

# BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Distribute Educational Materials</p>
<p><b>*BMP Description:</b></p> <p>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. This publication will be distributed through City mailings, workshops, presentations, website postings, and newsletters.</p> <p>The City will begin working collaboratively with the Rice Creek Watershed District and Anoka Conservation District in distributing educational materials and outreach programs. Programs will consist of website development, public presentations, storm water educational materials, etc.</p> <p><b>Education Goal:</b> This program is designed to develop an understanding of storm water impacts and the City's SWPPP, and preventative measures the public can implement to reduce and prevent storm water pollution.</p> <p><b>Audience:</b> This activity will be directed to all City residents, property owners, and business owners within the urbanized area.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 1: BMP ID No. 1a-1 Distribute Educational Materials – Record of Activities Completed.</p>
<p><b>*Measurable Goals:</b></p> <p>The City will document the number of publications and households served by publication. The effectiveness of this BMP will be measured by the number of articles and brochures published in newsletters, distributed via City mailings/website and RCWD workshops, and visits to the City's website. Success of this BMP is defined as developing then implementing the educational activities schedule and distributing/hosting a minimum of four educational materials, workshops, or presentations per year.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Implementation of this BMP will coincide with BMP summary sheet 1b-1.</p>
<p><b>Specific Components and Notes:</b></p> <p>Please note that educational samples may be included in each annual report. Information may be added or modified to the website as necessary.</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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

**BMP Summary Sheet Page 2**

**Responsible Person:**

Name: James Keinath  
Title: City Administrator  
Phone: 763-784-5895  
E-mail: [jkeinath@ci.circle-pines.mn.us](mailto:jkeinath@ci.circle-pines.mn.us)

**BMP ID No. 1a-1 Distribute Educational Materials**

**Record of Activities Completed:**

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Implement an Education Program</p>								
<p><b>*BMP Description:</b></p> <p>The City or its designee will develop then distribute educational material and present an overview of the MS4 program and 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.</p> <p>The City Administrator will also designate a City staff person responsible for all storm water education and outreach within the City. Responsibilities will consist of:</p> <ol style="list-style-type: none"> <li>1. Develop educational activities schedule and materials (webpage development, brochures, articles, presentations, workshops, etc.)</li> <li>2. Collaborate the implementation of educational activities and outreach programs with Rice Creek Watershed District and Anoka Conservation District.</li> <li>3. Determine annual funding for educational activities schedule.</li> <li>4. Annually implement the educational activities schedule.</li> </ol> <p>Location(s) in SWPPP of detailed information relating to this BMP:            Index Page 1: BMP ID No. 1b-1 Implement an Education Program – Record of Activities Completed.</p>								
<p><b>*Measurable Goals:</b></p> <p>The City will document the number of attendees at each scheduled activity (public meeting, workshop, presentation, website visits, etc.) as a way to measure the effectiveness of each activity. The City will then review the effectiveness of each activity in determining the following year’s educational activities. Success of this BMP will be defined as completing the implementation schedule and annually reviewing and revising (if applicable) the educational activities schedule.</p>								
<p><b>*Timeline/Implementation Schedule:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 5px;">Designate a City staff person responsible for all storm water education and outreach.</td> <td style="text-align: right; padding: 5px;">January 1, 2007</td> </tr> <tr> <td style="padding: 5px;">Coordinate educational efforts with RCWD/ACD and prepare an educational activities schedule and determine the amount of funding needed annually for educational outreach/training.</td> <td style="text-align: right; padding: 5px;">February 1, 2007</td> </tr> <tr> <td style="padding: 5px;">After allocation of funds, secure City Council/City Administrator approval for appropriate allocation of storm water utility fees. Begin implementing educational activities schedule.</td> <td style="text-align: right; padding: 5px;">March 1, 2007</td> </tr> <tr> <td style="padding: 5px;">Review and revise educational activities schedule and funding. Distribute/host a minimum of four educational materials or workshops per year.</td> <td style="text-align: right; padding: 5px;">Annually- January 1, 2008 through 2011</td> </tr> </table>	Designate a City staff person responsible for all storm water education and outreach.	January 1, 2007	Coordinate educational efforts with RCWD/ACD and prepare an educational activities schedule and determine the amount of funding needed annually for educational outreach/training.	February 1, 2007	After allocation of funds, secure City Council/City Administrator approval for appropriate allocation of storm water utility fees. Begin implementing educational activities schedule.	March 1, 2007	Review and revise educational activities schedule and funding. Distribute/host a minimum of four educational materials or workshops per year.	Annually- January 1, 2008 through 2011
Designate a City staff person responsible for all storm water education and outreach.	January 1, 2007							
Coordinate educational efforts with RCWD/ACD and prepare an educational activities schedule and determine the amount of funding needed annually for educational outreach/training.	February 1, 2007							
After allocation of funds, secure City Council/City Administrator approval for appropriate allocation of storm water utility fees. Begin implementing educational activities schedule.	March 1, 2007							
Review and revise educational activities schedule and funding. Distribute/host a minimum of four educational materials or workshops per year.	Annually- January 1, 2008 through 2011							
<p><b>Specific Components and Notes:</b></p>								
<p><b>*Responsible Party for this BMP:</b></p> <p style="margin-left: 20px;">Name: James Keinath            Department: City Administrator            Phone: 763-784-5895            E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>								

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**BMP Summary Sheet Page 2**

**Responsible Person:**

Name: James Keinath  
Title: City Administrator  
Phone: 763-784-5895  
E-mail: [jkeinath@ci.circle-pines.mn.us](mailto:jkeinath@ci.circle-pines.mn.us)

**BMP ID No. 1b-1 Implement an Education Program**  
**Record of Activities Completed:**

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Education Program: Public Education and Outreach Program</p>
<p><b>*Audience(s) Involved:</b> All City residents, property owners, and business owners.</p>
<p><b>*Educational Goals for Each Audience:</b> The City or its designee will raise awareness to the audiences involved by providing information on stormwater 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.</p>
<p><b>*Activities Used to Reach Educational Goals:</b></p> <ol style="list-style-type: none"><li>1. <u>Printed Brochures</u>: Educational brochures will encourage best management practices, increase awareness of non-point source pollution, and provide local contact information for residents to request further information on specific stormwater topics.</li><li>2. <u>Collaborate with Rice Creek Watershed District</u>: The designated city staff person will coordinate with the Rice Creek Watershed District in distributing educational materials and outreach programs. Programs will consist of website development, public presentations, storm water educational materials, etc.</li></ol>
<p><b>*Activity Implementation Plan:</b></p> <ol style="list-style-type: none"><li>1. <u>Printed Brochures</u>: Will be available at City Hall and on the City's webpage beginning March 1, 2007. The effectiveness of this activity will be measured by the number of website hits annually.</li><li>2. <u>Collaborate With Rice Creek Watershed District</u>: Implementation of educational activities will begin on March 1, 2007. Specific activities will follow the educational activities schedule as determined by the City. The effectiveness of this activity will be measured by distributing two printed educational materials to residents and business owners annually.</li><li>3. <u>Educational Activities Schedule</u>: Refer to BMP sheet 1b-1.</li></ol> <p>Refer to BMP summary sheet 1b-1 timeline/implementation schedule.</p>
<p><b>*Performance Measures:</b> The City will document the number of attendees at each scheduled activity (public meeting, workshop, presentation, etc.) and requests for printed brochures, as a way to measure the effectiveness of each activity used. The City will then review the effectiveness of each activity used in determining the following year's educational activities. Success of this BMP will be defined as annually reviewing and revising (if applicable) the educational activities schedule.</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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**BMP Summary Sheet Page 2**

**Responsible Person:**

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

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<b>*BMP Title:</b> Education Program: Public Participation
<b>*Audience(s) Involved:</b> City of Circle Pines residents.
<b>*Educational Goals for Each Audience:</b> 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 and business owners.
<b>*Activities Used to Reach Educational Goals:</b> Public presentations on storm water quality issues, workshops and/or hands-on demonstrations of non-point pollution sources, BMPs, and behavior changes residents can implement to reduce or prevent stormwater pollution.  Specific activities will be scheduled by City staff with collaboration from the Rice Creek Watershed District and Anoka Conservation District. Program information and objectives will vary year to year.
<b>*Activity Implementation Plan:</b> Implementation of this BMP will coincide with BMP summary sheet 1b-1.
<b>*Performance Measures:</b> This BMP will be measured by the City recording the number of participants at each scheduled educational activity. The level of participation at each educational activity will determine future activity schedules. Success of this BMP will be defined by increasing awareness of the SWPPP program, benefits to local residents, and documenting the number of participants for each scheduled activity.
<b>*Responsible Party for this BMP:</b> Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a>

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**BMP Summary Sheet Page 2**

**Responsible Person:**

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

**Record of Activities Completed:**

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<b>*BMP Title:</b> Education Program: Illicit Discharge Detection and Elimination	
<b>*Audience(s) Involved:</b> City of Circle Pines residents, City staff, and the general public.	
<b>*Educational Goals for Each Audience:</b> The City or its designee will increase the public's awareness of the potential sources and negative effects of illicit non-storm water discharges, as well as alternative uses for unwanted materials by providing information on recycling options, services, and programs within the City, such as drop-off sites for household hazardous waste. The City will also review the current educational activities undertaken by its staff to identify, prevent and correct illicit discharges from daily public works activities and other general City operations. These activities may include, but are not limited to, distributing educational brochures, newsletters, videos, and workshops. The City will train staff, implement procedures, and incorporate best management practices in the handling of hazardous materials used by City staff.	
<b>*Activities Used to Reach Educational Goals:</b> <u>Distribute Educational Material:</u> The City will distribute illicit discharge, household hazardous waste, and recycling program literature to residents a minimum of one time annually through City newsletters, utility bill inserts, and continuously on the City's Storm Water website.  <u>Staff Education:</u> The City will also review the current educational activities undertaken by its staff to identify, prevent and correct illicit discharges from daily public works activities and other general City operations. These educational activities may include, but are not limited to, videos, training, and workshops. The City will train staff, implement procedures, and incorporate best management practices in the handling of hazardous materials used by all City staff.	
<b>*Activity Implementation Plan:</b>	
Provide educational activities to City staff a minimum of one time annually.	January 1, 2007 through May 31, 2011
Distribute illicit discharge educational material to the public a minimum of one time annually.	January 1, 2007 through May 31, 2011
<b>*Performance Measures:</b> The City will record all comments received, requests for information, and complaints regarding potential illicit discharge (refer to MCM #3).  The City will continue to annually review the educational content of printed literature for adequacy and update as necessary. Educational material, presentations, and requests for additional information will be distributed and recorded through the life of this permit, May 31, 2011.	
<b>*Responsible Party for this BMP:</b>	
Name: James Keinath	
Department: City Administrator	
Phone: 763-784-5895	
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**BMP Summary Sheet Page 2**

**Responsible Person:**

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Title: City Administrator  
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**BMP ID No. 1c-3 Education Program: Illicit Discharge Detection and Elimination**  
**Record of Activities Completed:**

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<b>*BMP Title:</b> Education Program: Construction Site Run-off Control
<b>*Audience(s) Involved:</b> City staff and contractors performing work within the City.
<b>*Educational Goals for Each Audience:</b> <ol style="list-style-type: none"><li>1. <u>Contractors:</u> Increased awareness of construction site runoff and review of project specific erosion control BMPs.</li><li>2. <u>City Staff:</u> Introduce new ideas relating to construction site pollution prevention, develop an understanding of the SWPPP, and increase the knowledge of specific NPDES construction permit and city ordinance requirements.</li><li>3. Review of erosion control plans and project specific SWPPP for construction projects requiring a City grading permit.</li></ol>
<b>*Activities Used to Reach Educational Goals:</b> <ol style="list-style-type: none"><li>1. <u>Staff Training:</u> Provide training on how to prevent soil erosion on a construction site, proper erosion control and inspection, and review the components of the storm water pollution prevention plan (SWPPP).</li><li>2. <u>Plan Review/On-site Pre-Construction Meetings with Contractors:</u> City staff will meet with contractors prior to the start of construction projects to discuss implementing project specific BMP's, requirements of the NPDES construction permit/project SWPPP, City and NPDES standards for erosion control monitoring, site inspections, and violations.</li></ol>
<b>*Activity Implementation Plan:</b> <ol style="list-style-type: none"><li>1. <u>Staff Training:</u> Provide training on how to prevent soil erosion on a construction site, proper erosion control and inspection, and review the components of the storm water pollution prevention plan (SWPPP).</li><li>2. The City will begin documenting all staff training on January 1, 2007 through May 31, 2011.</li></ol>
<b>*Performance Measures:</b> <p>Document the number of educational materials distributed/requested, preconstruction meetings, and presentations/workshops/field training attended by City staff. Pre-construction meetings may be required by City staff as a pre-requisite to the issuance of City grading permits. Success of this BMP will be measured by training applicable new City staff within three years of the individual's hire date and conducting a pre-construction meeting with applicants for a City grading permit (as determined by City staff).</p>
<b>*Responsible Party for this BMP:</b> <p>Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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**BMP Summary Sheet Page 2**

**Responsible Person:**

Name: James Keinath  
Title: City Administrator  
Phone: 763-784-5895  
E-mail: [jkeinath@ci.circle-pines.mn.us](mailto:jkeinath@ci.circle-pines.mn.us)

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

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Education Program: Post-Construction Stormwater Management in New Development and Redevelopment</p>
<p><b>*Audience(s) Involved:</b> City of Circle Pines residents and business owners.</p>
<p><b>*Educational Goals for Each Audience:</b> 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.</p>
<p><b>*Activities Used to Reach Educational Goals:</b> Printed educational materials Presentations at the annual public meeting Stormwater web page Comprehensive Storm Water Management Plan</p>
<p><b>*Activity Implementation Plan:</b> The City will distribute a minimum of one Post-Construction Stormwater Management related educational material to residents annually and continuously on the City's Stormwater website. The City will also present an overview of the post construction management ordinances to the public during the annual public meeting.</p>
<p><b>*Performance Measures:</b> The City will document the number of attendees at the annual public meeting, distributed educational materials annually, and requests for additional information. The success of this BMP will be achieved as distributing a minimum of one Post-Construction Stormwater Management related educational material to residents annually.</p>
<p><b>*Responsible Party for this BMP:</b> Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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**BMP Summary Sheet Page 2**

**Responsible Person:**

Name: James Keinath  
Title: City Administrator  
Phone: 763-784-5895  
E-mail: [jkeinath@ci.circle-pines.mn.us](mailto:jkeinath@ci.circle-pines.mn.us)

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

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<b>*BMP Title:</b> Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
<b>*Audience(s) Involved:</b> City staff involved in public works projects and construction projects.
<b>*Educational Goals for Each Audience:</b> The goal of this program is to: <ol style="list-style-type: none"><li>1. Introduce and demonstrate the implementation of specific BMPs for use in public works projects and activities.</li><li>2. Develop an understanding of the City's SWPPP.</li><li>3. Promote a greater understanding of MCM's #3-6.</li></ol>
<b>*Activities Used to Reach Educational Goals:</b> The City will provide training opportunities for City staff in erosion control, best management practices, good housekeeping, and pollution prevention. These may include but are not limited to: Mn/DOT erosion control certification, SWPPP workshops, and BMP workshops. Refer to MCM 6 for further information.
<b>*Activity Implementation Plan:</b> The City will provide a minimum of one training opportunity per year and document the number of training sessions and the number of staff participants in attendance. Training topics and schedules will vary annually.  This activity will begin on January 1, 2007 and continue annually through the expiration of this permit, May 31, 2011.
<b>*Performance Measures:</b> The City will document the number of training sessions and the number of participants attending. The success of this BMP will be achieved through training and/or certifying all applicable City staff within three years of the individual's hire date.
<b>*Responsible Party for this BMP:</b> Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a>

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# BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Coordination of Education Program</p>
<p><b>*BMP Description:</b></p> <p>The City will collaborate and coordinate the development and implementation of the City's educational activities schedule with the Rice Creek Watershed District, Anoka Conservation District, and the City's engineering consultant. Final modifications to the City's educational programs will be decided by the City Administrator.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 1: BMP ID No. 1a-1, 1b-1, 1c-1, 1c-2, 1c-3, 1c-4, 1c-5, 1c-6. Public Education &amp; Outreach</p>
<p><b>*Measurable Goals:</b></p> <p>The effectiveness of this BMP will be evaluated a minimum of once annually. Success of this BMP will be in achieving and/or identifying modifications to the educational program, as defined in 1a-1, 1b-1, 1c-1, 1c-2, 1c-3, 1c-4, 1c-5, and 1c-6.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>This activity will begin on January 1, 2007 and continue annually through the expiration of this permit, May 31, 2011, or as specified in 1a-1, 1b-1, 1c-1, 1c-2, 1c-3, 1c-4, 1c-5, and 1c-6.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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**BMP Summary Sheet Page 2**

**Responsible Person:**

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

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Annual Public Meeting</p>
<p><b>*BMP Description:</b></p> <p>The City will hold an annual public meeting to distribute educational materials and present an overview of the MS4 program and the City's SWPPP. Oral and written statements will be received and considered for inclusion into the SWPPP by City staff.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 1: BMP ID No. 1e-1 Annual Public Meeting – Record of Activities Completed</p>
<p><b>*Measurable Goals:</b></p> <p>The City will document the number of attendees at the public meeting, all comments received, and responses to each comment in the record of decision. The effectiveness of this BMP will be measured by the number of residents who attend the annual public meeting. The success of this BMP is defined by the public's increased awareness about stormwater pollution and the MS4 program.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>This activity will be conducted annually through the expiration of this permit, May 31, 2011.</p>
<p><b>Specific Components and Notes:</b></p> <p>Specific topics most requested and/or discussed will be expanded for discussion on the City's stormwater website and/or at the next scheduled annual public meeting.</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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



## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Comply with Public Notice Requirements</p>
<p><b>*BMP Description:</b></p> <p>The City will submit a public meeting notice to the local newspaper for print a minimum of 30 days prior to annual public meeting date. The public notice will include the dates, times, and locations of the meeting, contact person name and phone number, and a brief narrative highlighting the SWPPP. The City may also post additional public notice on the City's website and at government offices within the City.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 2: BMP ID No. 2a-1 Comply with Public Notice Requirements – Record of Activities Completed.</p>
<p><b>*Measurable Goals:</b></p> <p>A copy of the printed public notice may be retained by the City and submitted with the annual report to the MPCA annually. The effectiveness of this BMP will be measured by the number of public notices posted. Success will be defined as submitting the public meeting notice to the local newspaper for print at least 30 days in advance of the meeting.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>This activity will be completed annually through the expiration 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: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Solicit Public Input and Opinion on the Adequacy of the SWPPP</p>
<p><b>*BMP Description:</b></p> <p>The City will conduct a public meeting and host a website on the City's Stormwater Pollution Prevention Program; solicit public opinion on the plan, and consider written and oral input into the SWPPP.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 2: BMP ID No. 2b-1 Solicit Public Input and opinion on the Adequacy of the SWPPP – Record of Activities Completed</p>
<p><b>*Measurable Goals:</b></p> <p>Document attendance and record minutes at the public meeting, record statements and written comments and document changes made to the SWPPP. The effectiveness of this BMP will be measured by the number of residents who attend the public meeting. Success will be defined as hosting the public meeting and website.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>This activity will be completed annually beginning in 2007 and continue through the expiration 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: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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**BMP Summary Sheet Page 2**

**Responsible Person:**

Name: James Keinath  
Title: City Administrator  
Phone: 763-784-5895  
E-mail: [jkeinath@ci.circle-pines.mn.us](mailto:jkeinath@ci.circle-pines.mn.us)

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

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Consider Public Input</p>
<p><b>*BMP Description:</b></p> <p>The City will conduct a public meeting and host a stormwater website on the City's Stormwater Pollution Prevention Program; solicit public opinion on the plan, and consider written and oral input into the SWPPP. Responses will be documented within the record of decision and submitted in conjunction with the annual report to the MPCA.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page: BMP ID No. 2c-1 Consider Public Input – Record of Activities Completed</p>
<p><b>*Measurable Goals:</b></p> <p>Hold the public meeting and host a website, record attendance, keep minutes, record statements and written comments and document changes made to the SWPPP.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>This activity will be completed annually beginning in 2007 and continue through the expiration 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: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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# BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Storm Sewer System Map</p>
<p><b>*BMP Description:</b></p> <p>The City currently has a map identifying all ponds, lakes, streams, storm sewer pipes and conveyances (equal to or greater than 24") as well as outfalls and discharge points leaving the City. As part of the SWPPP, the City will annually update this map to include changes to the storm sewer system throughout the City, including but not limited to, new development, street improvements, water quality projects, wetland mitigation projects, and any changes to the storage or conveyance of stormwater within the City.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 3: BMP ID No. 3a-1 Storm Sewer System Map – Record of Activities Completed</p>
<p><b>*Measurable Goals:</b></p> <p>The effectiveness of this BMP will be defined as mapping all storm sewer conveyances 24" or greater that are owned by the City. The success of this BMP will be measured by annually updating all City owned storm sewer conveyances equal to or greater than 24".</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>This activity will be completed annually beginning in 2007 and continue 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: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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**BMP Summary Sheet Page 2**

**Responsible Person:**

Name: James Keinath  
Title: City Administrator  
Phone: 763-784-5895  
E-mail: [jkeinath@ci.circle-pines.mn.us](mailto:jkeinath@ci.circle-pines.mn.us)

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

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Illicit Discharge Detection and Elimination Plan</p>						
<p><b>*BMP Description:</b></p> <p>The City will continue to utilize volunteer organizations to collect trash and debris from roadsides. Litter will be picked up once per year and collected in plastic bags. An authorized contractor will properly dispose of the collected litter. The program will also identify hazardous materials illegally discarded and arrange for proper cleanup and disposal.</p> <p>The City will also develop and implement a program to detect and reduce non-storm water discharges, including illegal dumping. Procedures for detection may consist of visual inspections for non-storm water discharges on City owned land, private property (as requested), and right-of-ways within 24 hours of receipt by the City or on the next scheduled City work day. Inspection frequency will be conducted concurrent with the implementation schedule of the public works activities described in BMP summary sheets 6a-2, 6b-2, 6b-3, and 6b-4. The City will notify the MPCA state duty officer of any hazardous material spills or discharges (within 24 hours of receipt, if applicable, per NPDES Phase II requirements).</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none"> <li>• BMP Id No. 3c-1 Illicit Discharge Detection and Elimination Plan – Record of Activities Completed</li> </ul>						
<p><b>*Measurable Goals:</b></p> <p>The effectiveness of this BMP will be measured by:</p> <ol style="list-style-type: none"> <li>1. Annually documenting the number of miles covered by trash and debris collection,</li> <li>2. Annually documenting all reported non-storm water discharges occurring on City owned land, private property, and right-of-ways, as well as any remedial actions taken (if applicable).</li> </ol> <p>Success of this BMP is defined as:</p> <ol style="list-style-type: none"> <li>1. Amount of volunteer trash and debris collection hours recorded annually.</li> <li>2. Developing and implementing an illicit non-storm water discharge detection and elimination program.</li> </ol>						
<p><b>*Timeline/Implementation Schedule:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Develop illicit discharge detection procedures</td> <td style="padding: 2px; text-align: right;">February 1, 2007</td> </tr> <tr> <td style="padding: 2px;">Begin implementing illicit discharge detection procedures</td> <td style="padding: 2px; text-align: right;">March 1, 2007</td> </tr> <tr> <td style="padding: 2px;">Inspections will be documented annually</td> <td style="padding: 2px; text-align: right;">2007 to May 31, 2011.</td> </tr> </table> <p>Documentation of trash and debris collection will begin in 2007, and continue annually until the expiration of this permit, May 31, 2011.</p>	Develop illicit discharge detection procedures	February 1, 2007	Begin implementing illicit discharge detection procedures	March 1, 2007	Inspections will be documented annually	2007 to May 31, 2011.
Develop illicit discharge detection procedures	February 1, 2007					
Begin implementing illicit discharge detection procedures	March 1, 2007					
Inspections will be documented annually	2007 to May 31, 2011.					
<p><b>Specific Components and Notes:</b></p>						
<p><b>*Responsible Party for this BMP:</b></p> <p style="margin-left: 20px;">Name: James Keinath</p> <p style="margin-left: 20px;">Department: City Administrator</p> <p style="margin-left: 20px;">Phone: 763-784-5895</p> <p style="margin-left: 20px;">E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>						

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

**BMP Summary Sheet Page 2**

**Responsible Person:**

Name: James Keinath  
Title: City Administrator.  
Phone: 763-784-5895  
E-mail: [jkeinath@ci.circle-pines.mn.us](mailto:jkeinath@ci.circle-pines.mn.us)

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

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Public and Employee Illicit Discharge Information Program</p>
<p><b>*BMP Description:</b></p> <p>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. This BMP includes providing information on recycling options, services, and programs within the City, such as drop-off sites for household hazardous waste. The City will also review the current educational activities undertaken by its staff to identify, prevent, and eliminate illicit discharges from daily public works activities and other general City operations. These activities may include, but are not limited to, educational brochures, newsletters, videos, and workshops. Specific materials regarded as illicit non-storm water discharges are defined within chapters 5 and 7 of the City code.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none"><li>• BMP ID No. 3d-1 Public and Employee Illicit Discharge Information Program – Record of Activities Completed</li><li>• Section III: Chapters 5 and 7</li></ul>
<p><b>*Measurable Goals:</b></p> <ul style="list-style-type: none"><li>• Number of calls to the City regarding illegal dumping or illicit discharges.</li><li>• Annual review of educational materials.</li><li>• Success of this BMP will be defined as distributing illicit discharge, household hazardous waste, and recycling program literature to residents and providing educational activities to City staff a minimum of one time annually.</li></ul>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The City will continue to annually review the educational content of printed literature for adequacy and update as necessary. Educational material, presentations, and requests for additional information will be distributed and documented 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: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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# BMP Summary Sheet

**MS4 Name:** City of Circle Pines

**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: Index Page 3: BMP ID No. 3e-1 Identification of Non Stormwater Discharges and Flows – Record of Activities Completed</p>
<p><b>*Measurable Goals:</b></p> <p>All non-storm water discharges (as defined in Part V.G.3.e) were evaluated and determined to be insignificant sources of pollutants to the MS4.</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: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

**BMP Summary Sheet Page 2**

**Responsible Person:**

Name: James Keinath  
Title: City Administrator  
Phone: 763-784-5895  
E-mail: [jkeinath@ci.circle-pines.mn.us](mailto:jkeinath@ci.circle-pines.mn.us)

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

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Ordinance or other Regulatory Mechanism</p>
<p><b>*BMP Description:</b></p> <p>City staff will review and revise (if applicable) current City ordinances and codes annually for conformance to new or amended NPDES construction permit and/or watershed district erosion control standards. Existing applicable City ordinances regarding erosion and sediment control that currently meet or exceed the minimum NPDES requirements include 1350.06 of the City Code.</p> <p><b><u>Target Audience:</u></b> Construction site operators and City staff.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none"><li>• BMP ID No. 4a-1 Ordinance or other Regulatory Mechanism – Record of Activities Completed.</li><li>• Section III: 1350.06</li></ul>
<p><b>*Measurable Goals:</b></p> <p>The City will annually review and update as necessary the City's erosion control ordinances.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The City will review the current ordinances for conformance to NPDES minimum standards, and add additional requirements if necessary by January 1<sup>st</sup>, 2007. The enforcement of new permit requirements (if necessary) will begin on February 1<sup>st</sup>, 2007 through May 31, 2011.</p>
<p><b>Specific Components and Notes:</b></p> <ul style="list-style-type: none"><li>• Chapter 1350.06</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Construction Site Implementation of Erosion and Sediment Control BMPs</p>
<p><b>*BMP Description:</b></p> <p>Construction site operators must conform to NPDES Phase II permit requirements, local watershed permits (if applicable), and local city ordinances for construction site erosion control. As part of the City's permit approval standards, erosion control BMPs must be implemented in accordance with the NPDES permit requirements. Existing applicable City ordinances regarding construction site implementation erosion and sediment control that currently meet or exceed the minimum NPDES requirements include 1350.06 of the City Code. The City has adopted the design criteria, standards, and specifications contained in the MPCA publication "Protecting Water Quality in Urban Areas."</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none"><li>• BMP ID No. 4b-1 Construction Site Implementation of Erosion and Sediment Control BMPs – Record of Activities Completed.</li><li>• Section III: 1350.06</li></ul>
<p><b>*Measurable Goals:</b></p> <p>Success of this BMP will be determined by site inspections per NPDES Phase II requirements and City permit approvals.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The City will review the current City ordinances for conformance to NPDES minimum standards in 2006 and add additional or updated erosion control BMP requirements (if necessary) by February 1, 2007. The effectiveness of this BMP will be monitored then annually evaluated through the expiration of this permit, May 31, 2011.</p>
<p><b>Specific Components and Notes:</b></p> <ul style="list-style-type: none"><li>• Chapter 1350.06</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

**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>Construction site operators must conform to NPDES Phase II permit requirements and the City's ordinances on waste and material disposal as defined in City Code 1350.06 Sub. 2. All waste and unused building materials must be properly disposed of off-site and prevented from being carried by runoff into a receiving channel or storm sewer system.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none"><li>• BMP ID No. 4c-1 Waste Controls for Construction Site Operators – Record of Activities Completed</li><li>• Section III: 1350.06 Sub. 2</li></ul>
<p><b>*Measurable Goals:</b></p> <p>Success of this BMP will be determined by site inspections per NPDES Phase II requirements and City Code 1350.06 sub. 2. The effectiveness of this BMP will be measured by the annual recorded number of remedial actions against construction site operations. Success of BMP will be defined as operator compliance to the City's Waste and Material Disposal, 1350.06 ordinance and NPDES Phase II permit regulations.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The City will review the current City permits in 2006 for conformance to NPDES minimum standards, and add additional or updated waste and material disposal requirements (if necessary) by February 1, 2007. The effectiveness of this BMP will be monitored and annually evaluated through the expiration 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: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Procedure for Site Plan Review</p>
<p><b>*BMP Description:</b></p> <p>Every applicant for a city permit to allow land disturbing activities is required to submit a project specific storm water management plan (if applicable) and/or erosion control plan to the City for review and approval. Construction permits will be required to meet MPCA NPDES Phase II guidelines for erosion and sediment control and all applicable City ordinances and codes.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 4: BMP ID No. 4d-1 Procedure for Site Plan Review – Record of Activities Completed</p>
<p><b>*Measurable Goals:</b></p> <p>No City permit to allow land disturbing activities shall be issued until approval of a storm water management plan (if applicable) and/or erosion control plan, or waiver of the approval requirement has been obtained. Success will be defined as enforcing the permit's submittal requirement (as defined in City code 1350).</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The City will continue to implement this BMP in 2006, and monitor then evaluate the effectiveness through the expiration of this permit, May 31, 2011.</p>
<p><b>Specific Components and Notes:</b></p> <ul style="list-style-type: none"><li>• City Code 1350</li></ul>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance</p>
<p><b>*BMP Description:</b></p> <p>The City will establish a phone line and website contact information through which the public may report potential construction site erosion control and waste disposal infractions. Reported incidents will be inspected within 24 hours of receipt or on the next scheduled work day by the City. Hazardous material spills or discharges will be reported to the MPCA State Duty Officer within 24 hours of receipt by the City or identified by the construction site operator. Remedial actions against the violator may be taken at the discretion of the City Administrator, City Council, and/or City administrator.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 4: BMP ID No. 4e-1 Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance – Record of Activities Completed</p>
<p><b>*Measurable Goals:</b></p> <p>The City will establish contact information for receipt of construction site violations. The City will record:</p> <ul style="list-style-type: none"><li>• The number of calls and emails related to SWPPP issues.</li><li>• The number of illicit discharge and construction site complaints.</li><li>• The number of clean-up activities or SWPPP changes resulting from calls or emails.</li></ul> <p>Success of this BMP will be defined by the implementation schedule.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Establish phone hotline/post website contact information. <span style="float: right;">Implement by January 1, 2007</span></p> <p>Annually record all phone calls and emails received and remedial actions and/or SWPPP changes. <span style="float: right;">January 1, 2008 through May 31, 2011</span></p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Establishment of Procedures for Site Inspections and Enforcement</p>						
<p><b>*BMP Description:</b></p> <p>Construction site operators must conform to all NPDES construction permit standards and City ordinances pertaining to construction site erosion control and waste disposal. Inspection procedures consist of NPDES Phase II inspection requirements and violations reported by the public as defined in BMP Summary Sheets 3c-1 and 4e-1. Compliance to these ordinances will be enforced through ordinances 1350.07, through 1350-08. Enforcement procedures include:</p> <ol style="list-style-type: none"><li>1. Written notice of the alleged violation to the responsible parties.</li><li>2. Remedial actions within 2 weeks of the written notice or proof of this action being unwarranted.</li><li>3. Failure to respond forwarded to the City attorney for further action, including monetary reimbursement of damages.</li></ol> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none"><li>• BMP ID No. 4f-1 Establishment of Procedures for Site Inspections and Enforcement – Record of Activities Completed.</li><li>• Section III: 1350.07 through 1350.08.</li></ul>						
<p><b>*Measurable Goals:</b></p> <p>The City will begin to annually evaluate the effectiveness of site inspections and enforcement procedures via enforcement actions taken annually. Additional and/or revised procedures will be added (if applicable) when deemed necessary or found non-conforming to NPDES Phase II requirements.</p>						
<p><b>*Timeline/Implementation Schedule:</b></p> <table><tr><td>Evaluate all recorded violations, determine if additional and/or revised inspection and enforcement procedures are needed.</td><td>prior to January 1, 2007</td></tr><tr><td>Draft/finalize revised inspection and enforcement procedures (if applicable)</td><td>January 1, 2007</td></tr><tr><td>Implement new/revised inspection and enforcement procedures (if applicable)</td><td>February 1, 2007</td></tr></table> <p>The implementation schedule will continue annually through the expiration of this permit, May 31, 2011.</p>	Evaluate all recorded violations, determine if additional and/or revised inspection and enforcement procedures are needed.	prior to January 1, 2007	Draft/finalize revised inspection and enforcement procedures (if applicable)	January 1, 2007	Implement new/revised inspection and enforcement procedures (if applicable)	February 1, 2007
Evaluate all recorded violations, determine if additional and/or revised inspection and enforcement procedures are needed.	prior to January 1, 2007					
Draft/finalize revised inspection and enforcement procedures (if applicable)	January 1, 2007					
Implement new/revised inspection and enforcement procedures (if applicable)	February 1, 2007					
<p><b>Specific Components and Notes:</b></p>						
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>						

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

**BMP Summary Sheet Page 2**

**Responsible Person:**

Name: James Keinath  
Title: City Administrator  
Phone: 763-784-5895  
E-mail: [jkeinath@ci.circle-pines.mn.us](mailto:jkeinath@ci.circle-pines.mn.us)

---

**BMP ID No. 4f-1 Establishment of Procedures for Site Inspections and Enforcement**  
**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 Circle Pines

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

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

<p><b>*BMP Title:</b> Development and Implementation of Structural and/or Non-structural BMPs</p>
<p><b>*BMP Description:</b></p> <p><u>Structural</u> The City will review and revise (if necessary, during the plan review process) permanent BMP designs and criteria for post-construction storm water management associated with new development and redevelopment projects. The City will also consider the implementation of low impact development practices if prudent and feasible. The City will annually review and revise (if necessary) the current policies, requirements, and Best Management Practices specific to structural BMP's.</p> <p><u>Non-Structural</u> The City may also improve the condition of parks, wetlands, and watersheds when the opportunity arises. Potential wetland restorations, native plantings, bank stabilization, detention ponds, and other best management construction projects will continue to be actively pursued by the City when the opportunity arises.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none"> <li>• BMP No. 5a-1 Development and Implementation of Structural and/or Non-structural BMPs – Record of Activities Completed</li> </ul>
<p><b>*Measurable Goals:</b></p> <p>The City will evaluate all structural and non-structural BMP's during the plan review process for the potential of new and/or revised BMP's. The City will also actively look for non-structural opportunities where prudent and feasible. Success of this BMP is defined as annually recording all revised BMP designs and implemented structural and non-structural BMPs on City properties.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Begin evaluation of all permanent BMP's (during plan review process), implement potential new/or revised BMP's. <span style="float: right;">January 1, 2007</span></p> <p>Annually record all revised BMP designs and implemented structural and non-structural BMP's. <span style="float: right;">2007 through May 31, 2011</span></p>
<p><b>Specific Components and Notes:</b></p> <p>Comprehensive Storm Water Management Plan</p>
<p><b>*Responsible Party for this BMP:</b></p> <p style="margin-left: 40px;">Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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

**BMP Summary Sheet Page 2**

**Responsible Person:**

Name: James Keinath  
Title: City Administrator  
Phone: 763-784-5895  
E-mail: [jkeinath@ci.circle-pines.mn.us](mailto:jkeinath@ci.circle-pines.mn.us)

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

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment</p>
<p><b>*BMP Description:</b></p> <p>The City will implement the requirements of the Comprehensive Storm Water Management Plan, along with City codes (1350.06 subd. 6 through 15) to minimize the negative impacts storm water runoff may have on water quality within the City. Post-construction inspection and maintenance (as defined in the CSMP) will continue to be undertaken by the City of Circle Pines. Corrective actions and routine maintenance of all storm water management facilities will continue to be funded by collected storm water utility fees.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none"><li>• BMP No. 5b-1 Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment – Record of Activities Completed</li><li>• Section III: Chapters 1350.06 Subd. 6 through 15.</li></ul>
<p><b>*Measurable Goals:</b></p> <p>The City will continue to inspect and maintain all storm water management facilities as described within the Comprehensive Storm Water Management Plan and applicable City codes.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The City will continue this BMP in 2006 and update (if necessary) from 2007 through May 31, 2011.</p>
<p><b>Specific Components and Notes:</b></p> <p>Comprehensive Storm Water Management Plan</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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



# BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Long-term Operation and Maintenance of BMPs</p>
<p><b>*BMP Description:</b></p> <p>City staff will inspect post-construction BMP's then evaluate inspection records for determining the corrective maintenance actions (if necessary) for the long-term operation of all storm water management facilities owned by the City of Circle Pines. Corrective actions and routine maintenance of all storm water management facilities will continue to be funded by collected storm water utility fees, and guided by the Comprehensive Storm Water Management Plan.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 5: BMP ID No. 5c-1 Long-term Operation and Maintenance of BMPs – Record of Activities Completed</p>
<p><b>*Measurable Goals:</b></p> <p>The City will continue to annually inspect a minimum of 20% of all its MS4 outfalls, sediment basins, and ponds, then evaluate and record the number of proposed maintenance projects and successful funding of each project (if applicable). Success of this BMP is defined as achieving the measurable goals of minimum control measure six.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The City will continue to inspect, evaluate then annually record the number of proposed maintenance projects and successful funding of each project (if applicable) through the expiration of this permit, May 31, 2011.</p>
<p><b>Specific Components and Notes:</b></p> <p>Comprehensive Storm Water Management Plan City Codes 1350-06 Subd. 6-15</p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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**BMP Summary Sheet Page 2**

**Responsible Person:**

Name: James Keinath  
Title: City Administrator  
Phone: 763-784-5895  
E-mail: [jkeinath@ci.circle-pines.mn.us](mailto:jkeinath@ci.circle-pines.mn.us)

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

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Municipal Operations and Maintenance Program</p>						
<p><b>*BMP Description:</b></p> <p>The City's Public Works Department will develop and implement a municipal operations pollution prevention plan consistent with the BMPs described within this MS4 permit and specified in BMPs 1c-6, 3c-1, 6a-2, 6b-2 through 6b-9 for City employees. This plan will consist of (at a minimum) training materials and workshops for City staff to help reduce storm water pollution caused from park maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance.</p> <p>The City may also evaluate its maintenance facility and update the NPDES general stormwater permit for industrial activities in accordance to the NPDES requirements (if necessary).</p> <p><u>Target Audience:</u> City staff</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none"> <li>• BMP ID No. 6a-1 Municipal Operations and Maintenance Program– Record of Activities Completed.</li> </ul>						
<p><b>*Measurable Goals:</b></p> <p>The effectiveness of this BMP will be measured by City staff annually evaluating conformance to the municipal operations pollution prevention plan, and revising (if necessary) the plan components. Success is defined as developing, implementing, and achieving the goals detailed within the plan by the implantation dates described below. The City will adhere to the NPDES Industrial Stormwater Permit Inspection Reports on no-exposure exemption (if necessary).</p>						
<p><b>*Timeline/Implementation Schedule:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Develop a municipal operations pollution prevention plan</td> <td style="text-align: right;">prior to February 1, 2007</td> </tr> <tr> <td>Implement municipal operations pollution prevention plan</td> <td style="text-align: right;">April 1, 2007</td> </tr> <tr> <td>Review and revise (if necessary) plan components annually</td> <td style="text-align: right;">2007 through May 31, 2011</td> </tr> </table>	Develop a municipal operations pollution prevention plan	prior to February 1, 2007	Implement municipal operations pollution prevention plan	April 1, 2007	Review and revise (if necessary) plan components annually	2007 through May 31, 2011
Develop a municipal operations pollution prevention plan	prior to February 1, 2007					
Implement municipal operations pollution prevention plan	April 1, 2007					
Review and revise (if necessary) plan components annually	2007 through May 31, 2011					
<p><b>Specific Components and Notes:</b></p>   						
<p><b>*Responsible Party for this BMP:</b></p> <p style="margin-left: 20px;">Name: James Keinath</p> <p style="margin-left: 20px;">Department: City Administrator</p> <p style="margin-left: 20px;">Phone: 763-784-5895</p> <p style="margin-left: 20px;">E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>						

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



## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<b>*BMP Title:</b> Street Sweeping**							
<b>*BMP Description:</b> <p>The City currently brush or vacuum sweeps City owned streets a minimum of twice per year in an effort to reduce the amount of sediment and trash from reaching the storm sewer system. One street sweeping activity will occur in the spring (April-June) on all streets, and the second activity will occur in the fall (September – November) on selected areas (as determined by the City Administrator).</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none"> <li>• BMP ID No. 6a-2 Street Sweeping – Record of Activities Completed</li> </ul>							
<b>*Measurable Goals:</b> <p>The City will continue recording the frequency and miles of streets that are annually swept, and quantify the amount of trash/debris removed per sweeping occurrence. Success of this BMP is defined as recording two street sweeping occurrences per year.</p>							
<b>*Timeline/Implementation Schedule:</b> <p><u>This BMP is currently implemented.</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Spring street sweeping on all City streets, once annually (April-June).</td> <td style="text-align: right;">2007 through May 31, 2011</td> </tr> <tr> <td>Fall street sweeping on selected City streets, once annually (September-November).</td> <td style="text-align: right;">2007 through May 31, 2011</td> </tr> <tr> <td>Record the frequency, miles of streets swept and amount of trash/debris removed.</td> <td style="text-align: right;">Annually, 2007 through May 31, 2011</td> </tr> </table>		Spring street sweeping on all City streets, once annually (April-June).	2007 through May 31, 2011	Fall street sweeping on selected City streets, once annually (September-November).	2007 through May 31, 2011	Record the frequency, miles of streets swept and amount of trash/debris removed.	Annually, 2007 through May 31, 2011
Spring street sweeping on all City streets, once annually (April-June).	2007 through May 31, 2011						
Fall street sweeping on selected City streets, once annually (September-November).	2007 through May 31, 2011						
Record the frequency, miles of streets swept and amount of trash/debris removed.	Annually, 2007 through May 31, 2011						
<b>Specific Components and Notes:</b>							
<b>*Responsible Party for this BMP:</b> <p style="margin-left: 40px;">Name: James Keinath          Department: City Administrator          Phone: 763-784-5895          E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>							

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

**BMP Summary Sheet Page 2**

**Responsible Person:**

Name: James Keinath  
Title: City Administrator  
Phone: 763-784-5895  
E-mail: [jkeinath@ci.circle-pines.mn.us](mailto:jkeinath@ci.circle-pines.mn.us)

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

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

Date	Description	Contact Person (if different than responsible person)

I hereby certify that the above activities were completed.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

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

**\*BMP Description:**

The City Public Works Department will continue to 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:

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

**\*Measurable Goals:**

The City will continue to inspect and document all structural pollution control devices a minimum of once per year. Maintenance and repair specifications and schedules will be developed and implemented as necessary. Success of this BMP will be defined as annually conducting and documenting inspections, repairs, and maintenance projects of all structural pollution control devices.

**\*Timeline/Implementation Schedule:**

This BMP is currently implemented. This activity will continue to be conducted in 2006 and annually through the expiration of this permit, May 31, 2011.

**Specific Components and Notes:**

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

Name: James Keinath

Department: City Administrator

Phone: 763-784-5895

E-mail: [jkeinath@ci.circle-pines.mn.us](mailto:jkeinath@ci.circle-pines.mn.us)

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## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

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

**\*BMP Description:**

The City currently inspects all mapped outfalls, sediment basins, and ponds within the City's storm sewer system. The results of these inspections will be compiled in a report which will include sediment levels, watershed information and recommended maintenance schedules.

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

- 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

**\*Measurable Goals:**

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. Success of this BMP will be defined as recording a minimum inspection rate of 20% each year of all MS4 outfalls, sediment basins, and ponds.

**\*Timeline/Implementation Schedule:**

This BMP is currently implemented. This activity will continue to be conducted in 2006 and annually through the expiration of this permit, May 31, 2011.

**Specific Components and Notes:**

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

Name: James Keinath

Department: City Administrator

Phone: 763-784-5895

E-mail: [jkeinath@ci.circle-pines.mn.us](mailto:jkeinath@ci.circle-pines.mn.us)

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# BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas</p>
<p><b>*BMP Description:</b></p> <p>City staff will annually locate and inspect all exposed stockpiles and storage/material handling areas 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.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none"><li>• BMP ID No. 6b-4 Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas – Record of Activities Completed</li></ul>
<p><b>*Measurable Goals:</b></p> <p>The effectiveness of this BMP will be measured by the frequency of inspections and corrective actions. Success will be defined as locating and inspecting all exposed stockpiles and storage/material handling on City property a minimum of once each year.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>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; continue annually through May 31, 2011.</p>
<p><b>Specific Components and Notes:</b></p>
<p><b>*Responsible Party for this BMP:</b></p> <p>Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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



## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

**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>Determinations of repair, replacement, or maintenance measures shall be directed by the City Administrator and City's engineering consultant. All corrective maintenance, repair, and/or replacement measures shall be documented and recorded in the City's SWPPP.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none"><li>• 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</li></ul>
<p><b>*Measurable Goals:</b></p> <p>Repair, replacement, and/or maintenance completed will be documented and recorded within the City's SWPPP annually and may be submitted with the annual report to the MPCA. The effectiveness of this BMP will be measured by the number of determinations made annually. Success will be defined as completing all applicable corrective actions as determined from the inspection reports.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The activity was established in 2004 and will continually 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: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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



## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

<p><b>*BMP Title:</b> Record Reporting and Retention of All Inspections and Responses to the Inspections</p>
<p><b>*BMP Description:</b></p> <p>The City Administrator 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 City Administrator.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none"><li>• Index Page 6: BMP ID No. 6b-6 Record Reporting and Retention of All Inspections and Responses to the Inspections – Record of Activities Completed</li></ul>
<p><b>*Measurable Goals:</b></p> <p>The City will record the number of record requests and distributed materials annually. Success will be defined by the City providing the records or materials as requested.</p>
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The activity was established in 2004 and will be updated annually throughout 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: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a></p>

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



## BMP Summary Sheet

**MS4 Name:** City of Circle Pines

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

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

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

**\*BMP Description:**

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

1. If maintenance or sediment removal is required as a result of each of the first two annual inspections, the frequency of inspection shall be increased to at least two (2) times annually, or more frequently as needed to prevent carry-over or washout of pollutants from structures and maximize pollutant removal.

If maintenance or sediment removal is not required as a result of both of the first two (2) annual inspections, the frequency may be reduced to once every two (2) years.

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

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

**\*Measurable Goals:**

The effectiveness of this BMP will be measured by the annual recording of all inspections completed the previous year. Success of this BMP will be defined as annually reviewing the frequency of inspections to the maintenance completed by the City.

**\*Timeline/Implementation Schedule:**

The activity was established in 2002 and will continue to be annually evaluated through the expiration of this permit, May 31, 2011.

**Specific Components and Notes:**

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

Name: James Keinath

Department: City Administrator

Phone: 763-784-5895

E-mail: [jkeinath@ci.circle-pines.mn.us](mailto:jkeinath@ci.circle-pines.mn.us)

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## Additional BMP Summary Sheet

**MS4 Name:** City of Circle Pines

**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> <p>The City will continue to 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.</p>          <p>Location(s) in SWPPP of detailed information relating to this BMP:</p> <ul style="list-style-type: none"><li>• BMP ID No. 6b-8 Landscaping and Lawn Care Practices Review – Record of Activities Completed</li></ul>
<b>*Measurable Goals:</b> <p>The City will continue to annually review and adjust (if necessary) its current methods (as previously specified) of landscaping and lawn care maintenance. The City will annually document the results of the review. Success will be defined as annually reviewing and adjusting current practices (if necessary).</p>
<b>*Timeline/Implementation Schedule:</b> <p>This BMP was implemented in 2004 and will continue through May 31, 2011.</p>
<b>Specific Components and Notes:</b>
<b>*Responsible Party for this BMP:</b> Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a>

*\*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 Circle Pines

**Minimum Control Measure:** N/A

**Unique BMP Identification Number:** 7

<b>*BMP Title:</b> Evaluation of Potential Storm Water Infiltration Projects for Impacts within Source Water Protection Areas
<b>*BMP Description:</b> <p>The City will adopt and implement the Minnesota Department of Health’s <i>“Evaluating Proposed Storm Water Infiltration Projects in Vulnerable Wellhead Protection Areas”</i> (Draft-July 19, 2006) as a guidance manual in evaluating all proposed infiltration projects within or adjacent to vulnerable drinking water supply management areas (DWSMA). This document can be found in section I of the SWPPP.</p> <p>If the proposed infiltration/discharge is determined by the City to potentially affect the local drinking water supply, the City will prohibit the construction of the infiltration area or incorporate the necessary BMPs to minimize the identified pollutant(s) prior to infiltrating the vulnerable portions of the DWSMA.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<b>*Measurable Goals:</b> <ol style="list-style-type: none"><li>1. The City will implement the Minnesota Department of Health’s <i>“Evaluating Proposed Storm Water Infiltration Projects in Vulnerable Wellhead Protection Areas”</i> (Draft-July 19, 2006) as a guide in evaluating all infiltration projects within or adjacent to vulnerable DWSMA’s.</li><li>2. The City will prohibit the construction of the infiltration area or incorporate specific BMPs to reduce pollutants from infiltrating within vulnerable DWSMA’s.</li><li>3. The City will annually record the evaluation, denial, and implemented BMP’s, of all proposed infiltration projects within and/or adjacent to vulnerable DWSMA’s.</li></ol>
<b>*Timeline/Implementation Schedule:</b> The City will begin implementation of the three above mentioned measurable goals by January 1, 2007.
<b>Specific Components and Notes:</b> The following information is located within section I of the SWPPP: <ul style="list-style-type: none"><li>• <i>“Evaluating Proposed Storm Water Infiltration Projects in Vulnerable Wellhead Protection Areas”</i> (Draft-July 19, 2006)</li><li>• Maps of Vulnerable Drinking Water Supply Management Areas within the City of Circle Pines</li><li>• Source Water Assessment for the City of Circle Pines</li></ul>
<b>*Responsible Party for this BMP:</b> Name: James Keinath Department: City Administrator Phone: 763-784-5895 E-mail: <a href="mailto:jkeinath@ci.circle-pines.mn.us">jkeinath@ci.circle-pines.mn.us</a>

