

# **NOTICE OF INTENT**

**for coverage under the**

## **GENERAL STORM WATER PERMIT APPLICATION (MN R 040000)**

**For Small Municipal Separate Storm Sewer Systems (MS4s)**

**City of Mendota, Minnesota**

May 11, 2004

Deb Charpentier  
MS4 Storm Water Program  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, MN 55155-4194

Subject: Permit Application for the Authorization to Discharge Storm Water  
Associated with Municipal Storm Sewer Systems under the National  
Pollutant Discharge Elimination System.

Dear Deb Charpentier,

This letter accompanies our submittal of the Notice of Intent (NOI) for Mendota to obtain coverage under the General Storm Water Permit Application (MN R 040000). At this time our submittal does include the SWPPP Summary Sheet or the BMP Description Sheets.

Sincerely,

Joan Olin  
City Clerk  
City of Mendota

Attachments

I hereby acknowledge receipt of this document at the above referenced address on May 11, 2004 at:

\_\_\_\_\_  
Time

\_\_\_\_\_  
Signature of Receiving Party

MS Word Template

Notice of intent to obtain coverage  
**General Storm Water Permit Application (MN R 040000)  
for Small Municipal Separate Storm Sewer Systems (MS4s)**  
(Noticed as MN R 580000)  
**Minnesota Pollution Control Agency**  
520 Lafayette Road North, St. Paul, MN 55155-4194  
Application deadline: **March 10, 2003**



Please read the instructions carefully and type or print neatly.

**I. MS4 Information**

**A. Application Type**

Application type: Single site or administrative area If multiple sites, number of attached application forms:  
*MS4s with multiple sites such as campuses, dispersed facilities, or state agency regions/districts, must attach a completed application for each site or administrative area. An authorized person with overall responsibility or an officially delegated representative must sign each application form.*

**B. MS4 Owner**

City of Mendota

Community, municipality, agency or other party having ownership or operational control of the MS4.

PO Box 688

Mailing Address

Mendota MN 55150

City State Zip Code

Dakota Mississippi River (Twin Cities)

County Major Watershed (see enclosed map)

Federal Tax ID State Tax ID

**C. General Contact**

Olin Joan City Clerk

Last Name First Name Title

General contact (official, staff member, consultant or other) for permit compliance issues.

PO Box 688

Mailing Address

Cedar MN 55011

City State Zip Code

(651) 454-0079 mendota@mendotamn.org

Telephone (include area code) E-Mail Address

## II. Certification of the Storm Water Pollution Prevention Program (SWPPP)

**A. Have you developed a Storm Water Pollution Prevention Program for your MS4?**

Yes  No

*Municipalities must demonstrate how their **Storm Water Pollution Prevention Program** will be implemented and enforced over the term of the five-year permit. **SWPPPs** must incorporate appropriate educational components, **BMPs** and measurable goals.*

a) Provide a brief description of the plan to complete the SWPPP if “No” is marked above.

**B. Summary of the six minimum control measures. Complete items B. 1. through B. 6.**

*Storm Water Pollution Prevention Programs must address the specific requirements contained in Part V. G. of the permit. SWPPPs must outline how the six minimum control measures will be addressed, the contact person, department in charge, time frame and measures that will be implemented to meet the schedules required by the permit.*

**1. Public education and outreach measures**

Contact Last Name	First Name	Department
Olin	Joan	City Clerk
Mailing Address		
PO Box 688		
City	State	Zip Code
Mendota	MN	55150
Telephone (include area code)	E-Mail Address	
(651) 454-0079	mendota@mendotamn.org	

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed? Yes No
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed? Yes No
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate. Yes No
- d) Have the educational components for this minimum control measure been planned or developed? Yes No
- b) Provide a brief description of the plan to complete any requirements marked “No” above.

**2. Public participation and involvement measures**

Olin	Joan	City Clerk
Contact Last Name	First Name	Department
PO Box 688		
Mailing Address		
Mendota	MN	55150
City	State	Zip Code
(651) 454-0079	mendota@mendotamn.org	
Telephone (include area code)	E-Mail Address	

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  **Yes**  **No**
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  **Yes**  **No**
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  **Yes**  **No**
- d) Have the educational components for this minimum control measure been planned or developed?  **Yes**  **No**
- c) Provide a brief description of the plan to complete any requirements marked “No” above.

**3. Illicit discharge detection and elimination**

Olin	Joan	City Clerk
Contact Last Name	First Name	Department
PO Box 688		
Mailing Address		
Mendota	MN	55150
City	State	Zip Code
(651) 454-0079	mendota@mendotamn.org	
Telephone (include area code)	E-Mail Address	

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  **Yes**  **No**
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  **Yes**  **No**
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  **Yes**  **No**
- d) Have the educational components for this minimum control measure been planned or developed?  **Yes**  **No**
- d) Provide a brief description of the plan to complete any requirements marked “No” above.

**4. Construction site storm water runoff control measures**

Olin	Joan	City Clerk
Contact Last Name	First Name	Department
PO Box 688		
Mailing Address		
Mendota	MN	55150
City	State	Zip Code
(651) 454-0079	mendota@mendotamn.org	
Telephone (include area code)	E-Mail Address	

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  **Yes**  **No**
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  **Yes**  **No**
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  **Yes**  **No**
- d) Have the educational components for this minimum control measure been planned or developed?  **Yes**  **No**
- e) Provide a brief description of the plan to complete any requirements marked “No” above.



**5. Post-construction storm water management measures**

Olin	Joan	City Clerk
Contact Last Name	First Name	Department
PO Box 688		
Mailing Address		
Mendota	MN	55150
City	State	Zip Code
(651) 454-0079	mendota@mendotamn.org	
Telephone (include area code)	E-Mail Address	

- f) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  **Yes**  **No**
- g) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  **Yes**  **No**
- h) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  **Yes**  **No**
- i) Have the educational components for this minimum control measure been planned or developed?  **Yes**  **No**
- j) Provide a brief description of the plan to complete any requirements marked “No” above.

**6. Pollution prevention and good housekeeping measures**

Olin	Joan	City Clerk
Contact Last Name	First Name	Department
PO Box 688		
Mailing Address		
Mendota	MN	55150
City	State	Zip Code
(651) 454-0079	mendota@mendotamn.org	
Telephone (include area code)	E-Mail Address	

- a) Have **Best Management Practices (BMPs)** that will be implemented for this minimum control measure been planned or developed?  **Yes**  **No**
- b) Have measurable goals for each **BMP** for this minimum control measure been planned or developed?  **Yes**  **No**
- c) Has an estimated timeline for implementing each **BMP** for this minimum control measure been planned or developed? Timelines should include, in narrative or numerical form, the months and years required actions will occur, interim milestones, and frequency of action, as appropriate.  **Yes**  **No**
- d) Have the educational components for this minimum control measure been planned or developed?  **Yes**  **No**
- k) Provide a brief description of the plan to complete any requirements marked “No” above.

**C. Reporting and record keeping requirements.**

Have reporting and record keeping requirements for implementation of the **Storm Water Pollution Prevention Program** been planned or developed?  **Yes**  **No**

Provide a brief description of the plan to complete the reporting and record keeping requirements if “No” is marked above.

**III. Summary of Storm Water Pollution Prevention Program (SWPPP)**

**Required Application Attachments**

Complete a one page **SWPPP Summary Sheet** and a **BMP Description Sheet** for **each** type of **BMP** that will be implemented. (See last two pages of the application form.)

A. Is the **SWPPP** Summary Sheet attached?  **Yes**  **No**

B. Is one **BMP** Description Sheet attached for each **BMP**?  **Yes**  **No**

1) How many **BMP** Description Sheets are attached?

22

**IV. Limitations of Coverage**

**A. Part II Limitations on Coverage and Appendix C**

I have read Part II Limitations on Coverage and Appendix C of the MS4 general permit and certify that we intend to comply with the applicable requirements of those sections.  **Yes**

**B. Special Waters**

Please refer to the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* and the enclosed map to complete this section.

1. Does the MS4 discharge into **Prohibited Waters** as defined in Minn. R. 7050.0180, subp. 3, 4, and 5? See Attachment Four of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. If yes, please list below and contact Lou Flynn at (651) 296-6575 or louis.flynn@state.mn.us. Be advised that you will be required to obtain an individual permit versus a general permit.  **Yes**  **No**

2. Does the MS4 discharge into waters with a **Restricted Discharge** as defined in Minn. R. 7050.0180, subp. 6, 6a, and 6b? If yes, please list below and comply with Part IX, Appendix C, Item B. See Attachment Four of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. Yes No
3. Does the MS4 discharge into **Trout Waters** as defined in Minn. R. 6264.0050 subp. 2 & 4? If yes, please list below and comply with Part IX, Appendix C, Item C. See Attachments Two and Three of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. Yes No
4. Does the MS4 discharge into **Wetlands** as defined in Minn. R. 7050.0130, subp. F? See Attachment Four of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. Yes No
5. Does the MS4 have a process to evaluate discharges that require applicable **Environmental Review** as required by State or federal laws? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. Yes No
6. Does the MS4 have a process to evaluate discharges whose direct, indirect, interrelated, interconnected, or independent impacts may jeopardize a listed **Endangered or Threatened Species** or adversely modify a designated critical habitat? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. Yes No
7. Does the MS4 have a process to evaluate discharges which may adversely affect properties listed or eligible for listing in the National Register of **Historic Places** or affecting known or discovered **archeological sites**? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. Yes No

If you answered “No” to Item 5, 6, or 7, briefly explain how the MS4 will come into compliance with the requirements of Appendix C.

## V. Owner or Operator Certification

*This person must be duly authorized to sign the application (mayor, designated public works director, president of the university, etc.).*

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. R. 7001.0070). I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. (Minn. R. 7001.0540)

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Authorized Signature (This person must be duly authorized to sign the application for the MS4)

Date

**Robinetta**

**Carl**

**Mayor**

---

Last Name

First Name

Title

Official notices will be sent to person indicated here.

**PO Box 688**

---

Mailing Address

**Mendota**

**MN**

**55150**

---

City

State

Zip Code

**(651) 454-0079**

---

Telephone (include area code)

E-Mail Address

This document summarizes the BMPs chosen by the City of Mendota. Each BMP is categorized into one or more Minimum Control Measures to meet the Maximum Extent Practicable standard set in the Permit requirements. Where a BMP addresses more than one MCM, it is listed under every appropriate MCM

### **Public Education and Outreach**

- 1.A Quarterly Newsletter
- 1.B Follow applicable public notice requirements
- 2.A Annual Public Meeting
- 2.B Volunteer Cleanup Groups
- 6.C Municipal Street Maintenance Program
- 6.D Pesticide and Herbicide control program
- 6.E Fertilizer Application Program

### **Public Involvement and Participation**

- 1.A Quarterly Newsletter
- 1.B Follow applicable public notice requirements
- 2.A Annual Public Meeting
- 2.B Volunteer Cleanup Groups
- 3.D Recreational Sewage Control

### **Illicit Discharge, Detection and Elimination**

- 1.A Quarterly Newsletter
- 1.B Follow applicable public notice requirements
- 2.B Volunteer Cleanup Groups
- 3.A Illicit discharge ordinance
- 3.B Storm Sewer Map
- 3.C Septic System Ordinance
- 3.D Recreational Sewage Control
- 3.E Illicit Discharge Inspection Program
- 6.A Storm drainage system inspection and cleaning
- 6.B Pond and outfall inspection and cleaning procedure program
- 6.C Municipal Street Maintenance Program
- 6.D Pesticide and Herbicide control program
- 6.E Fertilizer Application Program

### **Construction Site Runoff Control**

- 1.A Quarterly Newsletter
- 4.A Storm Water Management Ordinance
- 4.B ESC plan requirement and review process
- 4.C ESC Inspection and Enforcement Program
- 4.D Minimum Erosion and Sediment Control BMPs
- 4.E Public Non Compliance Complaints and Reports
- 5.A Plan Review Procedures
- 5.B Buffer Zone Requirements (16.5' minimum)

**Post Construction Runoff Control**

- 1.A Quarterly Newsletter
- 4.A Storm Water Management Ordinance
- 4.B ESC plan requirement and review process
- 4.E Public Non Compliance Complaints and Reports
- 5.A Plan Review Procedures
- 5.B Buffer Zone Requirements (16.5' minimum)

**Pollution Prevention and Good Housekeeping**

- 1.A Quarterly Newsletter
- 6.A Storm drainage system inspection and cleaning
- 6.B Pond and outfall inspection and cleaning procedure program
- 6.C Municipal Street Maintenance Program
- 6.D Pesticide and Herbicide control program
- 6.E Fertilizer Application Program
- 6.F Municipal lawn care program

## **DESCRIPTION OF THE CITY OF MENDOTA**

The City of Mendota is located completely in the Twin Cities Metropolitan area, which classifies the City of Mendota as a mandatory regulated MS4 for the NPDES Phase II program. The Consulting City Engineer managed the Permit application process. The City chose the Consulting City Engineer to prepare their Storm Water Pollution Prevention Program (SWPPP).

The City has a population of 164. The City has one employee that handles everything from grant writing to billing to handling calls about dogs. There is very limited open land in Mendota. At most there may be 6 to 10 new houses that could be constructed within the City. The only other construction that could take place would be redevelopment of certain areas within the City.

## **INTRODUCTION**

The Clean Water Act, developed in 1972, is the primary federal legislation that protects surface waters of the United States. The National Pollutant Discharge Elimination System (NPDES) program was established as the fundamental regulatory mechanism of the Clean Water Act. The NPDES program requires anyone discharging a pollutant from a point source into the waters of the United States to obtain a NPDES permit. The initial focus was on industrial and municipal wastewater. Controlling these targeted point sources has substantially improved water quality.

However, several studies indicate that pollution from nonpoint sources such as water runoff from urban and agricultural areas, construction sites, land disposal, and mining are the leading cause of water quality impairment. In 1987, amendments to the Clean Water Act required the EPA to develop a comprehensive phased program to regulate storm water discharges under the NPDES program. The Phase I rule was issued in 1990 and addressed storm water discharges from medium and large municipal separate storm sewer systems (MS4s – those serving communities with a population of at least 100,000) and industrial activities. Construction permits were also required when grading activities disturbed five or more acres. Phase II regulations were issued in 1999. Phase II addresses storm water discharges from small municipal separate storm sewer systems (MS4s – those serving communities with a population of less than 100,000 and located in an urbanized area.) Construction permits are also required when grading activities disturb one or more acres. The EPA delegated permitting authority for Minnesota's NPDES – Phase II program to the Minnesota Pollution Control Agency (MPCA). MPCA has issued a general permit for MS4's within the State of Minnesota that prescribes one set of requirements for all applicable permittees. The City was notified by the MPCA that the City qualifies as a MS4 and is required to file a notice of intent under General Permit No. MN R 040000.



## **NPDES PHASE II - PERMIT GOALS**

NPDES Phase II is the next step in the effort to preserve, protect, and improve water resources impacted by storm water runoff. The primary goal of the NPDES permit process as defined by the MPCA is to restore and maintain the chemical, physical, and biological integrity of waters of the state through management and treatment of urban storm water runoff. This is accomplished by requiring municipal separate storm sewer systems (MS4's) to prepare a Storm Water Pollution Prevention Program as part of their general permit requirements.

## **NPDES PHASE II - PERMIT REQUIREMENTS**

The City is required to develop, implement, and enforce a Storm Water Pollution Prevention Program (SWPPP) designed to reduce the discharge of pollutants from the City to the “maximum extent practicable” to protect water quality and to satisfy the appropriate water quality requirements of the Clean Water Act. The “maximum extent practicable” is a congressionally mandated standard for treating storm water. EPA as decided to let maximum extent practicable be undefined in the permit process to provide more flexibility in the program implementation. Compliance of maximum extent practicable requires successful implementation of approved best management practices (BMPs). The SWPPP must include BMPs that the City will implement for each of six minimum control measures, measurable goals for each BMP, a timeframe for required implementation, person(s) responsible for implementation and/or coordinating each component of the Phase II Storm Water Program, and annual reporting. The SWPPP is the enforceable part of this permit and is the start of a five-year process to develop and implement a plan to control, reduce, and minimize the discharge of pollutants from the City.

The six minimum control measures are:

1. Public education and outreach
2. Public participation
3. Illicit discharge detection and elimination
4. Construction site storm water runoff control
5. Post-construction storm water management in new development and redevelopment
6. Pollution prevention / good housekeeping for municipal operations.

The six minimum control measures are defined in greater detail in the next section of this program and are each followed by best management practices.



# **MINIMUM CONTROL MEASURE NO. 1**

## **PUBLIC EDUCATION AND OUTREACH**

The goal of this minimum control measure is to implement a public education program. The EPA states that an informed and knowledgeable community is crucial to success of a storm water management program. Public understanding of the program will help foster greater compliance as the public becomes aware of personal responsibilities expected of them and others in the community. Information will be provided to the public on individual actions that they can take to protect or improve the quality of area waters.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

- 1 Implement a public education program to distribute educational materials to the community.
- 2 Implement an education program that addresses each Minimum Control Measure.
- 3 For each control measure, the education program must identify the audience, educational goals, activities to be used, activity implementation plans, and performance measures.
- 4 Describe how the education program is coordinated with and makes effective use of other entities storm water education programs.
- 5 Hold one public meeting per year to address the SWPPP annual report. (See Minimum Control Measure No. 2 for this BMP.)

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 1.A

**Minimum Control Measures Addressed by This BMP**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input checked="" type="checkbox"/> Construction site runoff controls       |
| <input checked="" type="checkbox"/> Public participation & involvement        | <input checked="" type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Quarterly Newsletter

**BMP Description:**

The City of Mendota will develop a plan to publish stormwater related issues in the Quarterly Newsletter.

**Measurable Goals:**

Develop a plan  
Number of stormwater related articles

**Timeline / Implementation Schedule:**

Year 2 develop a plan to publish articles

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

Name: Joan Olin  
Title: City Clerk  
Phone: (651) 454-0079  
E-mail: mendota@mendotamn.org

**Responsible Department or Organization**

Dept. or Org.:  
Dept. Head: City Clerk  
Phone: (651) 454-0079  
E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

Unique # 1.A

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 1.B

**Minimum Control Measures Addressed by This BMP**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Public Education and Outreach      | <input type="checkbox"/> Construction site runoff controls       |
| <input checked="" type="checkbox"/> Public participation & involvement | <input type="checkbox"/> Post-construction stormwater management |
| <input type="checkbox"/> Illicit discharge detection & elimination     | <input type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Follow applicable public notice requirements

**BMP Description:**

The City of Mendota currently provides a notice of public informational meeting at least 30 day prior. The City will continue this practice for the annual stormwater meeting or any subsequent meetings to discuss the provisions of the SWPPP, it's effectiveness, or amendments there to.

**Measurable Goals:**

Completed public notice

**Timeline / Implementation Schedule:**

The first 30-day public notice will be for the 2003 annual public meeting and continued on an annual interval

**Specific Components & Notes (optional):**

Date  
Time  
Location of the SWPPP for review prior to the meeting

**Responsible Person for this BMP**

Name: Joan Olin  
Title: City Clerk  
Phone: (651) 454-0079  
E-mail: mendota@mendotamn.org

**Responsible Department or Organization**

Dept. or Org.:  
Dept. Head: City Clerk  
Phone: (651) 454-0079  
E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

Unique # 1.B

## **MINIMUM CONTROL MEASURE NO. 2**

### **PUBLIC PARTICIPATION / INVOLVEMENT**

The goal of this minimum control measure is to provide for citizen involvement in the City's Storm Water Pollution Prevention Program (SWPPP.) The public can provide valuable input in the annual meeting process. This goal also provides an opportunity for public involvement in the implementation of the program. Involved citizens can provide important cross-connections and relationships with other community and government programs. During this five-year process, the City will evaluate and receive public input on the BMPs to improve their effectiveness. It is expected that the evaluation and input process will lead to more effective programs, which will ultimately result in improved water quality in the receiving waters.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

- 1 Comply with applicable public notice requirements for advertising the annual public meeting and hold the public meeting.
- 2 Must get public input and opinion on the adequacy of the City's SWPPP. This includes input from the public meeting held each year prior to submittal of the annual report to MPCA.
- 3 The City shall consider public input, both oral and written, to the SWPPP and shall make adjustments as the City finds appropriate.

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 2.A

**Minimum Control Measures Addressed by This BMP**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Public Education and Outreach      | <input type="checkbox"/> Construction site runoff controls                 |
| <input checked="" type="checkbox"/> Public participation & involvement | <input type="checkbox"/> Post-construction stormwater management           |
| <input type="checkbox"/> Illicit discharge detection & elimination     | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Annual Public Meeting

**BMP Description:**

The City of Mendota will conduct an annual public meeting to receive public opinion on the on the adequacy and effectiveness of the SWPPP program components.

**Measurable Goals:**

Completed public meetings  
Attendance at public meeting

**Timeline / Implementation Schedule:**

Annual meeting in each year of the Permit cycle  
Number of complaints on stromwater quality

**Specific Components & Notes (optional):**

Establish meeting procedures and processes for speakers and written material.  
Consider timely, relevant written materials submitted by the public.  
Allow interested persons time to make oral statements on SWPPP.

**Responsible Person for this BMP**

Name: Joan Olin  
Title: City Clerk  
Phone: (651) 454-0079  
E-mail: mendota@mendotamn.org

**Responsible Department or Organization**

Dept. or Org.:  
Dept. Head: City Clerk  
Phone: (651) 454-0079  
E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

Unique # 2.A

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 2.B

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input type="checkbox"/> Construction site runoff controls       |
| <input checked="" type="checkbox"/> Public participation & involvement        | <input type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Volunteer Cleanup Groups

**BMP Description:**

The City of Mendota will continue to promote volunteer groups may clean up stream and ditches the lead the the Mississippi River.

**Measurable Goals:**

Number of volunteers participating in the program each year the program is in place

**Timeline / Implementation Schedule:**

Year 3 to 5 promote groups to volunteer to stencil storm drains

**Specific Components & Notes (optional):**

Promote childrens groups (Boy Scouts, Girl Scouts) and other organization to volunteer.  
Clean streams and ditches that drain to the Mississippi River.

**Responsible Person for this BMP**

Name: Joan Olin

Title: City Clerk

Phone: (651) 454-0079

E-mail: mendota@mendotamn.org

**Responsible Department or Organization**

Dept. or Org.:

Dept. Head: City Clerk

Phone: (651) 454-0079

E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

Unique # 2.B



## **MINIMUM CONTROL MEASURE NO. 3**

# **ILLICIT DISCHARGE DETECTION AND ELIMINATION**

Federal regulations define an illicit discharge as "...any discharge to an MS4 that is not composed entirely of storm water..." Illicit discharges are considered "illicit" because MS4's are not designed to accept, process, or discharge such nonstorm water wastes. Illicit discharges can have an adverse effect on receiving waters. Some sources of illicit discharges are effluent from septic systems, car wash wastewaters, improper oil disposal, radiator flushing disposal, and improper disposal of auto and household toxics. For this minimum control measure, the City is required to develop, implement, and enforce a program to detect and eliminate illicit discharges into our MS4. The objective of this measure is to have our City gain a thorough awareness of our system through inspection and maintenance. It is important to note that illicit does not mean illegal.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

- 1 Update our existing storm water map to show locations of ponds, lakes, structural pollution control devices, pipes and conveyances, and outfalls.
- 2 Prohibit through ordinance, non-storm water discharges into our storm sewer system and implement appropriate enforcement procedures and actions.
- 3 Develop and implement a program to detect and address non-storm water discharges, including illegal dumping, to our system. Four recommended steps are to locate problem areas, find the source, remove/correct illicit connections, and document actions taken.
- 4 Inform public employees, businesses, property owners, and the general public of hazards associated with illegal discharges and improper disposal of wastes. Our education program can inform these groups of ways to detect and eliminate illicit discharges.

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 3.A

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls       |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Illicit discharge ordinance

**BMP Description:**

The City of Mendota will develop an ordinance to prohibit non-stormwater discharge into the storm sewer system. During the first 3 years, the City will review the current ordinance and revise it according to regulatory agency requirements.

**Measurable Goals:**

Review of existing ordinance and comparison with other communities  
Completed ordinance

**Timeline / Implementation Schedule:**

Year 2 and 3 – Review existing ordinance and compare with other communities  
Year 3 – Completed illicit discharge, detection, and elimination ordinance

**Specific Components & Notes (optional):**

Meetings with City Attorney  
Septic system control  
Illicit connections control  
Illegal dumping control  
Recreational sewage control

**Responsible Person for this BMP**

Name: Joan Olin  
Title: City Clerk  
Phone: (651) 454-0079  
E-mail: mendota@mendotamn.org

**Responsible Department or Organization**

Dept. or Org.:  
Dept. Head: City Clerk  
Phone: (651) 454-0079  
E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

Unique # 3.A

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 3.B

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls       |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Storm Sewer Map

**BMP Description:**

The City of Mendota will develop a storm sewer map. The City does not own any storm sewer pipe at this time. All storm sewer is conveyed in ditches and reveals. The City does have a retention/infiltration basin that does not have an outflow. Most of the entire cities stormwater is directed to this area. The City will continue to update the system map and components listed below.

**Measurable Goals:**

- Examine and compile existing data
- Complete the Storm sewer map
- Show all pipes, at minimum 24" and larger
- Show outfalls
- Show ponds, and wetland that are part of the City

**Timeline / Implementation Schedule:**

- Examine existing system data
- Year 3 – Identify and document 50%
- Year 5 – Identify and document 100%

**Specific Components & Notes (optional):**

- Existing paper map
- Existing record plans
- Only new developments with curb, gutter and catch basins at this time no existing pipes within the City.

**Responsible Person for this BMP**

**Responsible Department or Organization**

Name:	Dept. or Org.: Consulting Engineer
Title:	Dept. Head: City Engineer
Phone:	Phone: (651) 454-0079
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 3.B

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 3.C

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls       |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Septic System Ordinance

**BMP Description:**

The City of Mendota will develop an ordinance to prohibit non-stormwater discharge into the storm sewer system. During the first 3 years, the City will review the current septic system ordinance and revise it according to regulatory agency requirements.

**Measurable Goals:**

Completion of existing ordinance and comparison with others

**Timeline / Implementation Schedule:**

Year 2 – Review existing ordinance and compare with others  
 Year 4 – Completed illicit discharge, detection, and elimination ordinance

**Specific Components & Notes (optional):**

Meetings with City Attorney  
 Septic system control  
 Illegal dumping control  
 Recreational sewage control  
 Right of Entry provision  
 Only 2 known septic systems within the City.

Responsible Person for this BMP	Responsible Department or Organization
Name: Joan Olin	Dept. or Org.:
Title: City Clerk	Dept. Head: City Clerk
Phone: (651) 454-0079	Phone: (651) 454-0079
E-mail: mendota@mendotamn.org	E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

Unique # 3.C

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 3.D

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls       |
| <input checked="" type="checkbox"/> Public participation & involvement        | <input type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Recreational Sewage Control

**BMP Description:**

The City of Mendota will identify locations for proper recreational disposal.

**Measurable Goals:**

Determine locations for proper recreational disposal  
Publish disposal locations

**Timeline / Implementation Schedule:**

Year 2 determine locations for proper recreational disposal  
Number of illicit recreational sewer discharges

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

Name: Joan Olin  
Title: City Clerk  
Phone: (651) 454-0079  
E-mail: mendota@mendotamn.org

**Responsible Department or Organization**

Dept. or Org.:  
Dept. Head: City Clerk  
Phone: (651) 454-0079  
E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

Unique # 3.D

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 3.E

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls       |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping  |

**BMP Title:**

Illicit Discharge Inspection Program

**BMP Description:**

Program to detect and eliminate illegal and/or improper connections to storm drainage systems and receiving waters. Specific illicit discharge connections will be identified over the 3 years of the program using the specific component listed below. After detection of illicit discharge locations, the City of Mendota will evaluate proper enforcement procedures and enforce the provisions of the City ordinance pertaining to illegal discharges into the storm sewer system.

**Measurable Goals:**

Percentage of outfalls inspected  
 Number of illicit discharges located

**Timeline / Implementation Schedule:**

Gather existing information on illicit connection tests performed to date within the City  
 Year 3 – Begin conducting field tests  
 Percentage of outfalls inspected for dry weather flows  
 Number of illicit discharges located

**Specific Components & Notes (optional):**

Surveys to building owners or managers  
 Dry weather flow inspections

**Responsible Person for this BMP**

Name: Joan Olin  
 Title: City Clerk  
 Phone: (651) 454-0079  
 E-mail: mendota@mendotamn.org

**Responsible Department or Organization**

Dept. or Org.:  
 Dept. Head: City Clerk  
 Phone: (651) 454-0079  
 E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

Unique # 3.E

## **MINIMUM CONTROL MEASURE NO. 4**

### **CONSTRUCTION SITE RUNOFF CONTROL**

Erosion control measures on construction sites are critical in preventing sediment from leaving the construction site and entering the storm drainage system. This permit requires the City to develop, implement, and enforce a program to reduce pollutants in storm water runoff from construction activities that result in a land disturbance of greater than or equal to one acre. Inspections give the City an opportunity to provide additional guidance and education, issue warnings, or assess penalties. Cities are encouraged to provide appropriate educational and training measures to construction site operators.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

- 1 Prepare an ordinance to require erosion and sediment controls to the extent allowable under law. These regulatory mechanisms must be in place by March 11, 2005.
- 2 Set requirements for construction site operators to implement appropriate erosion and sediment control best management practices.
- 3 Set requirements for construction site operators to control waste at the construction site that may cause adverse impacts to water quality.
- 4 Set procedures for site plan review which incorporates consideration of potential water quality impacts.
- 5 Set procedures for receipt and consideration of reports on non-compliance or other information on construction related issues submitted by the public. Cities are not expected to follow-up and respond to every complaint or concern, but track that the submitted written or verbal information is given to the construction site inspector for possible follow-up.
- 6 Set procedures for site inspection and enforcement of control measures.

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 4.A

**Minimum Control Measures Addressed by This BMP**

- |   |   |
|---|---|
| <input type="checkbox"/> Public Education and Outreach<br><input type="checkbox"/> Public participation & involvement<br><input type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Construction site runoff controls<br><input checked="" type="checkbox"/> Post-construction stormwater management<br><input type="checkbox"/> Pollution prevention/Good housekeeping |
|---|---|

**BMP Title:**

Storm Water Management Ordinance

**BMP Description:**

The City will evaluate the existing ordinance in relation to the permitting authority minimum standards and county authority and develop the changes and implement applicable enforcement procedures.

**Measurable Goals:**

Complete evaluation of existing ordinance  
 Completed draft ordinance  
 Implemented ordinance

**Timeline / Implementation Schedule:**

Year 2 – Evaluate existing ordinance by comparing it to MPCA minimum standards  
 Year 2 – Complete a draft ordinance from the year 1 assessment  
 March 11, 3005 – Implement new construction site erosion and sedimentation ordinance

**Specific Components & Notes (optional):**

New Ordinance Number  
 Site erosion control timelines for compliance  
 Penalties for non-compliance  
 Required site plan review procedures (See 4.B)

**Responsible Person for this BMP**

Name: Joan Olin  
 Title: City Clerk  
 Phone: (651) 454-0079  
 E-mail: mendota@mendotamn.org

**Responsible Department or Organization**

Dept. or Org.:  
 Dept. Head: City Clerk  
 Phone: (651) 454-0079  
 E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

Unique # 4.A



# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 4.B

**Minimum Control Measures Addressed by This BMP**

- |   |   |
|---|---|
| <input type="checkbox"/> Public Education and Outreach<br><input type="checkbox"/> Public participation & involvement<br><input type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Construction site runoff controls<br><input checked="" type="checkbox"/> Post-construction stormwater management<br><input type="checkbox"/> Pollution prevention/Good housekeeping |
|---|---|

**BMP Title:**

ESC plan requirement and review process

**BMP Description:**

The City of Mendota will review existing procedures and will develop procedures for construction site soil and sedimentation erosion control within the Development and Redevelopment Plan Review Program (5.A) to incorporate mandatory provisions written in the Storm Water Management Regulations Ordinance (4.A).

**Measurable Goals:**

MPCA -“Protecting Water Quality in Urban Areas” standard.  
  
10 working days to review  
Performance Bond

**Timeline / Implementation Schedule:**

Year 2 – Review existing plan review procedure  
Number of plans reviewed

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

**Responsible Department or Organization**

Name:	Dept. or Org.: Consulting Engineer
Title:	Dept. Head: City Engineer
Phone:	Phone: (651) 454-0079
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 4.B

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 4.C

**Minimum Control Measures Addressed by This BMP**

- |  |   |
|--|---|
| <input type="checkbox"/> Public Education and Outreach             | <input checked="" type="checkbox"/> Construction site runoff controls |
| <input type="checkbox"/> Public participation & involvement        | <input type="checkbox"/> Post-construction stormwater management      |
| <input type="checkbox"/> Illicit discharge detection & elimination | <input type="checkbox"/> Pollution prevention/Good housekeeping       |

**BMP Title:**

ESC Inspection and Enforcement Program

**BMP Description:**

The City of Mendota will develop procedures for site inspection and enforcement of control measures. Procedures for site inspections and enforcement of control measures could include steps to identify priority sites for inspection and enforcement based on the nature of the construction activity, topography, and the characteristics of soils and receiving water quality.

**Measurable Goals:**

Inspection schedule  
Performance Bond

**Timeline / Implementation Schedule:**

Number of construction sites for each year  
Number of warnings issued  
Number of stop work orders issued  
Number of financial security money taken for ESC noncompliance

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

**Responsible Department or Organization**

Name:	Dept. or Org.: Consulting Engineer
Title:	Dept. Head: City Engineer
Phone:	Phone: (651) 454-0079
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 4.C

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 4.D

**Minimum Control Measures Addressed by This BMP**

- |  |  |
|--|--|
| <input type="checkbox"/> Public Education and Outreach             | <input checked="" type="checkbox"/> Construction site runoff controls      |
| <input type="checkbox"/> Public participation & involvement        | <input type="checkbox"/> Post-construction stormwater management           |
| <input type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Minimum Erosion and Sediment Control BMPs

**BMP Description:**

The City of Mendota will identify appropriate BMPs for erosion and sediment control dependent upon current regulatory minimum standards.

**Measurable Goals:**

Establish ESC BMP's

**Timeline / Implementation Schedule:**

Establish list of minimum ESC BMPs for construction activities

Provide contractor list of required BMPs

**Specific Components & Notes (optional):**

MPCA-"Protecting Water Quality in Urban Areas" standard  
 Erosion control silt fence  
 Rock construction entrance  
 Inlet protection devices  
 Street sweeping contracted to third party

**Responsible Person for this BMP**

**Responsible Department or Organization**

Name:	Dept. or Org.: Consulting Engineer
Title:	Dept. Head: City Engineer
Phone:	Phone: (651) 454-0079
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 4.D

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 4.E

**Minimum Control Measures Addressed by This BMP**

- |   |   |
|---|---|
| <input type="checkbox"/> Public Education and Outreach<br><input type="checkbox"/> Public participation & involvement<br><input type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Construction site runoff controls<br><input checked="" type="checkbox"/> Post-construction stormwater management<br><input type="checkbox"/> Pollution prevention/Good housekeeping |
|---|---|

**BMP Title:**

Public Non Compliance Complaints and Reports

**BMP Description:**

The City of Mendota will review existing procedures for documentation regarding construction site issues and complaints. The city will develop a receipt log for this information.

**Measurable Goals:**

Develop a receipt log for taking information in regarding construction site issues and complaints

**Timeline / Implementation Schedule:**

Year 2 – Review existing procedure and identify areas for revision  
 Year 3 – Implement procedure

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

Name: Joan Olin  
 Title: City Clerk  
 Phone: (651) 454-0079  
 E-mail: mendota@mendotamn.org

**Responsible Department or Organization**

Dept. or Org.:  
 Dept. Head: City Clerk  
 Phone: (651) 454-0079  
 E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

Unique # 4.E

## **MINIMUM CONTROL MEASURE NO. 5**

### **POST-CONSTRUCTION RUNOFF CONTROL**

Post-construction storm water management features can minimize pollutant discharges in areas undergoing new development or redevelopment. According to EPA, many studies indicate that prior planning and design for the minimization of pollutants in post-construction storm water discharges is the most cost-effective approach to storm water quality management. These features can include storm water treatment and detention features. This permit requires the City to develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre. The City's program must ensure that controls are in place that would prevent or minimize water quality impacts.

The MPCA Guidance Manual for MS4's General Permit requires each City to:

- 1 Develop and implement strategies which include a combination of structural and/or nonstructural best management practices.
- 2 Develop an ordinance to address post-construction runoff from new development and redevelopment projects to the extent allowable under law.
- 3 Ensure adequate long-term operation and maintenance of best management practices installed as a result of these requirements. (Also addressed in more detail in Minimum Control Measure No. 6.)

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 5.A

**Minimum Control Measures Addressed by This BMP**

- |   |   |
|---|---|
| <input type="checkbox"/> Public Education and Outreach<br><input type="checkbox"/> Public participation & involvement<br><input type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Construction site runoff controls<br><input checked="" type="checkbox"/> Post-construction stormwater management<br><input type="checkbox"/> Pollution prevention/Good housekeeping |
|---|---|

**BMP Title:**

Plan Review Procedures

**BMP Description:**

The City of Mendota will develop procedures for a Development and Redevelopment Plan Review Program within the first year of the 5-year Permit cycle. Some of the specific components listed below are current practices conducted by the City and some have been selected as possible BMPs which may be appropriate options for minimizing stormwater runoff pollution and flooding. The City Engineering Department will be responsible for establishing and implementing proper procedures for the program.

**Measurable Goals:**

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

**Timeline / Implementation Schedule:**

Year 2 – Completion of plan review process and documentation procedures  
 Year 4 – Developed and implemented Plan Review Program  
 Number of plan reviews performed each year

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

**Responsible Department or Organization**

Name:	Dept. or Org.: Consulting Engineer
Title:	Dept. Head: City Engineer
Phone:	Phone: (651) 454-0079
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 5.A

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 5.B

**Minimum Control Measures Addressed by This BMP**

- |   |   |
|---|---|
| <input type="checkbox"/> Public Education and Outreach<br><input type="checkbox"/> Public participation & involvement<br><input type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Construction site runoff controls<br><input checked="" type="checkbox"/> Post-construction stormwater management<br><input type="checkbox"/> Pollution prevention/Good housekeeping |
|---|---|

**BMP Title:**

Buffer Zone Requirements (16.5' minimum)

**BMP Description:**

The City of Mendota has buffer zone requirements in an Ordinance. The City will review these requirements and make any appropriate revisions

**Measurable Goals:**

**Timeline / Implementation Schedule:**

Review current buffer ordinance requirements  
 Make appropriate revisions to ordinance

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

**Responsible Department or Organization**

Name:	Dept. or Org.: Consulting Engineer
Title:	Dept. Head: City Engineer
Phone:	Phone: (651) 454-0079
E-mail:	E-mail:

**Educational components related to this BMP (description or number – optional):**

Unique # 5.B

## **MINIMUM CONTROL MEASURE NO. 6**

# **POLLUTION PREVENTION / GOOD HOUSEKEEPING**

Pollution prevention and good housekeeping for municipal operations is considered a key element of a storm water management program. This permit requires the City of Mendota to develop and

The MPCA Guidance Manual for MS4's General Permit requires each City to:

- 1 Develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations.
- 2 Operate and maintain our storm water system in a manner so as to minimize the discharge of pollutants.
- 3 Inspect annually all structural pollution control devices.
- 4 Inspect, at a minimum, 20% of the MS4 outfalls, sediment basins, and ponds each year.
- 5 Based on inspection, determine if repair, replacement, or maintenance measures are necessary for proper operation and to prevent environmental impacts such as erosion.
- 6 Summarize the results of outfall inspections in the annual report and include the dates of inspection and the date of completion of major additional protection measures.
- 7 Keep records of inspection results, date, antecedent weather conditions, sediment storage and capacity remaining, and any other maintenance performed or recommended



# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 6.A

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls                 |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management           |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Storm drainage system inspection and cleaning

**BMP Description:**

The City of Mendota currently removes debris from the storm sewer line and culverts as needed. There are very few if any storm sewer catch basins owned by the City of Mendota.

**Measurable Goals:**

Sump and Inlet cleaning and inspection schedule

**Timeline / Implementation Schedule:**

Document existing cleaning program and justification

Number of Sumps cleaned and inspected

Number of sumps full of sediment or debris

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

Name: Joan Olin

Title: City Clerk

Phone: (651) 454-0079

E-mail: mendota@mendotamn.org

**Responsible Department or Organization**

Dept. or Org.:

Dept. Head: City Clerk

Phone: (651) 454-0079

E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

Unique # 6.A

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 6.B

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls                 |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management           |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Pond and outfall inspection and cleaning procedure program

**BMP Description:**

The City of Mendota will inspect 20% of the outfalls, sediment basins, and ponds each year. The City will reevaluate the inspection intervals in Year 2 according to the results of the first two reporting years.

**Measurable Goals:**

20% of MS4 outfalls, sediment basins and ponds each year  
 Outfall cleaning procedures and outfall inspection schedule

**Timeline / Implementation Schedule:**

Number of outfalls inspected (20% minimum)  
 Number of outfalls full of sediment or debris  
 Year 2 reevaluate inspection intervals from history

**Specific Components & Notes (optional):**

Outfall, sediment basins, and pond inspection form  
 Stormsewer system map (3.B)

**Responsible Person for this BMP**

Name: Joan Olin  
 Title: City Clerk  
 Phone: (651) 454-0079  
 E-mail: mendota@mendotamn.org

**Responsible Department or Organization**

Dept. or Org.:  
 Dept. Head: City Clerk  
 Phone: (651) 454-0079  
 E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

Unique # 6.B

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 6.C

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Education and Outreach                        | <input type="checkbox"/> Construction site runoff controls                 |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management           |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Municipal Street Maintenance Program

**BMP Description:**

The City of Mendota currently contracts a privately owned company to remove sediment and debris from the road surface and minimize the amount received by the storm sewer system. The City plans to continue to use the current system of urban street sweeping.

**Measurable Goals:**

Annual urban street sweeping

**Timeline / Implementation Schedule:**

Continue contracted street sweeping  
Number of street miles swept

**Specific Components & Notes (optional):**

Sweeping Schedule

**Responsible Person for this BMP**

Name: Joan Olin

Title: City Clerk

Phone: (651) 454-0079

E-mail: mendota@mendotamn.org

**Responsible Department or Organization**

Dept. or Org.:

Dept. Head: City Clerk

Phone: (651) 454-0079

E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

Unique # 6.C

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 6.D

**Minimum Control Measures Addressed by This BMP**

- |  |  |
|--|--|
| <input type="checkbox"/> Public Education and Outreach             | <input type="checkbox"/> Construction site runoff controls                 |
| <input type="checkbox"/> Public participation & involvement        | <input type="checkbox"/> Post-construction stormwater management           |
| <input type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Pesticide and Herbicide control program

**BMP Description:**

The City of Mendota currently contracts a privately owned company to operate a pesticide application program. The City plans to continue to use the current program. The company is responsible for proper handling and training of their employees

**Measurable Goals:**

**Timeline / Implementation Schedule:**

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

**Responsible Department or Organization**

Name: Joan Olin	Dept. or Org.:
Title: City Clerk	Dept. Head: City Clerk
Phone: (651) 454-0079	Phone: (651) 454-0079
E-mail: mendota@mendotamn.org	E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

Unique # 6.D

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 6.E

**Minimum Control Measures Addressed by This BMP**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Public Education and Outreach             | <input type="checkbox"/> Construction site runoff controls                 |
| <input type="checkbox"/> Public participation & involvement                   | <input type="checkbox"/> Post-construction stormwater management           |
| <input checked="" type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Fertilizer Application Program

**BMP Description:**

The City of Mendota currently contracts a privately owned company to operate a fertilizer application program. The City plans to continue to use the current program. The company is responsible for proper handling and training of their employees.

**Measurable Goals:**

Max phosphorus fertilizer amount allowed by state

**Timeline / Implementation Schedule:**

**Specific Components & Notes (optional):**

Existing Ordinance of fertilizer use on impervious surfaces  
Existing Ordinance on fertilizer content

**Responsible Person for this BMP**

**Responsible Department or Organization**

Name: Joan Olin	Dept. or Org.:
Title: City Clerk	Dept. Head: City Clerk
Phone: (651) 454-0079	Phone: (651) 454-0079
E-mail: mendota@mendotamn.org	E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

Unique # 6.E

# BMP Description Sheet

**MS4 Name:** City of Mendota

**Unique Identifying Number:** 6.F

**Minimum Control Measures Addressed by This BMP**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Public Education and Outreach  | <input type="checkbox"/> Construction site runoff controls                 |
| <input type="checkbox"/> Public participation & involvement        | <input type="checkbox"/> Post-construction stormwater management           |
| <input type="checkbox"/> Illicit discharge detection & elimination | <input checked="" type="checkbox"/> Pollution prevention/Good housekeeping |

**BMP Title:**

Municipal lawn care program

**BMP Description:**

The City of Mendota currently contracts a privately owned company to operate a municipal lawn care program. The City plans to continue to use the current program. The company is responsible for proper handling and training of their employees.

**Measurable Goals:**

Proper discharge of grass clippings

**Timeline / Implementation Schedule:**

Continue existing training program

**Specific Components & Notes (optional):**

**Responsible Person for this BMP**

Name: Joan Olin

Title: City Clerk

Phone: (651) 454-0079

E-mail: mendota@mendotamn.org

**Responsible Department or Organization**

Dept. or Org.:

Dept. Head: City Clerk

Phone: (651) 454-0079

E-mail: mendota@mendotamn.org

**Educational components related to this BMP (description or number – optional):**

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