

# BMP Summary Sheet

**MS4 Name:** City of Edina

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

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

<b>*BMP Title:</b> Municipal Operations and Maintenance Program												
<p><b>*BMP Description:</b></p> <p>The City will implement the Stormwater Management and Maintenance programs identified within the City's Comprehensive Water Resources Management Plan (CWRMP) and as specified in BMPs 1c-6, 3c-1, 6a-2, and 6b-2 through 6b-9 for City employees. The City will also provide training materials and workshops to City staff to help reduce stormwater pollution caused from park maintenance, fleet and building maintenance, new construction and land disturbances, outfall inspections, and storm sewer system maintenance.</p> <p><u>Target Audience:</u> City staff</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 6</p>												
<p><b>*Measurable Goals:</b></p> <p>The goal of this BMP will be met if the City implements the stormwater management and maintenance programs of the Comprehensive Water Resources Management Plan.</p>												
<p><b>*Timeline/Implementation Schedule:</b></p> <ol style="list-style-type: none"> <li>1. The City will continue to implement the CWRMP stormwater management and maintenance programs beginning through the expiration of this permit, May 31, 2011.</li> <li>2. The City will also review and revise (if necessary) plan components annually, in 2009 through May 31, 2011.</li> </ol>												
<p><b>Specific Components and Notes:</b></p> <p>Comprehensive Water Resources Management Plan</p>												
<p><b>*Responsible Party for this BMP:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Name: Wayne Houle</td> <td style="width: 33%;">John Keprios</td> <td style="width: 33%;">Roger Glanzer</td> </tr> <tr> <td>Department: Public Works Director/City Eng.</td> <td>Dir. of Parks/Recreation</td> <td>Utility Superintendent</td> </tr> <tr> <td>Phone: 952-826-0443</td> <td>952-826-0430</td> <td>952-826-0390</td> </tr> <tr> <td>E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a></td> <td><a href="mailto:jkeprios@ci.edina.mn.us">jkeprios@ci.edina.mn.us</a></td> <td><a href="mailto:rglanzer@ci.edina.mn.us">rglanzer@ci.edina.mn.us</a></td> </tr> </table>	Name: Wayne Houle	John Keprios	Roger Glanzer	Department: Public Works Director/City Eng.	Dir. of Parks/Recreation	Utility Superintendent	Phone: 952-826-0443	952-826-0430	952-826-0390	E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a>	<a href="mailto:jkeprios@ci.edina.mn.us">jkeprios@ci.edina.mn.us</a>	<a href="mailto:rglanzer@ci.edina.mn.us">rglanzer@ci.edina.mn.us</a>
Name: Wayne Houle	John Keprios	Roger Glanzer										
Department: Public Works Director/City Eng.	Dir. of Parks/Recreation	Utility Superintendent										
Phone: 952-826-0443	952-826-0430	952-826-0390										
E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a>	<a href="mailto:jkeprios@ci.edina.mn.us">jkeprios@ci.edina.mn.us</a>	<a href="mailto:rglanzer@ci.edina.mn.us">rglanzer@ci.edina.mn.us</a>										

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# BMP Summary Sheet

**MS4 Name:** City of Edina

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

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

<b>*BMP Title:</b> Street Sweeping**								
<b>*BMP Description:</b> The City will brush or vacuum sweep streets a minimum of twice annually in an effort to reduce the amount of sediment and trash from reaching the storm sewer system and Water Resources.  Location(s) in SWPPP of detailed information relating to this BMP: Index Page 6: BMP ID No. 6a-2 Street Sweeping – Record of Activities Completed								
<b>*Measurable Goals:</b> The City will continue recording the frequency and miles of streets that are swept, per sweeping occurrence. The goal of this BMP will be met if the City conducts two street sweeping occurrences per year.								
<b>*Timeline/Implementation Schedule:</b> Street sweeping will continue annually through the expiration of this permit, May 31, 2011.								
<b>Specific Components and Notes:</b>								
<b>*Responsible Party for this BMP:</b> <table><tr><td>Name: Wayne Houle</td><td>Steve Johnson</td></tr><tr><td>Department: Public Works Director/City Engineer</td><td>Public Works Coordinator</td></tr><tr><td>Phone: 952-826-0443</td><td>952-826-0301</td></tr><tr><td>E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a></td><td><a href="mailto:sjohnson@ci.edina.mn.us">sjohnson@ci.edina.mn.us</a></td></tr></table>	Name: Wayne Houle	Steve Johnson	Department: Public Works Director/City Engineer	Public Works Coordinator	Phone: 952-826-0443	952-826-0301	E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a>	<a href="mailto:sjohnson@ci.edina.mn.us">sjohnson@ci.edina.mn.us</a>
Name: Wayne Houle	Steve Johnson							
Department: Public Works Director/City Engineer	Public Works Coordinator							
Phone: 952-826-0443	952-826-0301							
E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a>	<a href="mailto:sjohnson@ci.edina.mn.us">sjohnson@ci.edina.mn.us</a>							

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**BMP Summary Sheet Page 2**

**Responsible Person:**

Name:	Wayne Houle	Steve Johnson
Title:	Public Works Director/City Engineer	Public Works Coordinator
Phone:	952-826-0443	952-826-0301
E-mail:	<a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a>	<a href="mailto:sjohnson@ci.edina.mn.us">sjohnson@ci.edina.mn.us</a>

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

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

\_\_\_\_\_  
Signature of Responsible Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# BMP Summary Sheet

**MS4 Name:** City of Edina

**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> The City Public Works Department will inspect all identified structural pollution control devices on City property and right-of-ways , and prescribe a maintenance schedule as necessary. Newly constructed and rebuild structural pollution control devices will be added to the storm sewer map (BMP summary sheet 3a-1) and inspected within one year of post construction.  Location(s) in SWPPP of detailed information relating to this BMP: Index Page 6: BMP ID No. 6b-2 Annual Inspection of All Structural Pollution Control Devices – Record of Activities Completed
<b>*Measurable Goals:</b> The City will document inspections, repairs, and maintenance projects of its structural pollution control devices. The goal of this BMP will be met if the City conducts and documents inspections of structural pollution control devices a minimum of once per year.
<b>*Timeline/Implementation Schedule:</b> This activity will continue annually through the expiration of this permit, May 31, 2011.
<b>Specific Components and Notes:</b> Comprehensive Water Resources Management Plan
<b>*Responsible Party for this BMP:</b> Name: Wayne Houle Department: Public Works Director/City Engineer Phone: 952-826-0443 E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a>

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# BMP Summary Sheet

**MS4 Name:** City of Edina

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

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

<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
<b>*BMP Description:</b> The City will inspect all mapped outfalls, sediment basins and ponds within the City's storm sewer system. The results of these inspections will be compiled in a report which will include sediment levels, watershed information and recommended maintenance and maintenance schedules. Please refer to BMP Summary Sheet 5c-1 for the long-term operation and maintenance of stormwater facilities in new development and redevelopment.  Location(s) in SWPPP of detailed information relating to this BMP: Index Page 6: BMP ID No. 6b-3 Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis – Record of Activities Completed
<b>*Measurable Goals:</b> The City will inspect all mapped outfalls, sediment basins, and ponds a minimum of 20% each year (on a rotating schedule during the permit coverage) and record the physical condition of each inspected outfall or pond. The goal of this BMP will be met if the City inspects 20% of all known MS4 outfalls, sediment basins, and ponds per year.
<b>*Timeline/Implementation Schedule:</b> This activity will continue annually through the expiration of this permit, May 31, 2011.
<b>Specific Components and Notes:</b> Comprehensive Water Resources Management Plan
<b>*Responsible Party for this BMP:</b> Name: Wayne Houle Department: Public Works Director/City Engineer Phone: 952-826-0443 E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a>

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# BMP Summary Sheet

**MS4 Name:** City of Edina

**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> City staff will annually locate and inspect all exposed stockpiles and storage/material handling areas located on City owned properties. All existing onsite BMP's will be inspected for conformance to NPDES Phase II permit requirements. Any identified erosion control issues will be corrected and documented per NPDES Phase II standards.  Location(s) in SWPPP of detailed information relating to this BMP: Index Page 6: BMP ID No. 6b-4 Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas – Record of Activities Completed
<b>*Measurable Goals:</b> City staff will locate and inspect all exposed stockpiles and storage/material handling areas on City owned properties. The goal of this BMP will be met if the City locates and inspects all exposed stockpiles and storage/material handling areas on City property a minimum of once each year.
<b>*Timeline/Implementation Schedule:</b> Locate and inspect all exposed stockpile, storage and material handling areas located on City-owned properties, record inspections, correct and document all remedial actions a minimum of once per year. Beginning in 2007 and continue annually through May 31, 2011.
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Wayne Houle Department: Public Works Director/City Engineer Phone: 952-826-0443 E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a>

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# BMP Summary Sheet

**MS4 Name:** City of Edina

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

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

<p><b>*BMP Title:</b> Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures</p>
<p><b>*BMP Description:</b></p> <p>The City will determine whether repair, replacement, or maintenance measures are necessary from evaluating inspection reports and other pertinent information. All corrective maintenance, repair, and/or replacement measures will be documented and recorded by the City's public works staff.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 6: BMP ID No. 6b-5 Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures – Record of Activities Completed</p>
<p><b>*Measurable Goals:</b></p> <p>The City will determine whether repair, replacement, or maintenance measures are necessary from evaluating inspection reports and other pertinent information. The goal of this BMP will be met if the City evaluates inspections reports and other information a minimum of once per year.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>This activity is currently implemented and will be updated annually through the life of this permit, May 31, 2011.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: Wayne Houle Department: Public Works Director/City Engineer Phone: 952-826-0443 E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a></p>

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# BMP Summary Sheet

**MS4 Name:** City of Edina

**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> The Public Works Director will retain all records of inspection, maintenance, and corrective actions of the City's storm water system. Records will be available, by request, to the public upon approval by the Public Works Director.  Location(s) in SWPPP of detailed information relating to this BMP: Index Page 6: BMP ID No. 6b-6 Record Reporting and Retention of All Inspections and Responses to the Inspections – Record of Activities Completed
<b>*Measurable Goals:</b> The City will retain all records of inspection, maintenance, and corrective actions of the City's stormwater system. The goal of this BMP will be met if the City retains these records for a period of three years past the expiration of this permit.
<b>*Timeline/Implementation Schedule:</b> The activity was established in 2004 and will be updated annually throughout the life of this permit, May 31, 2011.
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Wayne Houle Department: Public Works Director/City Engineer Phone: 952-826-0443 E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a>

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## BMP Summary Sheet

**MS4 Name:** City of Edina

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

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

<b>*BMP Title:</b> Evaluation of Inspection Frequency
<b>*BMP Description:</b> The City will retain records of inspection results and any maintenance performed or recommended. After 2 years of inspections, if patterns of maintenance become apparent, the frequency of inspections may be adjusted at the discretion of the Public Works Director given the following conditions are fulfilled: <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> Location(s) in SWPPP of detailed information relating to this BMP: Index Page 6: BMP ID No. 6b-7 Evaluation of Inspection Frequency – Record of Activities Completed
<b>*Measurable Goals:</b> The City will retain the records of inspection results and any maintenance performed or recommended. The goal of this BMP will be met if the City evaluates the inspection records after two years of conducting inspections.
<b>*Timeline/Implementation Schedule:</b> The activity will continue to be annually evaluated through the expiration of this permit, May 31, 2011.
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Wayne Houle Department: Public Works Director/City Engineer Phone: 952-826-0443 E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a>

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## Additional BMP Summary Sheet

**MS4 Name:** City of Edina

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

**Unique BMP Identification Number:** 6b-8

<b>*BMP Title:</b> Landscaping and Lawn Care Practices Review		
<b>*BMP Description:</b> The City will annually review and, if necessary, adjust its current practices in the use of fertilizer, pesticide and herbicide application, mowing and discharge operations, grass clipping collection, mulching and composting.  Location(s) in SWPPP of detailed information relating to this BMP: Index Page 6: BMP ID No. 6b-8 Landscaping and Lawn Care Practices Review – Record of Activities Completed		
<b>*Measurable Goals:</b> The City will annually document the results of the review and the number of staff who receive training. Success will be defined as adjusting current practices if necessary.		
<b>*Timeline/Implementation Schedule:</b> This BMP began in 2004 and will continue through the life of this permit, May 31, 2011.		
<b>Specific Components and Notes:</b>		
<b>*Responsible Party for this BMP:</b>		
Name: Wayne Houle	John Keprios	Roger Glanzer
Department: Public Works Director/City Eng.	Dir. of Parks/Recreation	Utility Superintendent
Phone: 952-826-0443	952-826-0430	952-826-0390
E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a>	<a href="mailto:jkeprios@ci.edina.mn.us">jkeprios@ci.edina.mn.us</a>	<a href="mailto:rglanzer@ci.edina.mn.us">rglanzer@ci.edina.mn.us</a>

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## Additional BMP Summary Sheet

**MS4 Name:** City of Edina

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

**Unique BMP Identification Number:** 6b-9

<b>*BMP Title:</b> Road Salt Application Review								
<b>*BMP Description:</b> The City will review the practices and policies of road salt applications such as alternative products, calibration of equipment, inspection of vehicles and staff training.  Location(s) in SWPPP of detailed information relating to this BMP: Index Page 6: BMP ID No. 6b-9 Road Salt Application Review – Record of Activities Completed								
<b>*Measurable Goals:</b> The City will record the annual activities of the salt distribution program. Success will be defined as adjusting current practices as necessary.								
<b>*Timeline/Implementation Schedule:</b> This activity will be conducted annually beginning 2006 through the life of this permit, May 31, 2011.								
<b>Specific Components and Notes:</b>								
<b>*Responsible Party for this BMP:</b> <table style="width: 100%; border: none;"><tr><td style="width: 50%;">Name: Wayne Houle</td><td style="width: 50%;">Steve Johnson</td></tr><tr><td>Department: Public Works Director/City Engineer</td><td>Public Works Coordinator</td></tr><tr><td>Phone: 952-826-0443</td><td>952-826-0301</td></tr><tr><td>E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a></td><td><a href="mailto:sjohnson@ci.edina.mn.us">sjohnson@ci.edina.mn.us</a></td></tr></table>	Name: Wayne Houle	Steve Johnson	Department: Public Works Director/City Engineer	Public Works Coordinator	Phone: 952-826-0443	952-826-0301	E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a>	<a href="mailto:sjohnson@ci.edina.mn.us">sjohnson@ci.edina.mn.us</a>
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Department: Public Works Director/City Engineer	Public Works Coordinator							
Phone: 952-826-0443	952-826-0301							
E-mail: <a href="mailto:whoule@ci.edina.mn.us">whoule@ci.edina.mn.us</a>	<a href="mailto:sjohnson@ci.edina.mn.us">sjohnson@ci.edina.mn.us</a>							



## Additional BMP Summary Sheet

**MS4 Name:** City of Edina

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

**Unique BMP Identification Number:** 6b-10

<b>*BMP Title:</b> Backwash Recycle Tanks
<b>*BMP Description:</b> <p>The City will construct backwash recycle tanks at water treatment plants #2, #3, and #4. Backwash water recycle tanks will collect the backwash water, which now flows to the storm water system. The backwash water will stay in the tanks until the suspended solids settle out, then will be retreated and put into the potable water supply. The settled solids will be discharged to the sanitary sewer system. Each plant will have an emergency overflow point in the recycling tanks, which will enter the same storm sewer system to which each plant currently discharges. The overflow points will be locked controlled discharges.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 6: BMP ID No. 6b-9 Backwash Recycle Tanks – Record of Activities Completed</p>
<b>*Measurable Goals:</b> <p>The City will submit Quarterly Wastewater Treatment Discharge Monitoring Reports as a No Discharge. Any release to the storm water system will immediately be reported to the MN Department of Public Safety Duty Officer; and collect representative samples of the release. A follow-up report of the release will be submitted to the MPCA. Success of this BMP is defined as submitting the Quarterly Wastewater Treatment Discharge Monitoring Reports.</p>
<b>*Timeline/Implementation Schedule:</b> <p>The City will complete the construction all three backwash water tanks by June 30, 2007. Quarterly Wastewater Treatment Discharge Monitoring Reports will be submitted beginning September 2007 through the life of this permit, May 31, 2011.</p>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: Roger Glanzer Department: Utility Superintendent Phone: 952-826-0311 E-mail: rglanzer@ci.edina.mn.us

**BMP Summary Sheet Page 2**

**Responsible Person:**

Name: Roger Glanzer  
Title: Utility Superintendent  
Phone: 952-826-0311  
E-mail: rglanzer@ci.edina.mn.us

**BMP ID No. 6b-10 Backwash Recycle Tanks**  
**Record of Activities Completed:**

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

\_\_\_\_\_  
Signature of Responsible Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date