003 – Determine material to include on website
- 2004-2011 – Annually review content and update as needed

2-4: Annual Stormwater Public Meeting

- 2003-2011 – Meetings will be conducted annually

2-8: Public Complaint Receipt and Documentation

- 2003-2011 – Annual receipt and documentation of public complaints regarding construction site and illicit discharge

4-6: Grading Pre-Construction Meeting

- 2003-2005 Develop ESC BMP list
- 2003-2011 Annually conduct grading preconstruction meetings for construction projects and distribute minimum ESC BMPs (4-7) during pre-construction meeting

4-7: Minimum Erosion and Sediment Control (ESC) BMP's

- 2003 Determine minimum ESC BMPs for construction activity
- 2004 Develop list of ESC BMPs to give to land disturbing activity projects
- 2005 Complete minimum ESC BMP requirements
- 2006-2011 Annually review and update as needed

**\*Performance Measures:**

1-1: Quarterly Newsletter

- Number of educational stormwater articles
- Number of times the newsletter is sent to the public
- Number of households receiving newsletters

1-2: New Resident Handout Packet

- Number of packets distributed

1-3: Stormwater Brochures

- Number of different types of stormwater brochures available
- Number of locations brochures are available

1-5: City Website-Stormwater Information

- Materials included on the website
- Website updates
- Number of hits

2-4: Annual Stormwater Public Meeting

- Number of attendees
- Number of complaints/comments from public

2-8: Public Complaint Receipt and Documentation

- Completed public complaint receipt documentation
- Number of complaints received

4-6: Grading Pre-Construction Meeting

- Number of grading pre-construction meeting held each year

4-7: Minimum Erosion and Sediment Control (ESC) BMP's

- Determine minimum ESC BMPs for construction activity
- Develop list of ESC BMPs to give to land disturbing activity projects
- Completed minimum ESC BMP requirements

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

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Department: Administration

Phone: 763-923-7110

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

# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

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

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

All City residents, Business Owners, Contractors, and Developers

**\*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:**

1-1: Quarterly Newsletter - A quarterly newsletter is distributed to the public, which includes information regarding volunteer opportunities, proper lawn care practices, recycling opportunities, phone numbers to report illicit discharges or construction site ESC violations, and other storm water educational material.

1-2: New Resident Handout Packet - A new resident handout packet is given to new residents within the City. The packet includes a variety of storm water brochures to provide new residents with knowledge and awareness of proper lawn care practices and other current storm water issues within the City. Resources from outside entities such as the Minnesota Extension Service, Watershed Districts, and State Agencies will be evaluated when determining the type of brochures to include in the packets

1-3: Storm Water Brochures - A variety of storm water brochures will be available at City Hall, Parks and Public Works Building, and any other location the City determines appropriate. The brochures will provide public knowledge and awareness of proper lawn care practices and current storm water issues within the City. Resources from outside entities such as the Minnesota Extension Service, Watershed Districts, County Soil and Water Conservation District, and State Agencies will be evaluated when determining the type of brochures.

1-5: City Website-Stormwater Information - The City will update the website to include storm water information such as volunteer and participation opportunities, recycling and hazardous waste disposal, proper lawn care practices, public meeting notices, and posting a number for citizens to call to report illicit discharges or construction site runoff violations.

1-6: Wetland Buffer Signage- The City has installed buffer signs along wetlands to educate the citizens on City requirements to leave an un-mowed buffer along the wetland. As part of the pond and outfall inspection the City will check to see if all signs are in place and will determine if additional sites need postings.

2-4: Annual Storm Water Public Meeting - The City will conduct an annual storm water meeting to discuss storm water issues and allow public comments for changes to the SWPPP. The meeting will be conducted during the City Council meeting. The meeting will be held 1-3 months before the annual report is submitted to allow time for necessary revisions to the SWPPP according to public oral and written comments.

2-8: Public Complaint Receipt Documentation - The City has developed a process to receive public complaints and will document receipt of illicit discharge and construction site runoff violations reported from the public. Each public complaint will be documented and action will be taken if necessary.

**\*Activity Implementation Plan:**

1-1: Quarterly Newsletter

- 2003-2011 Currently implemented and will continue to update as needed

1-2: New Resident Handout Packet

- 2003 – Determine what material to include in packet
- 2004-2011 – Hand out packets and review and update information contained in packets

1-3: Stormwater Brochures

- 2003 – Determine brochure material
- 2004-2011 – Provide variety of storm water brochures for public at appropriate locations within community

1-5: City Website-Stormwater Information

- 2003 – Determine material to include on website
- 2004-2011 – Annually review content and update as needed

1-6: Wetland Buffer Signage

- 2003-2011 Determine appropriate locations for additional signage

2-4: Annual Stormwater Public Meeting

- 2003-2011 – Meetings will be conducted annually

2-8: Public Complaint Receipt and Documentation

- 2003-2011 – Annual receipt and documentation of public complaints regarding construction site and illicit discharge

**\*Performance Measures:**

1-1: Quarterly Newsletter

- Number of educational stormwater articles
- Number of times the newsletter is sent to the public
- Number of households receiving newsletters

1-2: New Resident Handout Packet

- Number of packets distributed

1-3: Stormwater Brochures

- Number of different types of stormwater brochures available
- Number of locations brochures are available

1-5: City Website-Stormwater Information

- Materials included on the website
- Website updates
- Number of hits

1-6: Wetland Buffer Signage

- Number of “no mowing” signs within City
- Number of new buffers established

2-4: Annual Stormwater Public Meeting

- Number of attendees
- Number of complaints/comments from public

2-8: Public Complaint Receipt and Documentation

- Completed public complaint receipt documentation
- Number of complaints received

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

Name: Bret Heitkamp

Department: Administration

Phone: 763-923-7110

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

**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:**

General Public, Business Owners, Contractors, and Developers

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

The City's goal for this BMP includes creating general public awareness and understanding of storm water issues related to pollution prevention and what the City is doing to address these issues.

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

1-1: Quarterly Newsletter - A quarterly newsletter is distributed to the public, which includes information regarding volunteer opportunities, proper lawn care practices, recycling opportunities, phone numbers to report illicit discharges or construction site ESC violations, and other storm water educational material.

1-2: New Resident Handout Packet - A new resident handout packet is given to new residents within the City. The packet includes a variety of storm water brochures to provide new residents with knowledge and awareness of proper lawn care practices and other current storm water issues within the City. Resources from outside entities such as the Minnesota Extension Service, Watershed Districts, and State Agencies will be evaluated when determining the type of brochures to include in the packets

1-3: Storm Water Brochures - A variety of storm water brochures will be available at City Hall, Parks and Public Works Building, and any other location the City determines appropriate. The brochures will provide public knowledge and awareness of proper lawn care practices and current storm water issues within the City. Resources from outside entities such as the Minnesota Extension Service, Watershed Districts, County Soil and Water Conservation District, and State Agencies will be evaluated when determining the type of brochures.

1-5: City Website-Stormwater Information - The City will update the website to include storm water information such as volunteer and participation opportunities, recycling and hazardous waste disposal, proper lawn care practices, public meeting notices, and posting a number for citizens to call to report illicit discharges or construction site runoff violations.

2-4: Annual Storm Water Public Meeting - The City will conduct an annual storm water meeting to discuss storm water issues and allow public comments for changes to the SWPPP. The meeting will be conducted during the City Council meeting. The meeting will be held 1-3 months before the annual report is submitted to allow time for necessary revisions to the SWPPP according to public oral and written comments.

2-8: Public Complaint Receipt Documentation - The City has developed a process to receive public complaints and will document receipt of illicit discharge and construction site runoff violations reported from the public. Each public complaint will be documented and action will be taken if necessary.

**\*Activity Implementation Plan:**

1-1: Quarterly Newsletter

- 2003-2011 Currently implemented and will continue to update as needed

1-2: New Resident Handout Packet

- 2003 – Determine what material to include in packet
- 2004-2011 – Hand out packets and review and update information contained in packets

1-3: Stormwater Brochures

- 2003 – Determine brochure material
- 2004-2011 – Provide variety of storm water brochures for public at appropriate locations within community

1-5: City Website-Stormwater Information

- 003 – Determine material to include on website
- 2004-2011 – Annually review content and update as needed

2-4: Annual Stormwater Public Meeting

- 2003-2011 – Meetings will be conducted annually

2-8: Public Complaint Receipt and Documentation

- 2003-2011 – Annual receipt and documentation of public complaints regarding construction site and illicit discharge

**\*Performance Measures:**

1-1: Quarterly Newsletter

- Number of educational stormwater articles
- Number of times the newsletter is sent to the public
- Number of households receiving newsletters

1-2: New Resident Handout Packet

- Number of packets distributed

1-3: Stormwater Brochures

- Number of different types of stormwater brochures available
- Number of locations brochures are available

1-5: City Website-Stormwater Information

- Materials included on the website
- Website updates
- Number of hits

2-4: Annual Stormwater Public Meeting

- Number of attendees
- Number of complaints/comments from public

2-8: Public Complaint Receipt and Documentation

- Completed public complaint receipt documentation
- Number of complaints received

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

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Department: Administration

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

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

**\*BMP Description:**

1-7: Evaluate Additional Educational Material

The City will solicit storm water related material, such as those listed within the Specific Components below, from outside entities, including, but not limited to: water conservation districts, watershed districts, watershed management organizations, school districts, University of MN extension and county, regional, state, and federal government. The City will also solicit materials (if available) to use for in-house training from these entities.

1-8: Joint Educational Programs with Outside Entities

The City will contact outside entities, including, but not limited to: water conservation districts, watershed districts, watershed management organizations, school districts, University of MN extension and county, regional, state, and federal government. City will discuss existing programs to determine how they can be coordinated and/or used effectively with the City's existing programs.

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

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

**\*Measurable Goals:**

1-7: Evaluate Additional Educational Material

- Number of letters of solicitation sent out
- List of materials received in response to request

1-8: Joint Educational Programs with Outside Entities

- Number of outside entities contacted
- Number of outside entity programs identified

**\*Timeline/Implementation Schedule:**

1-7: Evaluate Additional Educational Material

- 2003 Solicit storm water related materials from outside entities
- 2004 Evaluate and edit material if necessary, identify audiences and define measurable goals
- 2005 Develop new materials for use by City
- 2006-2011 Annually review and update material as needed

1-8: Joint Educational Programs with Outside Entities

- 2003 Contact outside entities
- 2004 Evaluate and compare outside entity programs with City's existing programs
- 2005 Propose a strategy that allows coordination and helps make effective use of outside entity education programs, identify target audiences and define measurable goals (if applicable)
- 2006-2011 Implement strategy and annually evaluate

**Specific Components and Notes:**

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

Name: Bret Heitkamp

Department: Administration

Phone: 763-923-7110

E-mail: bheitkamp@ci.champlin.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

**\*BMP Title:** Annual Public Meeting

**\*BMP Description:**

1-4: 30-Day public notice for annual storm water meeting

The City will post a 30-day public notice prior to the annual storm water meeting. The meeting will be posted on the website (1-5), City Hall bulletin board, and local newspaper (Champlin-Dayton Press) and any additional location the City feels necessary to allow public knowledge and awareness of the meeting.

2-4: Annual Stormwater Public Meeting

The City will conduct an annual storm water meeting to discuss storm water issues and allow public comments for changes to the SWPPP. The meeting will be conducted during the Planning Commission or City Council meeting. The meeting will be held before the annual report is submitted to allow time for necessary revisions to the SWPPP according to public oral and written comments.

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

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

**\*Measurable Goals:**

1-4: 30-Day public notice for annual storm water meeting

- Completed public notice requirement
- Number of locations notice is posted

2-4: Annual Stormwater Public Meeting.

- Number of attendees
- Number of complaints/comments from the public

**\*Timeline/Implementation Schedule:**

1-4: 30-Day public notice for annual storm water meeting

- 2003-2011 Currently implemented and will continue annually.

2-4: Annual Stormwater Public Meeting.

- 2003-2011 Meetings will be conducted annually.

**Specific Components and Notes:**

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

Name: Bret Heitkamp

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

<b>*BMP Title:</b> Comply with Public Notice Requirements
<b>*BMP Description:</b> <u>1-4: 30-Day public notice for annual storm water meeting</u> The City will post a 30-day public notice prior to the annual storm water meeting. The meeting will be posted on the website (1-5), City Hall bulletin board, and local newspaper (Champlin-Dayton Press) and any additional location the City feels necessary to allow public knowledge and awareness of the meeting.  Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>1-4: 30-Day public notice for annual storm water meeting</u> <ul style="list-style-type: none"><li>• Completed public notice requirement</li><li>• Number of locations notice is posted</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>1-4: 30-Day public notice for annual storm water meeting</u> <ul style="list-style-type: none"><li>• 2003-2011 Currently implemented and will continue annually.</li></ul>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Bret Heitkamp Department: Administration Phone: 763-923-7110 E-mail: bheitkamp@ci.champlin.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

**\*BMP Title:** Solicit Public Input and opinion on the Adequacy of the SWPPP

**\*BMP Description:**

1-4: 30-Day public notice for annual storm water meeting

The City will post a 30-day public notice prior to the annual storm water meeting. The meeting will be posted on the website (1-5), City Hall bulletin board, and local newspaper (Champlin-Dayton Press) and any additional location the City feels necessary to allow public knowledge and awareness of the meeting.

1-5: City Website-Stormwater Information

The City will update the website to include storm water information such as volunteer and participation opportunities, recycling and hazardous waste disposal, proper lawn care practices, public meeting notices, and posting a number for citizens to call to report illicit discharges or construction site runoff violations.

2-4: Annual Stormwater Public Meeting

The City will conduct an annual storm water meeting to discuss storm water issues and allow public comments for changes to the SWPPP. The meeting will be conducted during the Planning Commission or City Council meeting. The meeting will be held 1-3 months before the annual report is submitted to allow time for necessary revisions to the SWPPP according to public oral and written comments.

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

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

**\*Measurable Goals:**

1-4: 30-Day public notice for annual storm water meeting

- Completed public notice requirement
- Number of locations notice is posted

1-5: City Website-Stormwater Information

- Materials included on the website
- Website updates
- Number of hits

2-4: Annual Stormwater Public Meeting.

- Number of attendees
- Number of complaints/comments from the public

**\*Timeline/Implementation Schedule:**

1-4: 30-Day public notice for annual storm water meeting

- 2003-2011 Currently implemented and will continue annually.

1-5: City Website-Stormwater Information

- 2003 – Determine material to include on website
- 2004-2011 – Annually review content and update as needed

2-4: Annual Stormwater Public Meeting.

- 2003-2011 Meetings will be conducted annually.

**Specific Components and Notes:**

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

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

**\*BMP Title:** Consider Public Input

**\*BMP Description:**

2-4: Annual Stormwater Public Meeting

The City will conduct an annual storm water meeting to discuss storm water issues and allow public comments for changes to the SWPPP. The meeting will be conducted during the City Council meeting. The meeting will be held 1-3 months before the annual report is submitted to allow time for necessary revisions to the SWPPP according to public oral and written comments.

2-5: Planning Commission

A Planning Commission has been established for plan reviews. The commission allows public input on developments and growth within the City. The planning commission approves proposed plat submittals and allows for pre-construction public input

2-6: Natural Resource Commission

A Natural Resource Commission has been established for plan reviews in areas which development or redevelopment has the potential to impact the City's natural resources. The Commission is made up of residents from the City and one staff representative.

2-7: Public Opinion Survey

The city has conducted a public opinion survey which asked numerous questions pertaining to Pollution Prevention/Good Housekeeping and other relevant topics of municipal development, redevelopment, and operations. The Survey data is utilized to determine educational goals, develop comprehensive plans, and prioritize City practices.

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

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

**\*Measurable Goals:**

2-4: Annual Stormwater Public Meeting

- Number of attendees
- Number of complaints/comments from the public

2-5: Planning Commission

- Number of plans reviewed by commission
- Number of citizens on commission

2-6: Natural Resource Commission

- Number of plans reviewed by Commission
- Number of citizens on Commission

2-7: Public Opinion Survey

- Number of people surveyed for public opinion on City operations and policies

**\*Timeline/Implementation Schedule:**

2-4: Annual Stormwater Public Meeting

- 2003-2011 Meetings will be conducted annually

2-5: Planning Commission

- 2003-2011 Continue planning commission plan review and approval procedures

2-6: Natural Resource Commission

- 2003-2011 Annual review of environmentally sensitive projects by Commission

2-7: Public Opinion Survey

- 2003-2011 Use survey results for determining educational goals, comprehensive plan updates, and prioritizing City practices and/or policies

**Specific Components and Notes:**

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

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E-mail: bheitkamp@ci.champlin.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

<p><b>*BMP Title:</b> Storm Sewer System Map</p>
<p><b>*BMP Description:</b></p> <p><u>3-1: Storm Sewer Map</u> The current storm sewer map is located in Computer Aided Drafting files and record plans. The City will provide a completed map of all ponds, lakes, pollution control devices, and storm sewer pipes greater than or equal to 24” in diameter. Each year, an additional 20% of the system will be mapped in accordance with the implementation schedule.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p><b>*Measurable Goals:</b></p> <p><u>3-1: Storm Sewer Map</u></p> <ul style="list-style-type: none"><li>• Compilation and documentation of electronic storm sewer system data</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>3-1: Storm Sewer Map</u></p> <ul style="list-style-type: none"><li>• 2003 Complete mapping of 20% City storm sewer system</li><li>• 2004 Complete mapping of 40% City storm sewer system</li><li>• 2005 Complete map of 60% of City storm sewer system</li><li>• 2006 Complete map of 80% of City storm sewer system</li><li>• 2007 Complete storm sewer map</li><li>• 2008-2011 Annual review and update as needed</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Bret Heitkamp Department: Administration Phone: 763-923-7110 E-mail: bheitkamp@ci.champlin.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

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

**\*BMP Description:**

3-3: Illegal Dumping Ordinance and Enforcement

An ordinance prohibiting illegal dumping of trash or debris on public or private property is currently included in the City Code of Ordinances as well as penalties for violations to the ordinance.

3-4: Lawn Watering Regulations

Lawn watering regulations and restrictions have been adopted by the City. The regulations allow watering of lawns according to an approved schedule to minimize the amount of water usage and runoff from residential areas. A lawn watering restriction reminder is placed in the Spring Newsletter and on the Cities web site.

3-6 Illicit Discharge and Illicit Connection Ordinance and Enforcement

Ordinance language including prohibited discharges and connections to the storm sewer system and penalties for non-compliance. The City currently includes language regarding illegal discharge to the storm sewer system and will evaluate example ordinances during the first 2 years of the Permit cycle. Any necessary revisions to the ordinance will be done in 2008.

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

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

**\*Measurable Goals:**

3-3: Illegal Dumping Ordinance

- Completed nuisance ordinance

3-4: Lawn Watering Regulations

- Completed regulations
- Completed educational reminder in spring newsletter

3-6 Illicit Discharge and Illicit Connection Ordinance and Enforcement

- Number of updates to the City ordinance regarding illegal discharge and illicit connections
- Completed illicit discharge and connections ordinance

**\*Timeline/Implementation Schedule:**

3-3: Illegal Dumping Ordinance

- Ordinance complete

3-4: Lawn Watering Regulations

- 2003-2011 Annually provide reminders and educational material to public for lawn watering regulations

3-6 Illicit Discharge and Illicit Connection Ordinance and Enforcement

- 2003-2006 Evaluate existing ordinance, gather information on example ordinances
- 2007 Complete illicit discharge and connections into storm sewer ordinance
- 2008-2011 Annually review and update as needed

**Specific Components and Notes:**

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

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E-mail: bheitkamp@ci.champlin.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

**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:**

3-2: Septic System Maintenance Program

The City of Champlin will coordinate with Hennepin County for the maintenance and inspection information for privately owned septic systems within the City. To ensure proper maintenance and compliance with County requirements, the City will report the measurable goals below.

3-6 Illicit Discharge and Illicit Connection Ordinance and Enforcement

Ordinance language including prohibited discharges and connections to the storm sewer system and penalties for non-compliance. The City currently includes language regarding illegal discharge to the storm sewer system and will evaluate example ordinances during the first 2 years of the Permit cycle. Any necessary revisions to the ordinance will be done in 2008

3-7: Illicit Discharge Inspection Program

The City will identify and document any dry weather flow by coordinating inspections during the pond and outfall inspection program (6-5). Identified areas will be documented and investigated by televising, manual inspections, or other means to identify possible illicit connections or discharges. Also, the building inspector reviews all City approved building plans for illicit connections.

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

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

**\*Measurable Goals:**

3-2: Septic System Maintenance

- Number of septic systems maintained
- Number of septic system failures
- Completed ordinance regulations

3-6 Illicit Discharge and Illicit Connection Ordinance and Enforcement

- Number of updates to the City ordinance regarding illegal discharge and illicit connections
- Completed illicit discharge and connections ordinance

3-7: Illicit Discharge Inspection Program

- Number of outfalls inspected for dry weather flows
- Number of illicit discharges located, number of corrective actions taken

**\*Timeline/Implementation Schedule:**

3-2: Septic System Maintenance

- 2003-2011 Update ISTS regulations to comply with County standards as needed.

3-6 Illicit Discharge and Illicit Connection Ordinance and Enforcement

- 2003-2006 Evaluate existing ordinance, gather information on example ordinances
- 2007-2011 Complete illicit discharge and connections into storm sewer ordinance, 2008-2011 Annually review and update as needed

3-7: Illicit Discharge Inspection Program

- 2003-2011 Review existing inspection program and revise if necessary; inspect outfalls for dry weather flow and determine possible locations for illicit discharge or vulnerable receiving water.

**Specific Components and Notes:**

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

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

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

**\*BMP Description:**

The City or its designee will discourage illicit non-storm water discharges by educating the public (City residents, businesses, and staff) on its potential sources and effects as well as alternative uses for unwanted materials. The City uses the following activities to provide illicit discharge information and public education to employees, businesses, and the general public:

1-1: Quarterly Newsletter

1-2 New Resident Handout Packet

1-3: Stormwater Brochures

1-5: City Website-Stormwater Information

2-1: Volunteer Storm Drain Stenciling

2-2: Spring Cleanup Day

2-3: Adopt-a-Park Program

2-4: Annual Stormwater Public Meeting

2-8: Public Complaint Receipt Documentation

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

BMP 1-1, 1-2, 1-3, 1-5, 2-1, 2-2, 2-3, 2-4, and 2-8 descriptions in the SWPPP provide more detailed information for each minimum control measure.

**\*Measurable Goals:**

1-1: Quarterly Newsletter

- Number of educational stormwater articles
- Number of times the newsletter is sent to the public
- Number of households receiving newsletters

1-2: New Resident Handout Packet

- Number of packets distributed

1-3: Stormwater Brochures

- Number of different types of stormwater brochures available
- Number of locations brochures are available

1-5: City Website-Stormwater Information

- Materials included on the website
- Website updates
- Number of hits

2-1: Volunteer Storm Drain Stenciling

- Number of storm drains stenciled
- Number of participants in program

2-2: Spring Cleanup Day

- Number of appliances collected
- Amount of non-hazardous waste collected
- Amount of fees collected

2-3: Adopt-a-Park Program

- Number of parks adopted by citizen groups
- Number of groups/participants in program

2-4: Annual Stormwater Public Meeting

- Number of attendees
- Number of complaints/comments from public

2-8: Public Complaint Receipt and Documentation

- Completed public complaint receipt documentation
- Number of complaints received

**\*Timeline/Implementation Schedule:**

1-1: Quarterly Newsletter

- 2003-2011 Currently implemented and will continue to update as needed

1-2: New Resident Handout Packet

- 2003 – Determine what material to include in packet
- 2004-2011 – Hand out packets and review and update information contained in packets

1-3: Stormwater Brochures

- 2003 – Determine brochure material
- 2004-2011 – Provide variety of storm water brochures for public at appropriate locations within community

1-5: City Website-Stormwater Information

- 2003 – Determine material to include on website
- 2004-2011 – Annually review content and update as needed

2-1: Volunteer Storm Drain Stenciling

- 2003 – Locate possible volunteer groups for stenciling program
- 2004-2011 – Implement program

2-2: Spring Cleanup Day

- 2003-2011 – Annually advertise and conduct cleanup day

2-3: Adopt-a-Park Program

- 2003-2011 – Annually advertise and conduct adopt-a-park program

2-4: Annual Stormwater Public Meeting

- 2003-2011 – Meetings will be conducted annually

2-8: Public Complaint Receipt and Documentation

- 2003-2011 – Annual receipt and documentation of public complaints regarding construction site and illicit discharge

**Specific Components and Notes:**

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

Name: Bret Heitkamp

Department: Administration

Phone: 763-923-7110

E-mail: bheitkamp@ci.champlin.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 Champlin

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

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

<p><b>*BMP Title:</b> Identification of Non Stormwater Discharges and Flows</p>
<p><b>*BMP Description:</b></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: BMP ID No. 3e-1 Identification of Non Stormwater Discharges and Flows – Record of Activities Completed</p>
<p><b>*Measurable Goals:</b></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><b>*Timeline/Implementation Schedule:</b></p> <p>No program or implementation plan is currently scheduled due to the insignificance of the above mentioned non-storm water discharges.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Bret Heitkamp Department: Administration Phone: 763-923-7110 E-mail: bheitkamp@ci.champlin.mn.us</p>

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

# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

<b>*BMP Title:</b> Ordinance or other Regulatory Mechanism
<b>*BMP Description:</b> <u>BMP 4-1: Erosion and Sediment Control Ordinance</u> The City has developed an ESC ordinance. The City will analyze and compare the ordinance to a model ordinance scheduled for completion by the WMC in 2005. The City will determine appropriate time schedules for plan review, review inspection and enforcement procedures, and select minimum ESC BMPs for recommendation to the contractor and developer (4-7).  Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>BMP 4-1: Erosion and Sediment Control Ordinance</u> <ul style="list-style-type: none"><li>• Number of updates to ordinance</li><li>• Updated ordinance</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>4-1: Erosion and Sediment Control Ordinance</u> <ul style="list-style-type: none"><li>• 2005 Compare existing ordinance to model ordinance from WMC, State, and Federal agencies and update as necessary</li><li>• 2006-2011 Annually review and update as necessary</li></ul>
<b>Specific Components and Notes:</b> <u>4-1: Erosion and Sediment Control Ordinance</u> <ul style="list-style-type: none"><li>• Erosion Control Inspection</li><li>• ESC Enforcement procedures</li><li>• Minimum ESC BMP Requirements (4-7)</li><li>• Sites disturbing more than one acre</li><li>• Sites disturbing less than one acre within a larger common plan of development or sale that is more than 1 acre</li><li>• Include construction waste</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Bret Heitkamp Department: Administration Phone: 763-923-7110 E-mail: bheitkamp@ci.champlin.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

**\*BMP Title:** Construction Site Implementation of Erosion and Sediment Control BMPs

**\*BMP Description:**

4-4: Erosion Control Inspection Program-Construction Grading

The City will assess how well they are assuring compliance of the ESC ordinance and minimum BMPs by inspecting developments and redevelopment construction sites within the City. The goal of this BMP is to require inspections of construction sites of one acre or more, in compliance with NPDES Construction Storm Water General Permit

4-5: Erosion Control Inspection Program -Building Construction

The City will inspect new building construction to assure it is in compliance with the ESC ordinance and minimum BMPs. The City Building Inspector will incorporate ESC inspections into inspections already being conducted for new building construction. The goal of this BMP is to require inspections of construction sites in compliance with the NPDES Construction Storm Water General Permit

4-6: Grading Pre-Construction Meeting

These meetings gather all interested parties to exchange ideas, and voice concerns regarding development issues prior to any plan approval. Meetings may consist of the designing engineer, developer, contractors, City inspector, and City engineer. Primary discussion points deal with storm water and erosion and sediment control issues. A list of appropriate minimum ESC BMPs for construction activity within the City was developed in 2005 and is distributed to attendees during the pre-construction meeting.

4-7: Minimum Erosion and Sediment Control (ESC) BMP's

The City of Champlin will analyze currently used structural BMPs (specific components below) and recommend which are appropriate for construction site storm water management. Additional BMPs will be added to the current list as needed. The City will educate residents on appropriate BMP's for construction activity using current educational BMPs

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

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

**\*Measurable Goals:**

4-4: Erosion Control Inspection Program-Construction Grading

- Number of job sites inspected for ESC
- Number of stop work orders issued

4-5: Erosion Control Inspection Program-Building Construction

- Number of building construction sites inspected for ESC
- Number of stop work orders issued

4-6: Grading Pre-Construction Meeting

- Number of grading pre-construction meeting held each year

4-7: Minimum Erosion and Sediment Control (ESC) BMP's

- Determine minimum ESC BMPs for construction activity
- Develop list of ESC BMPs specific to land disturbing activity projects
- Completed minimum ESC BMP requirements

**\*Timeline/Implementation Schedule:**

4-4: Erosion Control Inspection Program-Construction Grading

- 2006 Develop and document proper inspection procedures and policies
- 2007 Compare inspection procedures with NPDES Construction General Permit
- 2008-2011 Annually review and update as needed

4-5: ESC Inspection Program-Building Construction

- 2006 Develop and document proper inspection procedures and policies
- 2007 Compare inspection procedures with NPDES Construction General Permit
- 2008-2011 Annually review and update as needed

4-6: Grading Pre-Construction Meeting

- 2003-2005 Develop ESC BMP list
- 2003-2011 Annually conduct grading preconstruction meetings for construction projects and distribute minimum ESC BMPs (4-7) during pre-construction meeting

4-7: Minimum Erosion and Sediment Control (ESC) BMP's

- 2003 Determine minimum ESC BMPs for construction activity
- 2004 Develop list of ESC BMPs to give to land disturbing activity projects
- 2005 Complete minimum ESC BMP requirements
- 2006-2011 Annually review and update as needed

**Specific Components and Notes:**

4-4: Erosion Control Inspection Program-Construction Grading

- Outsourced for some projects
- In-house for small City projects
- Written City ESC inspection standards for inspector
- Every week or after every 1/2" rain event

4-5: Erosion Control Inspection Program-Building Construction

- Written City ESC inspection standards for inspector
- Every week or after every 1/2" rain event

4-6: Grading Pre-Construction Meeting

- Minimum ESC BMP requirements

4-7: Minimum Erosion and Sediment Control (ESC) BMP's

- Erosion control silt fence
- Rock Construction Entrance
- Temporary stabilization
- Permanent stabilization

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

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

<p><b>*BMP Title:</b> Waste Controls for Construction Site Operators</p>
<p><b>*BMP Description:</b></p> <p><u>4-8: Construction Site Waste Control Issues</u> The City will monitor construction site waste issues and incorporate inspections in conjunction with ESC inspections (4-4) and (4-5) to insure proper construction site waste management</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p><b>*Measurable Goals:</b></p> <p><u>4-8: Construction Site Waste Control Issues</u></p> <ul style="list-style-type: none"><li>• Completed list of responsible construction site management guidelines</li><li>• Incorporate requirements into city ordinance or other regulatory mechanism</li><li>• Completed construction site waste control requirements</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>4-8: Construction Site Waste Control Issues</u></p> <ul style="list-style-type: none"><li>• 2003 Completed list of responsible construction site management guidelines</li><li>• 2004 Incorporate requirements into city ordinance or other regulatory mechanism</li><li>• 2005-2011 Annually review and update as necessary</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><u>4-8: Construction Site Waste Control Issues</u></p> <ul style="list-style-type: none"><li>• Construction site entrance criteria</li><li>• Site debris storage</li><li>• Waste disposal definitions</li><li>• Enforcement and penalties for noncompliance</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Bret Heitkamp Department: Administration Phone: 763-923-7110 E-mail: <a href="mailto:bheitkamp@ci.champlin.mn.us">bheitkamp@ci.champlin.mn.us</a></p>

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

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

**\*BMP Description:**

4-2: ESC Plan Review and Approval Procedures

The City reviews ESC Plans from development and redevelopments within the community and determines if a project is consistent with the ESC Ordinance (4-1) and if appropriate BMP's are illustrated on the plan to address storm water discharges. A list of minimum ESC BMPs were developed in 2005 (4-7) and used to determine approval of the ESC Plans.

4-6: Grading Pre-Construction Meeting

These meetings gather all interested parties to exchange ideas, and voice concerns regarding development issues prior to any plan approval. Meetings may consist of the designing engineer, developer, contractors, City inspector, and City engineer. Primary discussion points deal with storm water and erosion and sediment control issues. A list of appropriate minimum ESC BMPs for construction activity within the City was developed in 2005 and is distributed to attendees during the pre-construction meeting.

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

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

**\*Measurable Goals:**

4-2: ESC Plan Review and Approval Procedures

- Number of plans reviewed

4-6: Grading Pre-Construction Meeting

- Number of grading pre-construction meeting held each year

**\*Timeline/Implementation Schedule:**

4-2: ESC Plan Review and Approval Procedures 2003 Develop and document appropriate plan review procedures

- 2004 Distribute procedures to staff/contractors/developers as needed
- 2005 Use approved Minimum ESC BMP requirements (4-7)
- 2006-2011 Annually review and update as needed

4-6: Grading Pre-Construction Meeting

- 2003-2005 Develop ESC BMP list
- 2003-2011 Annually conduct grading preconstruction meetings for construction projects and distribute minimum ESC BMPs (4-7) during pre-construction meeting

**Specific Components and Notes:**

4-2: ESC Plan Review and Approval Procedures

- Grading Plan review for acceptable temporary/permanent ESC BMP's
- ESC Ordinance (4-1)
- Minimum ESC BMP requirements (4-7)

4-6: Grading Pre-Construction Meeting

- Minimum ESC BMP requirements

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

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

<p><b>*BMP Title:</b> Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance</p>
<p><b>*BMP Description:</b> <u>2-8: Public Complaint Receipt Documentation</u> The City has developed a process to receive public complaints and will document receipt of illicit discharge and construction site runoff violations reported from the public. Each public complaint will be documented and action will be taken if necessary.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p><b>*Measurable Goals:</b> <u>2-8: Public Complaint Receipt and Documentation</u></p> <ul style="list-style-type: none"><li>• Completed public complaint receipt documentation</li><li>• Number of complaints received</li></ul>
<p><b>*Timeline/Implementation Schedule:</b> <u>2-8: Public Complaint Receipt and Documentation</u></p> <ul style="list-style-type: none"><li>• 2003-2011 – Annual receipt and documentation of public complaints and actions taken regarding stormwater noncompliance and illicit discharge</li></ul>
<p><b>Specific Components and Notes:</b> <u>2-8: Public Complaint Receipt and Documentation</u></p> <ul style="list-style-type: none"><li>• Illicit discharge reports</li><li>• Construction site runoff violation reports</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Bret Heitkamp Department: Administration Phone: 763-923-7110 E-mail: bheitkamp@ci.champlin.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

**\*BMP Title:** Establishment of Procedures for Site Inspections and Enforcement

**\*BMP Description:**

4-3: ESC Enforcement Techniques

The City has developed three different types of enforcement techniques to ensure proper BMP installation and maintenance during construction activities: Escrow, Letters of Credit, Performance bonds. The enforcements are included within the plan review procedures and ESC ordinance language.

4-4: Erosion Control Inspection Program-Construction Grading

The City will assess how well they are assuring compliance of the ESC ordinance and minimum BMPs by inspecting developments and redevelopment construction sites within the City. The major goal of this BMP is to require inspections of construction sites at similar standards as the MPCA Construction Storm Water General Permit

4-5: Erosion Control Inspection Program -Building Construction

The City will inspect new building construction to assure it is in compliance with the ESC ordinance and minimum BMPs. The City Building Inspector will incorporate ESC inspections into inspections already being conducted for new building construction. The major goal of this BMP is to require inspections of construction sites at similar standards as the MPCA Construction Storm Water General Permit

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

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

**\*Measurable Goals:**

4-3: ESC Enforcement Techniques

- Amount of escrow dollars
- Number of Letters of Credit
- Amount of performance bonds from developers/contractors used for ESC work

4-4: Erosion Control Inspection Program-Construction Grading

- Number of job sites inspected for ESC
- Number of stop work orders issued

4-5: Erosion Control Inspection Program -Building Construction

- Written City ESC inspection standards for inspector
- Every week or after every 1/2" rain event

**\*Timeline/Implementation Schedule:**

4-3: ESC Enforcement Techniques

- 2003-2011 Continue requirements of enforcement techniques for City Projects

4-4: Erosion Control Inspection Program-Construction Grading

- 2006 Develop and document proper inspection procedures and policies
- 2007 Compare inspection procedures with MPCA standards in the Construction General Permit
- 2008-2011 Annually review and update as needed

4-5: Erosion Control Inspection Program -Building Construction

- 2006 Develop and document proper inspection procedures and policies
- 2007 Compare inspection procedures with MPCA standards in the Construction General Permit
- 2008-2011 Annually review and update as needed

**Specific Components and Notes:**

4-3: ESC Enforcement Techniques

- Escrow for erosion control
- Letter of Credit

4-4: Erosion Control Inspection Program-Construction Grading

- Outsourced for some projects
- In-house for small City projects
- Written City ESC inspection standards for inspector
- Every week or after every 1/2" rain event

4-5: Erosion Control Inspection Program -Building Construction

- Written City ESC inspection standards for inspector
- Every week or after every 1/2" rain event

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

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

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

**\*BMP Description:**

**Structural:**

5-1: Storm Water Pond Design Standards - The City will install ponds according to Storm Water Management Plan (5-3) to store storm water and control outflow on an as-needed basis. These ponds will reduce peak outflow rate, settle particles and associated pollutants as well as allow for pollutant uptake through biological activity.

5-5: Pipe Flow Energy Dissipaters - The City uses pipe flow energy dissipater where necessary to control the strength of water flow and reduce erosion at outfall locations.

**Non-Structural:**

2-1: Volunteer Storm Drain Stenciling - The City implements a volunteer inlet stenciling program which includes material, supplies, and training for proper application. Additionally, the local watershed district has a stenciling program for storm drains within the City.

2-2: Spring Cleanup Day - The City conducts a Spring Cleanup Day each year, which allows citizens to bring non-hazardous waste to the City for a small fee for proper disposal. Additionally, there is a curbside pickup of old appliances. For public awareness, storm water brochures (1-3) will be available to educate citizens on proper lawn care, recycling, and other storm water issues.

2-3: Adopt-a-Park Program - A number of parks are adopted by local citizens and groups which clean up debris from the City parks 3 times a year. Also, the volunteers are provided with a number to call the City if any large maintenance items are discovered or violations occur within the Park. The City will include information on the website and other public educational information material to provide citizen awareness of the program.

6-2: Municipal Street Sweeping Program - This program addresses the City's initiative to keep street debris out of the storm sewer system. City streets are swept to collect debris and litter and prevent it from entering the storm sewer system and downstream water bodies. Specific components of the program are listed below

6-3: Street Deicing Program - The City applies sand and salt to streets during the winter months. Proper handling, storage, and application techniques will be reviewed throughout the permit cycle and an employee training component will be developed during the second year of the permit cycle.

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

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

**\*Measurable Goals:**

**Structural**

5-1: Storm Water Pond Design Standards

- Number of new storm water ponds installed

5-5: Pipe Flow Energy Dissipaters

- Number of pipe flow energy dissipaters installed

**Non Structural**

2-1: Volunteer Storm Drain Stenciling

- Number of storm drains stenciled
- Number of participants in program

2-2: Spring Cleanup Day

- Number of appliances collected
- Amount of non-hazardous waste collected
- Amount of fees collected

2-3: Adopt-a-Park Program

- Number of parks adopted by citizen groups
- Number of groups/participants in program

6-2: Municipal Street Sweeping Program

- Total hours of sweeping
- Number of scheduled road cleanings

6-3: Street Deicing Program

- Number of employees trained on salt application procedures
- Amount of salt used
- Amount of sand used

**\*Timeline/Implementation Schedule:**

**Structural**

5-1: Storm Water Pond Design Standards

- 2003-2011 Annually review plans to determine if storm water pond design is appropriate

5-5: Pipe Flow Energy Dissipaters

- 2003-2011 Annually install pipe flow energy dissipaters when appropriate

**Non-Structural**

2-1: Volunteer Storm Drain Stenciling

- 2003 – Locate possible volunteer groups for stenciling program
- 2004-2011 – Implement program

2-2: Spring Cleanup Day

- 2003-2011 – Annually advertise and conduct cleanup day

2-3: Adopt-a-Park Program

- 2003-2011 – Annually advertise and conduct adopt-a-park program

6-2: Municipal Street Sweeping Program

- 2003-2011 Annually review municipal street sweeping procedures and revise as necessary

6-3: Street Deicing Program

- 2003 Analyze current program and determine possible alternate deicing products or procedures
- 2004 Develop and document salt training program
- 2005-2011 Annually review and update as necessary

**Specific Components and Notes:**

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

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

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

**\*BMP Description:**

5-2: Zoning Ordinance

The City of Champlin uses the zoning ordinance to determine how growth best interfaces with the City's unique natural resources and approved Comprehensive Plan. Minimum setbacks from natural resources, impervious surface regulations for certain districts, and other building requirements allow growth within the City to reflect long-term planning goals.

5-3: Stormwater Management Plan

The City has completed a Storm Water Management Plan, which includes information on the overall physical description of the storm drainage system as well as storm water management BMP's for storm water quality, wetland assessment and classification, and operation, maintenance. Also, a cost analysis of future capital improvement projects are provided which comply with City approved growth and planning.

5-4: Plan Review Process

The plan review process ensures that the review for both new development and re-development provides a gateway for better storm water management and best management practices for implementation. It also ensures the designed practices are functioning to the appropriate level for storm water control. The standards set within the approved SWMP (5-3), zoning ordinance (5-2), and other comprehensive plans are used to determine acceptable land use and permanent storm water BMPs.

5-6 Wetland Buffer Regulations

The current city code of ordinances includes regulations for wetland buffers. The ordinance requires minimum setbacks and other building standards for buffer strips within the city limits and ensures long term maintenance.

5-7: Comprehensive Plan

The City Comprehensive Plan ensures long term planning and organized growth for development or redevelopment. Currently, the City has approved numerous plans, which are shown in the specific components below. The City plans to compile the existing plans and determine appropriate revisions during the Permit Cycle Location(s) in SWPPP of detailed information relating to this BMP:

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

**\*Measurable Goals:**

5-2: Zoning Ordinance

- Number of revisions to zoning ordinance

5-3: Stormwater Management Plan

- Completed Storm Water Management Plan

5-4: Plan Review Process

- Number of plans reviewed for storm water development and redevelopment criteria

5-6 Wetland Buffer Regulations

- Compare City requirements with County, State, and Watershed regulations
- Complete necessary revisions according to 2003 analysis
- Completed Buffer Regulations
- Update Ordinance

5-7: Comprehensive Plan

- Completed Plan

**\*Timeline/Implementation Schedule:**

5-2: Zoning Ordinance

- 2003-2011 Annually review and update as needed

5-3: Stormwater Management Plan

- 2003-2007 Completed BMP
- 2008-2011 Revise or update plan if required by BWSR

5-4: Plan Review Process

- 2003-2011 Annually review plans submitted to the City and revise current review process as necessary

5-6 Wetland Buffer Regulations

- 2003 Compare City requirements with County, State, and Watershed regulations
- 2004 Complete necessary revisions according to 2003 analysis
- 2005 Completed Buffer Regulations
- 2006-2011 Annually review and update as necessary

5-7: Comprehensive Plan

- 2003 Compile existing comprehensive plans
- 2004 Determine appropriate plans for revision
- 2005 Completed Comprehensive Plan
- 2006-2011 Review and update as necessary

**Specific Components and Notes:**

5-4: Plan Review Process

- Coordinate review with appropriate Agencies for threatened or endangered species and historic places and archeological sites.
- Coordinate review with appropriate Agencies for environmental review required by state or federal laws.

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

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

# BMP Summary Sheet

**MS4 Name:**

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

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

<b>*BMP Title:</b> Long-term Operation and Maintenance of BMPs
<b>*BMP Description:</b> <u>5-8: Long Term Maintenance and Operation of Storm Water System</u> The City will operate and maintain all stormwater management facilities to ensure they continue serving their intended function to reduce the discharge of pollutants. Facility inspection and maintenance activities will be coordinated with Pond, Outfall, and Sediment Basin Inspection (6-5), Storm Sewer Maintenance Program (6-8) and MS4 Pollution Control Device Inspection and Maintenance (6-9) BMP's. Implementation of corrective measures will be performed within a year of discovery to the maximum extent practicable.  Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>5-8: Long Term Maintenance and Operation of Storm Water System</u> <ul style="list-style-type: none"><li>• Number inspected</li><li>• Number of repairs, replacements, or maintenance measures</li><li>• Number of employees trained for proper O &amp; M</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>5-8: Long Term Maintenance and Operation of Storm Water System</u> <ul style="list-style-type: none"><li>• 2006 Integrate inspection, operation, and maintenance activities with 6-5, 6-8, and 6-9</li><li>• 2007-2011 Implement corrective measures to the MEP and annually review procedures and revise as needed</li></ul>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Bret Heitkamp Department: Administration Phone: 763-923-7110 E-mail: bheitkamp@ci.champlin.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

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

**\*BMP Description:**

6-1: Municipal Lawn Care maintenance Program

The City maintains its park space, landscaped medians and other municipal landscaped areas to protect water quality. Fertilizer, Pesticide, and herbicide will be applied to municipal lawns using an integrated management approach. The City will review the existing practices and include a training component to educate employees on proper handling, storage, and application of the products.

6-2: Municipal Street Sweeping Program

This program addresses the City's initiative to keep street debris out of the storm sewer system. City streets are swept to collect debris and litter and prevent it from entering the storm sewer system and downstream water bodies. Specific components of the program are listed below.

6-3: Street Deicing Program

The City applies sand and salt to streets during the winter months. Proper handling, storage, and application techniques will be reviewed throughout the permit cycle and an employee training component will be developed during the second year of the permit cycle.

6-4 Sanitary Sewer Maintenance Program

The City maintains the sanitary sewer system to reduce the potential for sanitary sewer overflows. Lines are inspected by televising and cleaned by regular jetting practices.

6-5: Pond, Outfall, and Sediment Basin Inspection

The City will inspect all mapped outfalls, sediment basins, and ponds a minimum of 20% each year on a rotating schedule during permit coverage. The City will also inspect for potential illicit discharges or connections into the storm sewer system during the outfall inspection.

6-6: Fleet and Building Operation and Maintenance Program

Equipment within the City is regularly maintained and inspected for leaks. Also, proper storage and handling of hazardous waste (6-7) is conducted for building operation and maintenance. Protecting against spills and leaks into an MS4 is important to reduce the amount of pollutant runoff into receiving water bodies.

6-7: Hazardous Material Storage and Recycling Program

The City has developed standard procedures for storage, handling and recycling of municipal hazardous waste. Specific components of the program are listed below.

6-8: Storm Sewer Maintenance Program

According to the inspection programs, the City will maintain the current storm sewer system. An employee training component will be included during the second year of the Permit cycle to educate employees on current and new acceptable maintenance procedures.

6-9: MS4 Structural Pollution Control Device Inspection and Maintenance

The City will inspect all mapped structural pollution control devices within the City annually and maintain the system as appropriate. Types of pollution control devices to inspect are listed below in the specific components.

6-10: New Construction and Land Disturbance Operation and Maintenance

The City will develop new construction and land disturbance operation and maintenance procedures for work done by municipal employees. Construction practices required for developers, builders, and contractors within the City will be followed by municipal employees for any work done "in house". An employee training component will be included in this BMP.

6-12: Stockpile, Storage, and Material Handling Program

The City will develop a procedure to identify and manage all exposed stockpiles to insure perimeter controls are in place and to prevent the offsite migration of stockpile material. Storage and material handling areas will be inspected in conjunction with the Hazardous Material Storage and Recycling Program (6-7) and the Fleet and Building Operation and Maintenance Program (6-6).

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

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

**\*Measurable Goals:**

6-1: Municipal Lawn Care maintenance Program

- Amount of fertilizer applied
- Amount of herbicide and pesticide applied
- Number of employees trained

6-2: Municipal Street Sweeping Program

- Total hours of sweeping
- Number of scheduled road cleanings

6-3: Street Deicing Program

- Number of employees trained on salt application procedures
- Amount of salt used
- Amount of sand used

6-4 Sanitary Sewer Maintenance Program

- Footage of sanitary sewer lines jetted each year
- Footage of sanitary sewer lines televised each year

6-5: Pond, Outfall, and Sediment Basin Inspection

- Completed 20% inspection of outfalls, ponds, and basins.

6-6: Fleet and Building Operation and Maintenance Program

- Number of vehicles maintained each year
- Number of employees trained for proper O & M

6-7: Hazardous Material Storage and Recycling Program

- Amount of recycled material each year
- Number of employee training programs

6-8: Storm Sewer Maintenance Program

- Number of employees trained
- Number of Maintenance actions taken on storm sewer system/year

6-9: MS4 Pollution Control Device Inspection and Maintenance

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

6-10: New Construction and Land Disturbance Operation and Maintenance

- Number of employees trained
- Number of land disturbances or construction activity done by municipal employees

6-12: Stockpile, Storage, and Material Handling Program

- Identification of exposed stockpiles
- Coordination of inspection with other programs (6-6) and (6-7)

**\*Timeline/Implementation Schedule:**

6-1: Municipal Lawn Care maintenance Program

- 2003-2011 Collect and review all existing information on municipal training programs, procedures and information and update program as necessary

6-2: Municipal Street Sweeping Program

- 2003-2011 Annually review municipal street sweeping procedures and revise as necessary

6-3: Street Deicing Program

- 2003 Analyze current program and determine possible alternate deicing products or procedures
- 2004 Develop and document salt training program
- 2005-2011 Annually review and update as necessary

6-4 Sanitary Sewer Maintenance Program

- 2003-2011 Annually review existing program and revise as necessary

6-5: Pond, Outfall, and Sediment Basin Inspection

- 2003 Identify all ponds, outfalls, and basins for inspection
- 2004-2011 Annually review and update as necessary

6-6: Fleet and Building Operation and Maintenance Program

- 2003 Document current fleet and building O&M procedures
- 2004 Make appropriate revisions to current program; include an employee training component.
- 2005-2011 Annually review and update as necessary

6-7: Hazardous Material Storage and Recycling Program

- 2003 Establish and document Hazardous Material and Recycling Program
- 2004-2011 Implement program and make revisions as necessary

6-8: Storm Sewer Maintenance Program

- 2003 Develop annual employee training component for storm sewer maintenance and operation
- 2004-5 Determine appropriate inspection program from inspections. Implement training program
- 2006-2011 Implement inspection program

6-9: MS4 Pollution Control Device Inspection and Maintenance

- 2003-2011 Document existing pollution control devices, inspect annually, and maintain as needed

6-10: New Construction and Land Disturbance Operation and Maintenance

- 2003 Provide regular site inspections for City projects
- 2004 Collect documentation for ESC inspections for City projects
- 2005-2011 Analyze current ESC practices and make appropriate adjustments

6-12: Stockpile, Storage, and Material Handling Program

- 2006 Determine locations stockpiles
- 2007 Implement stockpile, storage and material handling program
- 2008-2011 Conduct annual inspections and review and revise program needed

**Specific Components and Notes:**

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

Name: Bret Heitkamp  
Department: Administration  
Phone: 763-923-7110  
E-mail: bheitkamp@ci.champlin.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 Champlin

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

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

<p><b>*BMP Title:</b> Street Sweeping</p>
<p><b>*BMP Description:</b></p> <p><u>6-2: Municipal Street Sweeping Program</u> This program addresses the City's initiative to keep street debris out of the storm sewer system. City streets are swept to collect debris and litter and prevent it from entering the storm sewer system and downstream water bodies. Specific components of the program are listed below</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p><b>*Measurable Goals:</b></p> <p><u>6-2: Municipal Street Sweeping Program</u></p> <ul style="list-style-type: none"><li>• Total hours of sweeping</li><li>• Number of scheduled road cleanings</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>6-2: Municipal Street Sweeping Program</u></p> <ul style="list-style-type: none"><li>• 2003-2011 Annually review municipal street sweeping procedures and revise as necessary</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><u>6-2: Municipal Street Sweeping Program</u></p> <ul style="list-style-type: none"><li>• Spot sweeping when needed</li><li>• Swept prior to water flushing</li><li>• Target areas with dense foliage</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Bret Heitkamp Department: Administration Phone: 763-923-7110 E-mail: bheitkamp@ci.champlin.mn.us</p>

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

<b>*BMP Title:</b> Annual Inspection of All Structural Pollution Control Devices
<b>*BMP Description:</b> <u>6-9: MS4 Structural Pollution Control Device Inspection and Maintenance</u> The City will inspect all mapped structural pollution control devices within the City annually and maintain the system as appropriate. Types of pollution control devices to inspect are listed below in the specific components.  Location(s) in SWPPP of detailed information relating to this BMP: <ul style="list-style-type: none"><li>• The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</li></ul>
<b>*Measurable Goals:</b> <u>6-9: MS4 Structural Pollution Control Device Inspection and Maintenance</u> <ul style="list-style-type: none"><li>• Number of structural pollution control devices</li><li>• Number inspected</li><li>• Number of maintenance actions performed</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>6-9: MS4 Structural Pollution Control Device Inspection and Maintenance</u> <ul style="list-style-type: none"><li>• 2003-2011 Document existing pollution control devices, inspect annually, and maintain as needed</li></ul>
<b>Specific Components and Notes:</b> <u>6-9: MS4 Structural Pollution Control Device Inspection and Maintenance</u> <ul style="list-style-type: none"><li>• Trap manholes</li><li>• Grit chambers</li><li>• Sumps</li><li>• Floatable skimmers and traps</li><li>• Separators</li><li>• Other small settling or filtering devices</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Bret Heitkamp Department: Administration Phone: 763-923-7110 E-mail: bheitkamp@ci.champlin.mn.us

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## BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

<p><b>*BMP Title:</b> Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis</p>
<p><b>*BMP Description:</b></p> <p><u>6-5: Pond, Outfall, and Sediment Basin Inspection</u> The City will inspect all mapped outfalls, sediment basins, and ponds a minimum of 20% each year on a rotating schedule during permit coverage. The City will also inspect for potential illicit discharges or connections into the storm sewer system during the outfall inspection.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p><b>*Measurable Goals:</b></p> <p><u>6-5: Pond, Outfall, and Sediment Basin Inspection</u></p> <ul style="list-style-type: none"><li>• Completed 20% inspection of outfalls, ponds, and basins.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>6-5: Pond, Outfall, and Sediment Basin Inspection</u></p> <ul style="list-style-type: none"><li>• 2003 Identify all ponds, outfalls, and basins for inspection</li><li>• 2004-2011 Annually review and update as necessary</li></ul>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Bret Heitkamp Department: Administration Phone: 763-923-7110 E-mail: <a href="mailto:bheitkamp@ci.champlin.mn.us">bheitkamp@ci.champlin.mn.us</a></p>

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

<b>*BMP Title:</b> Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas
<b>*BMP Description:</b> <u>6-12: Stockpile, Storage, and Material Handling Program</u> The City will develop a procedure to identify and manage all exposed stockpiles to insure perimeter controls are in place and to prevent the offsite migration of stockpile material. Storage and material handling areas will be inspected in conjunction with the Hazardous Material Storage and Recycling Program (6-7) and the Fleet and Building Operation and Maintenance Program (6-6).  Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>6-12: Stockpile, Storage, and Material Handling Program</u> <ul style="list-style-type: none"><li>• Identification of exposed stockpiles</li><li>• Coordination of inspection with other programs (6-6) and (6-7)</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>6-12: Stockpile, Storage, and Material Handling Program</u> <ul style="list-style-type: none"><li>• 2006 Determine locations stockpiles</li><li>• 2007 Implement stockpile, storage and material handling program</li><li>• 2008-2011 Conduct annual inspections and review and revise program needed</li></ul>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Bret Heitkamp Department: Administration Phone: 763-923-7110 E-mail: <a href="mailto:bheitkamp@ci.champlin.mn.us">bheitkamp@ci.champlin.mn.us</a>

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

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

**\*BMP Description:**

6-9 MS4 Pollution Control Device Inspection and Maintenance

The City will inspect all structural pollution control devices within the City annually and maintain the system as appropriate. Types of pollution control devices to inspect are listed below in the specific components.

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

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

**\*Measurable Goals:**

6-9 MS4 Pollution Control Device Inspection and Maintenance

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

**\*Timeline/Implementation Schedule:**

6-9 MS4 Pollution Control Device Inspection and Maintenance

- 2003-2011 Document existing pollution control devices, inspect annually, and maintain as needed.

**Specific Components and Notes:**

6-9 MS4 Pollution Control Device Inspection and Maintenance

- Trap manholes
- Grit chambers
- Sumps
- Floatable skimmers and traps
- Separators
- Other small settling or filtering devices

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

Name: Bret Heitkamp

Department: Administration

Phone: 763-923-7110

E-mail: bheitkamp@ci.champlin.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

<b>*BMP Title:</b> Record Reporting and Retention of All Inspections and Responses to the Inspections
<b>*BMP Description:</b> <u>6-13: Record Keeping and Reporting</u> The City will retain all inspection records and corrective actions for at least three (3) years beyond the expiration of this permit. All records, including the approved SWPPP, will be available to the public at reasonable times during regular business hours after a 7 day advance notice and reasonable charge for requested copies.  Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>6-13: Record Keeping and Reporting</u> <ul style="list-style-type: none"><li>• Develop record keeping procedure</li><li>• Implement record keeping procedure</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>6-13: Record Keeping and Reporting</u> <ul style="list-style-type: none"><li>• 2006 Develop record keeping procedure</li><li>• 2007-2011 Implement record keeping procedure</li></ul>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Bret Heitkamp Department: Administration Phone: 763-923-7110 E-mail: bheitkamp@ci.champlin.mn.us

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# BMP Summary Sheet

**MS4 Name:** City of Champlin

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

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

<p><b>*BMP Title:</b> Evaluation of Inspection Frequency</p>
<p><b>*BMP Description:</b></p> <p><u>6-11: Inspection Frequency</u></p> <p>The City will keep records of inspection results and evaluate the frequency of inspections based on maintenance patterns (6-13). Inspection results will be summarized in the Annual Report. After two years of inspections, if patterns of maintenance become apparent, the frequency of inspections may be adjusted if the following conditions are fulfilled:</p> <ol style="list-style-type: none"><li>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.</li><li>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.</li></ol> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <p>The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.</p>
<p><b>*Measurable Goals:</b></p> <p><u>6-11: Inspection and Frequency</u></p> <ul style="list-style-type: none"><li>• Evaluate inspection records</li><li>• Number inspected</li><li>• Number of inspection modifications</li><li>• Annual Report summary of inspection results</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p><u>6-11: Inspection Frequency</u></p> <ul style="list-style-type: none"><li>• 2006-2011 Evaluate maintenance patterns every two years (2007, 2009, and 2011) and modify inspection frequency as required.</li></ul>
<p><b>Specific Components and Notes:</b></p> <p><u>6-11: Inspection Frequency</u></p> <ul style="list-style-type: none"><li>• Long-Term Operation and Maintenance of Stormwater System (5-8)</li><li>• Pond, Outfall, and Sediment Basin Inspection (BMP 6-5)</li><li>• Storm Sewer Maintenance Program (6-8)</li><li>• MS4 Pollution Control Device Inspection and Maintenance (6-9)</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Bret Heitkamp Department: Administration Phone: 763-923-7110 E-mail: <a href="mailto:bheitkamp@ci.champlin.mn.us">bheitkamp@ci.champlin.mn.us</a></p>

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## Additional BMP Summary Sheet

**MS4 Name:** City of Champlin

**Permit Condition:** IX-C.H

**Unique BMP Identification Number:** 7

<b>*BMP Title:</b> Discharge Affecting Source Water Protection Areas
<b>*BMP Description:</b> <u>BMP 7-1: Discharge affecting Source Water Protection Areas</u> The Minnesota Department of Health has approved a Part I and Part II Wellhead Protection Plan (WPP) for the City including the necessary map illustrating the wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330. Identify vulnerable drinking water supply management areas and source water protection areas for surface intakes within the City and implement strategies to protect them from stormwater water discharges as per the approved WPP.  The City plans to determine if City jurisdictional area includes land within the source water protection area for surface water intakes identified in the source water assessments conducted by the Mn Dept. of Health under the federal Safe Drinking Water Act, U.S.C. 300j-13. If so, the City will work with the appropriate organizations to address potential impacts to the areas to the MEP and revise the SWPPP accordingly. Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.
<b>*Measurable Goals:</b> <u>BMP 7-1: Discharge affecting Source Water Protection Areas</u> <ul style="list-style-type: none"><li>• Continue implementation of Wellhead Protection Plan as approved by MDH.</li><li>• Determine areas within the source water protection area for surface water intakes identified in the source water assessments conducted by the Mn Dept. of Health under the federal Safe Drinking Water Act, U.S.C. 300j-13.</li><li>• Coordinate with appropriate organizations and revise SWPPP accordingly.</li></ul>
<b>*Timeline/Implementation Schedule:</b> <u>BMP 7-1: Discharge affecting Source Water Protection Areas</u> <ul style="list-style-type: none"><li>• 2006-2011 Continue implementation of Wellhead Protection Plan as approved by MDH.</li><li>• 2006-2011 Coordinate with appropriate organizations and revise SWPPP accordingly</li><li>• According to MDH Schedule: Determine areas within the source water protection area for surface water intakes identified in the source water assessments conducted by the Mn Dept. of Health under the federal Safe Drinking Water Act, U.S.C. 300j-13.</li></ul>
<b>Specific Components and Notes:</b> <u>BMP 7-1: Discharge affecting Source Water Protection Areas</u> <ul style="list-style-type: none"><li>• Cooperate with adjacent municipalities or organizations to protect other MDH identified high or moderate vulnerable areas to storm sewer runoff when they are found to overlap the City's jurisdictional boundary.</li></ul>
<b>*Responsible Party for this BMP:</b> Name: Bret Heitkamp Department: Administration Phone: 763-923-7110 E-mail: bheitkamp@ci.champlin.mn.us

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

# Additional BMP Summary Sheet

**MS4 Name:** City of Champlin

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

**Unique BMP Identification Number:** 8

**BMP Title:** Impaired Waters Review Process

## **BMP Description:**

The City of Champlin intends to fully comply with all waste load allocation(s) and schedule(s) requirement(s) set forth in the USEPA approved TMDL implementation plan(s) that receive stormwater drainage from the City's MS4 system. If the City determines that their MS4 SWPPP does not meet the applicable waste load allocation(s), schedule(s), and objectives of the TMDL, the City will make the appropriate modifications to their SWPPP within 18 months after the TMDL waste load allocation is approved.

The City will also review all discharges from our MS4 system to newly listed impaired water(s) that do not currently have a USEPA approved TMDL final implementation plan, pursuant to section IV.D. of the MS4 General Permit, and as defined by the current USEPA approved 303(d) list.

In this impaired waters review, the City of Champlin will:

1. **Identify Impaired Waters:** The City will utilize the current year's approved Section 303(d) list of impaired waters to identify all impaired waters that are located within one mile of the City's MS4 boundaries that receive stormwater discharge(s).
2. **Locate stormwater discharge(s) to Impaired Waters:** The City will delineate the minor subwatershed(s) that contribute discharge(s) to each impaired water body identified in Step 1. The City will then utilize a combination of storm sewer maps, historical inspection records, field surveys, the Storm Water Management Plan and any additional pertinent information to identify all potential stormwater discharges and pollutant sources contributing to the impairment(s).
3. **Evaluation of Potential Stormwater Impact(s) to Impaired Water(s):** The City will evaluate the hydrology, land use and other characteristics of the minor subwatershed(s) to determine if revisions to the City's MS4 SWPPP are warranted to reduce impacts from the City's MS4 system. If such revisions are deemed necessary, the City will modify our SWPPP and submit those modifications to the MPCA with the current year's annual report. In our review, we will consider timing and costs. 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.
4. **Impaired Waters Report:** The City will prepare a narrative summary of this evaluation process, supporting maps, and any associated SWPPP revisions (if any) that were made.

## **Measurable Goals:**

- Establish a baseline of information– 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 (within 5 miles) 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 waters, and delineated watershed(s) that may contribute to the impairment
- Complete 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. **2008-2010:** Annually identify all impaired waters and associated USEPA-approved TMDL waste load allocations (if any) from the approved Section 303(d) list of impaired waters. Determine if MS4 SWPPP complies with the waste load allocation(s), schedule(s), and objectives of the approved TMDL implementation plan(s). Modify the SWPPP within 18 months after each TMDL waste load allocation is approved (if applicable). Repeat annually for newly listed section 303(d) listings and USEPA-approved TMDL waste load allocations (if any).
2. **2010 - May 31, 2011:** If no TMDL waste load implementation plan exists, complete steps 1-4 for each approved Section 303(d) impaired water located within five miles of the City's MS4 boundaries that receive stormwater discharges.

**Specific Components and Notes:**

**Responsible Party for this BMP:**

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