

# BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 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, website postings, and newsletters.</p> <p><b><u>Education Goal:</u></b> This program is designed to develop an understanding of the SWPPP among residents.</p> <p><b><u>Audience:</u></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. Please note that educational samples may be included in each annual report.</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 published in newsletters, City mailings distributed, and visits to the City's stormwater website. Success of this BMP will be defined by publishing a minimum of one storm water related article per year.</p>												
<p><b>*Timeline/Implementation Schedule:</b></p> <p>This activity will begin in August 2006 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> <table><tr><td>Name:</td><td>Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department:</td><td>Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone:</td><td>952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail:</td><td><a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name:	Joe Swentek	Bruce Loney	Department:	Project Engineer	Public Works Director	Phone:	952-233-9300	952-233-9300	E-mail:	<a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 will develop and distribute educational material and present an overview of the MS4 program and 6 minimum control measures used within the City's SWPPP at each annual public meeting, City mailings, and on the City's storm water web page.</p> <p>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>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. Please note that educational samples may be included in each annual report.</p>												
<p><b>*Measurable Goals:</b></p> <p>The City will document the number of attendees at the public meeting and website visits, all comments received from the attendees at the public meeting and website, and responses to each comment in the record of decision. The effectiveness of this BMP will be measured by the number of residents attending annual meetings and website visits annually. Success of this BMP will be defined as annually evaluating the website's content and updating as necessary.</p>												
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The activity will begin in August 2006 and continue annually throughout the life of this permit.</p>												
<p><b>Specific Components and Notes:</b></p> <p>Educational material presented at the annual meetings and printed in City mailings may vary year to year. Information may be added or modified to the website as necessary.</p>												
<p><b>*Responsible Party for this BMP:</b></p> <table><tr><td>Name:</td><td>Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department:</td><td>Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone:</td><td>952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail:</td><td><a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name:	Joe Swentek	Bruce Loney	Department:	Project Engineer	Public Works Director	Phone:	952-233-9300	952-233-9300	E-mail:	<a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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# BMP Summary Sheet

**MS4 Name:** City of Shakopee

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

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

<b>*BMP Title:</b> Education Program: Public Education and Outreach Program								
<b>*Audience(s) Involved:</b> All City residents, property owners, and business owners.								
<b>*Educational Goals for Each Audience:</b> The City 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.								
<b>*Activities Used to Reach Educational Goals:</b> <u>Printed Brochures/Website:</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.								
<b>*Activity Implementation Plan:</b> The City will evaluate the website annually, and make updates/revisions as necessary through the life of this permit, May 31, 2011.								
<b>*Performance Measures:</b> The City will record the number of publications produced, comments received, and the number of hits to the web site. Success for this BMP will be measured by having distributed a minimum of one informational brochure each year, and annually evaluating the number of website hits.								
<b>*Responsible Party for this BMP:</b> <table><tr><td>Name: Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department: Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone: 952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name: Joe Swentek	Bruce Loney	Department: Project Engineer	Public Works Director	Phone: 952-233-9300	952-233-9300	E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 Shakopee residents.								
<b>*Educational Goals for Each Audience:</b> The City will sponsor and/or produce educational workshops in which water quality issues and BMPs are introduced to local residents. The goal of this program is to increase awareness and understanding of water quality issues and the Storm Water Pollution Prevention Program to local residents.								
<b>*Activities Used to Reach Educational Goals:</b> Presentations on stormwater quality issues and workshops and/or hands-on demonstrations of non-point pollution sources, BMPs, and behavior changes residents can implement to reduce or prevent stormwater pollution.								
<b>*Activity Implementation Plan:</b> These activities will continue through the expiration of this permit, May 31, 2011.								
<b>*Performance Measures:</b> The effectiveness of this BMP will be measured by the City monitoring and annually recording the number of participants and volunteer hours. Success of this BMP will be defined by increasing awareness of the program, benefits to local residents, and documenting the annual number of participants.								
<b>*Responsible Party for this BMP:</b> <table><tr><td>Name: Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department: Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone: 952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name: Joe Swentek	Bruce Loney	Department: Project Engineer	Public Works Director	Phone: 952-233-9300	952-233-9300	E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 Shakopee 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. 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 prevent 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. 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 two times 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 prevent 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 two times 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.  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 continue to be distributed and documented annually, through the life of this permit, May 31, 2011.	
<b>*Responsible Party for this BMP:</b>	
Name: Joe Swentek	Bruce Loney
Department: Project Engineer	Public Works Director
Phone: 952-233-9300	952-233-9300
E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>

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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 of public works projects.								
<b>*Educational Goals for Each Audience:</b> <ol style="list-style-type: none"><li>Contractors: Increased awareness of construction site runoff and review of project specific erosion control BMPs.</li><li>City Staff: The goal of this BMP is to introduce ideas relating to construction site pollution prevention, develop an understanding of the SWPPP, and increase the knowledge of specific NPDES construction permit requirements.</li></ol>								
<b>*Activities Used to Reach Educational Goals:</b> Provide training on how to prevent soil erosion on a construction site, proper erosion control, and review the components of the storm water pollution prevention plan (SWPPP) annually with the staff								
<b>*Activity Implementation Plan:</b> <ol style="list-style-type: none"><li>The City will continue this activity in 2006 through May 31, 2011.</li><li>The City will begin documentation in 2006 and continue annually through May 31, 2011.</li></ol>								
<b>*Performance Measures:</b> Document the number of educational materials distributed/requested, preconstruction meetings, number of visits on the City's stormwater website, and presentations/workshops/field training attended by City staff. Success of this BMP will be measured by training all applicable City staff within three years of the individual's hire date.								
<b>*Responsible Party for this BMP:</b> <table><tr><td>Name: Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department: Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone: 952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name: Joe Swentek	Bruce Loney	Department: Project Engineer	Public Works Director	Phone: 952-233-9300	952-233-9300	E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

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

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

<b>*BMP Title:</b> Education Program: Post-Construction Stormwater Management in New Development and Redevelopment								
<b>*Audience(s) Involved:</b> City of Shakopee residents and business owners.								
<b>*Educational Goals for Each Audience:</b> The City's goal for this BMP includes educating residents and business owners on storm water management within their neighborhood and increasing their understanding of maintenance procedures for existing storm water management systems within the City.								
<b>*Activities Used to Reach Educational Goals:</b> Annual public meeting Stormwater web page Printed educational materials Staff training and presentations								
<b>*Activity Implementation Plan:</b> The City will continue to implement this activity in 2006 through the expiration of this permit, May 31, 2011.								
<b>*Performance Measures:</b> Record of decision, the number of educational materials distributed/requested and the number of visits to the City's stormwater website. Success of this BMP will be measured by requests for additional educational materials and/or number of website visits from the previous year.								
<b>*Responsible Party for this BMP:</b> <table><tr><td>Name: Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department: Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone: 952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name: Joe Swentek	Bruce Loney	Department: Project Engineer	Public Works Director	Phone: 952-233-9300	952-233-9300	E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>							

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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

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

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

<p><b>*BMP Title:</b> Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations</p>								
<p><b>*Audience(s) Involved:</b> City staff involved in public works projects, construction projects</p>								
<p><b>*Educational Goals for Each Audience:</b> The goal of this program is to introduce BMPs and develop an understanding of the SWPPP among City staff.</p>								
<p><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.</p>								
<p><b>*Activity Implementation Plan:</b> This activity will begin in 2006 and continue annually through the expiration of this permit, May 31, 2011. The City will provide a minimum of one training opportunity and document the number of training sessions and the number of participants in attendance.</p>								
<p><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.</p>								
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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 continue to coordinate the educational program with City departments, cities, local organizations, state agencies, and other outside organizations to develop, present, and distribute the most up-to-date stormwater pollution prevention information available.</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 in 2006 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>												
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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 the public meeting, record attendance, keep minutes, 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 having the public attend the public meeting and visit the City's stormwater 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> <table><tr><td>Name: Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department: Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone: 952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name: Joe Swentek	Bruce Loney	Department: Project Engineer	Public Works Director	Phone: 952-233-9300	952-233-9300	E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 and website visits, 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> <table><tr><td>Name:</td><td>Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department:</td><td>Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone:</td><td>952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail:</td><td><a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name:	Joe Swentek	Bruce Loney	Department:	Project Engineer	Public Works Director	Phone:	952-233-9300	952-233-9300	E-mail:	<a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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# BMP Summary Sheet

**MS4 Name:** City of Shakopee

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

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

<b>*BMP Title:</b> Storm Sewer System Map								
<b>*BMP Description:</b> 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.  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								
<b>*Measurable Goals:</b> 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" by May 31, 2011.								
<b>*Timeline/Implementation Schedule:</b> This activity will be completed annually beginning in 2007 and continue through the life of this permit, May 31, 2011.								
<b>Specific Components and Notes:</b>								
<b>*Responsible Party for this BMP:</b> <table><tr><td>Name: Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department: Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone: 952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name: Joe Swentek	Bruce Loney	Department: Project Engineer	Public Works Director	Phone: 952-233-9300	952-233-9300	E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

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

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

<b>*BMP Title:</b> Regulatory Control Program	
<b>*BMP Description:</b> The City will review current applicable ordinances and, if necessary, develop an ordinance which will address the issue of non-stormwater discharges in the City's storm sewer system. Elements of this ordinance will include, but are not limited to defining allowable discharges, setting policy as it pertains to violations, penalties, MPCA standards, and mitigation requirements.	
Location(s) in SWPPP of detailed information relating to this BMP: Index Page 3: BMP ID No. 3b-1 Regulatory Control Program – Record of Activities Completed	
<b>*Measurable Goals:</b> The City will review existing ordinances and, if necessary, develop and adopt a stormwater system illicit discharge ordinance. The effectiveness of this BMP will be measured by the number of enforcement actions issued annually. Success will be defined as the review of existing ordinances or development of an illicit discharge ordinance.	
<b>*Timeline/Implementation Schedule:</b>	
Draft ordinance (or review existing ordinance)	2006
Public comment period	2006
City Council review	2007
Adopt ordinance	2007
Annually review existing ordinances or adopted ordinance	2008-2011
<b>Specific Components and Notes:</b>	
<b>*Responsible Party for this BMP:</b>	
Name: Joe Swentek	Bruce Loney
Department: Project Engineer	Public Works Director
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E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>

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**BMP Summary Sheet Page 2**

**Responsible Person:**

Joe Swentek  
Project Engineer  
952-233-9300  
[jswentek@ci.shakopee.mn.us](mailto:jswentek@ci.shakopee.mn.us)

Bruce Loney  
Public Works Director  
952-233-9300  
[bloney@ci.shakopee.mn.us](mailto:bloney@ci.shakopee.mn.us)

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**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 Shakopee

**Minimum Control Measure:** 3-ILLICIT 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 develop an illicit discharge detection program consisting of staff training in detecting, inspection procedures, and eliminating illegal connections to the storm sewer system. The City will also review the current educational activities undertaken by its staff to prevent illicit discharges from daily public works activities. These activities may include, but are not limited to, educational videos, training, and workshops.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 3: BMP Id No. 3c-1 Illicit Discharge Detection and Elimination Plan – Record of Activities Completed</p>								
<p><b>*Measurable Goals:</b></p> <p>The effectiveness of this BMP will be measured by holding a minimum of one educational program or workshop for City staff per year. Success of this BMP will be determined by the amount of staff hours recorded annually.</p>								
<p><b>*Timeline/Implementation Schedule:</b></p> <p>This activity will be conducted annually from 2006 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> <table><tr><td>Name: Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department: Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone: 952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name: Joe Swentek	Bruce Loney	Department: Project Engineer	Public Works Director	Phone: 952-233-9300	952-233-9300	E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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# BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 prevent illicit discharges from daily public works activities and other general City operations. These activities may include, but are not limited to, educational brochures, newsletters, videos, and workshops.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 3: BMP ID No. 3d-1 Public and Employee Illicit Discharge Information Program – Record of Activities Completed</p>												
<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 continue to 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> <table><tr><td>Name:</td><td>Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department:</td><td>Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone:</td><td>952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail:</td><td><a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name:	Joe Swentek	Bruce Loney	Department:	Project Engineer	Public Works Director	Phone:	952-233-9300	952-233-9300	E-mail:	<a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**Minimum Control Measure:** 3-ILLICIT 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> <table><tr><td>Name: Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department: Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone: 952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name: Joe Swentek	Bruce Loney	Department: Project Engineer	Public Works Director	Phone: 952-233-9300	952-233-9300	E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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# BMP Summary Sheet

**MS4 Name:** City of Shakopee

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

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

<b>*BMP Title:</b> Ordinance or other Regulatory Mechanism													
<b>*BMP Description:</b> 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 12.21, Subd. 6 of the City Code and City of Shakopee design criteria (resolution no. 6391).  <b><u>Target Audience:</u></b> Construction site operators and City staff.  Location(s) in SWPPP of detailed information relating to this BMP: Index Page 4: BMP ID No. 4a-1 Ordinance or other Regulatory Mechanism – Record of Activities Completed.													
<b>*Measurable Goals:</b> The City will annually review and update as necessary the City’s erosion control ordinances.													
<b>*Timeline/Implementation Schedule:</b> The City will review the current ordinances for conformance to NPDES minimum standards, and add additional requirements if necessary by January 1st 2007. The enforcement of new permit requirements (if necessary) will begin on February 1 <sup>st</sup> , 2007 through May 31, 2011.													
<b>Specific Components and Notes:</b> City code 12.21, Subd. 6 City of Shakopee design criteria (resolution no. 6391).													
<b>*Responsible Party for this BMP:</b> <table><tr><td>Name:</td><td>Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department:</td><td>Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone:</td><td>952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail:</td><td><a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>		Name:	Joe Swentek	Bruce Loney	Department:	Project Engineer	Public Works Director	Phone:	952-233-9300	952-233-9300	E-mail:	<a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 confirm to NPDES Phase II permit requirements, local watershed permits (if applicable), and local city ordinances for 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.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 4: BMP ID No. 4b-1 Construction Site Implementation of Erosion and Sediment Control BMPs – Record of Activities Completed.</p>								
<p><b>*Measurable Goals:</b></p> <p>No City permit to allow land disturbing activities shall be issued until all applicable permits are secured or waiver of the approval requirement has been obtained. 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 permits in 2006 and add additional or updated erosion control BMP requirements (if necessary) in 2007. The effectiveness of this BMP will be monitored 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> <table><tr><td>Name: Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department: Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone: 952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name: Joe Swentek	Bruce Loney	Department: Project Engineer	Public Works Director	Phone: 952-233-9300	952-233-9300	E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 confirm to NPDES Phase II permit requirements and the City's ordinance on waste and material disposal, as part of the City's permit approval standards.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 4: BMP ID No. 4c-1 Waste Controls for Construction Site Operators – Record of Activities Completed</p>								
<p><b>*Measurable Goals:</b></p> <p>No City permit to allow land disturbing activities shall be issued until all applicable permits are secured or waiver of the approval requirement has been obtained. Success of this BMP will be determined by site inspections per NPDES Phase II requirements and City permit approvals. The effectiveness of this BMP will be measured by the annual recorded number of enforcement actions against construction site operations. Success of BMP will be defined as operator compliance to the City's 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 and add additional or updated waste and material disposal requirements (if necessary) in 2007. The effectiveness of this BMP will be monitored 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> <table><tr><td>Name: Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department: Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone: 952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name: Joe Swentek	Bruce Loney	Department: Project Engineer	Public Works Director	Phone: 952-233-9300	952-233-9300	E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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Phone: 952-233-9300	952-233-9300							
E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>							

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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

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

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

<b>*BMP Title:</b> Procedure for Site Plan Review												
<b>*BMP Description:</b> Every applicant for a city permit to allow land disturbing activities must 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.  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												
<b>*Measurable Goals:</b> 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.												
<b>*Timeline/Implementation Schedule:</b> The City will implement this BMP in 2006, and monitor the effectiveness through the expiration of this permit, May 31, 2011.												
<b>Specific Components and Notes:</b>												
<b>*Responsible Party for this BMP:</b> <table><tr><td>Name:</td><td>Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department:</td><td>Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone:</td><td>952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail:</td><td><a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name:	Joe Swentek	Bruce Loney	Department:	Project Engineer	Public Works Director	Phone:	952-233-9300	952-233-9300	E-mail:	<a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 publish a phone number and provide a website in which residents can receive information, report violations, and respond to SWPPP issues. Reports of violations will be inspected within 24 hours of receipt by the City or on the next scheduled City work day. 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.</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 record the number of calls and emails related to SWPPP issues, record the number of illicit discharge and construction site complaints, and the number of clean-up activities or SWPPP changes resulting from calls or emails. Success of this BMP will be defined by the implementation schedule.</p>												
<p><b>*Timeline/Implementation Schedule:</b></p> <p>This activity will begin 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> <table><tr><td>Name:</td><td>Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department:</td><td>Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone:</td><td>952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail:</td><td><a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name:	Joe Swentek	Bruce Loney	Department:	Project Engineer	Public Works Director	Phone:	952-233-9300	952-233-9300	E-mail:	<a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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E-mail:	<a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>										

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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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>The City will provide training to its staff on proper erosion control, identification of problem areas, and the expectations of the Stormwater Pollution Prevention Plan (SWPPP) for construction site operations. City procedures for site inspections and enforcement actions will comply with NPDES Phase II construction permit guidelines.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 4: BMP ID No. 4f-1 Establishment of Procedures for Site Inspections and Enforcement – Record of Activities Completed.</p>								
<p><b>*Measurable Goals:</b></p> <p>The City will document the number of employees with Mn/DOT certification (or other), the number of workshops/training sessions, and the attendance at each workshop/training session. The success of this BMP will be defined as providing training to all applicable new staff within 3 years of the individual staff member's hire date.</p>								
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The City will begin training in 2006 and continue 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> <table><tr><td>Name: Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department: Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone: 952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name: Joe Swentek	Bruce Loney	Department: Project Engineer	Public Works Director	Phone: 952-233-9300	952-233-9300	E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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# BMP Summary Sheet

**MS4 Name:** City of Shakopee

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

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

<b>*BMP Title:</b> Development and Implementation of Structural and/or Non-structural BMPs	
<b>*BMP Description:</b>	
<u>Structural</u>	
<p>The City will review and revise (if necessary, during the plan review process) permanent BMP designs and criteria for post-construction storm water management associated with new development and redevelopment projects. The City will also consider the implementation of low impact development practices if prudent and feasible. Existing applicable City ordinances and regulations concerning post-construction storm water management are referred to in 12.21 (subd 6) of the City code, City of Shakopee design criteria (resolution no. 6391) and the Comprehensive Stormwater Management Plan.</p> <p>The City will annually review and revise (if necessary) the current policies, requirements, and Best Management Practices specific to structural BMP's.</p>	
<u>Non-Structural</u>	
<p>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: Index Page 5: BMP No. 5a-1 Development and Implementation of Structural and/or Non-structural BMPs – Record of Activities Completed</p>	
<b>*Measurable Goals:</b>	
<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>	
<b>*Timeline/Implementation Schedule:</b>	
<p>Begin evaluation of all permanent BMP's (during plan review process), implement potential new/or revised BMP's.</p>	January 1, 2007
<p>Annually record all revised BMP designs and implemented structural and non-structural BMP's.</p>	2007 through May 31, 2011
<b>*Specific Components and Notes:</b>	
<p>Comprehensive Storm Water Management Plan, City code 12.21 (subd. 6), City of Shakopee design criteria (resolution no. 6391).</p>	
<b>*Responsible Party for this BMP:</b>	
Name: Joe Swentek	Bruce Loney
Department: Project Engineer	Public Works Director
Phone: 952-233-9300	952-233-9300
E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>

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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 continue to use existing development review policies currently in place to minimize the negative impacts storm water runoff may have on water quality within the City. Utilizing these existing policies, all development proposals must address water quality, water quantity, erosion control and site grading, utilizing BMPs for each of these activities.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 5: BMP ID No. 5b-1 Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment – Record of Activities Completed</p>								
<p><b>*Measurable Goals:</b></p> <p>The City will review new development plans for conformance with BMPs outlined in the SWPPP and document the number of development plans reviewed annually. Success of this BMP will be defined as annually documenting the number of development plans received.</p>								
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The City will continue this BMP in 2006, and annually evaluate and update (if necessary) from 2007 through May 31, 2011.</p>								
<p><b>Specific Components and Notes:</b></p>								
<p><b>*Responsible Party for this BMP:</b></p> <table><tr><td>Name: Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department: Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone: 952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name: Joe Swentek	Bruce Loney	Department: Project Engineer	Public Works Director	Phone: 952-233-9300	952-233-9300	E-mail: <a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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>A long-term operation and maintenance program will be developed and implemented to reduce the discharge of pollutants from the City's outfalls. The City will update (as necessary) the BMP maintenance schedule as defined in the annual Public Works Department's work schedule.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 5: BMP ID No. 5b-1 Long-term Operation and Maintenance of BMPs – Record of Activities Completed</p>												
<p><b>*Measurable Goals:</b></p> <p>Potential revisions to the public works BMP maintenance schedule will be annually evaluated and documented.</p>												
<p><b>*Timeline/Implementation Schedule:</b></p> <p>The long-term operation and maintenance program will be developed in 2006 and implemented in 2007. The City will review its program annually beginning in 2006 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> <table><tr><td>Name:</td><td>Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department:</td><td>Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone:</td><td>952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail:</td><td><a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name:	Joe Swentek	Bruce Loney	Department:	Project Engineer	Public Works Director	Phone:	952-233-9300	952-233-9300	E-mail:	<a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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**BMP Summary Sheet Page 2**

**Responsible Person:**

Joe Swentek  
Project Engineer  
952-233-9300  
[jswentek@ci.shakopee.mn.us](mailto:jswentek@ci.shakopee.mn.us)

Bruce Loney  
Public Works Director  
952-233-9300  
[bloney@ci.shakopee.mn.us](mailto:bloney@ci.shakopee.mn.us)

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**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 Shakopee

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

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

**\*BMP Title:** Street Sweeping\*\*

**\*BMP Description:**

The City will brush or vacuum sweep streets a minimum of twice annually in an effort to reduce the amount of sediment and trash from reaching the storm sewer system.

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

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

**\*Measurable Goals:**

The effectiveness of this BMP will be measured by the City annually recording the number of times streets are swept and quantify the amount of trash removed. Success of this BMP is defined as recording one street sweeping activity per year.

**\*Timeline/Implementation Schedule:**

Street sweeping will be conducted annually through the expiration of this permit, May 31, 2011.

**Specific Components and Notes:**

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

Name: Joe Swentek

Bruce Loney

Department: Project Engineer

Public Works Director

Phone: 952-233-9300

952-233-9300

E-mail: [jswentek@ci.shakopee.mn.us](mailto:jswentek@ci.shakopee.mn.us)

[bloney@ci.shakopee.mn.us](mailto:bloney@ci.shakopee.mn.us)

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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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's Public Works Department will inspect all identified structural pollution control devices on City property and right-of-ways , and prescribe a maintenance schedule as necessary.

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

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

**\*Measurable Goals:**

The City will inspect and document all structural pollution control devices a minimum of once per year. Maintenance specifications and schedules will be developed and implemented as necessary. Success of this BMP will be defined as recording all inspections annually.

**\*Timeline/Implementation Schedule:**

This activity will 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: Joe Swentek

Bruce Loney

Department: Project Engineer

Public Works Director

Phone: 952-233-9300

952-233-9300

E-mail: [jswentek@ci.shakopee.mn.us](mailto:jswentek@ci.shakopee.mn.us)

[bloney@ci.shakopee.mn.us](mailto:bloney@ci.shakopee.mn.us)

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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 will inspect all outfalls, 24" or greater, sediment basins and ponds within the City's storm sewer system. The results of these inspections will be compiled in a report which will include sediment levels, watershed information and recommended maintenance and maintenance schedules.

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

Index Page 6: BMP ID No. 6b-3 Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis – Record of Activities Completed

**\*Measurable Goals:**

The City will inspect a minimum of 20% each year and record the number of outfalls (24" or greater) inspected, and rate the condition of outfalls and ponds. Success of this BMP will be defined as recording a minimum annual inspection rate of 20% of all MS4 outfalls, sediment basins, and ponds.

**\*Timeline/Implementation Schedule:**

City staff will implement this action in 2006 and continue until all inspections are complete or the expiration of this permit, May 31, 2011.

**Specific Components and Notes:**

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

Name: Joe Swentek

Bruce Loney

Department: Project Engineer

Public Works Director

Phone: 952-233-9300

952-233-9300

E-mail: [jswentek@ci.shakopee.mn.us](mailto:jswentek@ci.shakopee.mn.us)

[bloney@ci.shakopee.mn.us](mailto:bloney@ci.shakopee.mn.us)

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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 inspect all exposed stockpiles and storage/material handling areas located on City owned properties.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 6: BMP ID No. 6b-4 Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas – Record of Activities Completed</p>												
<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 inspecting all exposed stockpiles and storage/material handling areas a minimum of once each year.</p>												
<p><b>*Timeline/Implementation Schedule:</b></p> <p>Inspections will be recorded a minimum of once per year, beginning in 2006 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> <table><tr><td>Name:</td><td>Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department:</td><td>Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone:</td><td>952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail:</td><td><a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name:	Joe Swentek	Bruce Loney	Department:	Project Engineer	Public Works Director	Phone:	952-233-9300	952-233-9300	E-mail:	<a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

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

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

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

**\*BMP Description:**

Determinations of repair, replacement, or maintenance measures shall be directed by the Public Works Director. All corrective maintenance, repair, and/or replacement measures shall be documented and recorded in the City's SWPPP.

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

Index Page 6: BMP ID No. 6b-5 Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures – Record of Activities Completed

**\*Measurable Goals:**

Repair, replacement, and/or maintenance completed 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.

**\*Timeline/Implementation Schedule:**

The activity was established in 2004 and will continually be updated annually through the life of this permit, May 31, 2011.

**Specific Components and Notes:**

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

Name: Joe Swentek

Bruce Loney

Department: Project Engineer

Public Works Director

Phone: 952-233-9300

952-233-9300

E-mail: [jswentek@ci.shakopee.mn.us](mailto:jswentek@ci.shakopee.mn.us)

[bloney@ci.shakopee.mn.us](mailto:bloney@ci.shakopee.mn.us)

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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 Public Works Director will retain all records of inspection, maintenance, and corrective actions of the City's storm water system. Records will be available, by request, to the public upon approval by the Public Works Director.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 6: BMP ID No. 6b-6 Record Reporting and Retention of All Inspections and Responses to the Inspections – Record of Activities Completed</p>												
<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 on 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> <table><tr><td>Name:</td><td>Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department:</td><td>Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone:</td><td>952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail:</td><td><a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name:	Joe Swentek	Bruce Loney	Department:	Project Engineer	Public Works Director	Phone:	952-233-9300	952-233-9300	E-mail:	<a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
Name:	Joe Swentek	Bruce Loney										
Department:	Project Engineer	Public Works Director										
Phone:	952-233-9300	952-233-9300										
E-mail:	<a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>										

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## BMP Summary Sheet

**MS4 Name:** City of Shakopee

**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 records of inspection results and any maintenance performed or recommended. After 2 years of inspections, the frequency of inspections may be adjusted at the discretion of the Public Works Director.

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: Joe Swentek

Bruce Loney

Department: Project Engineer

Public Works Director

Phone: 952-233-9300

952-233-9300

E-mail: [jswentek@ci.shakopee.mn.us](mailto:jswentek@ci.shakopee.mn.us)

[bloney@ci.shakopee.mn.us](mailto:bloney@ci.shakopee.mn.us)

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## Additional BMP Summary Sheet

**MS4 Name:** City of Shakopee

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

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

<p><b>*BMP Title:</b> Landscaping and Lawn Care Practices Review</p>												
<p><b>*BMP Description:</b></p> <p>The City will annually review and, if necessary, adjust its current practices in the use of fertilizer, pesticide and herbicide application, mowing and discharge operations, grass clipping collection, mulching and composting.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP: Index Page 6: BMP ID No. 6b-8 Landscaping and Lawn Care Practices Review – Record of Activities Completed</p>												
<p><b>*Measurable Goals:</b></p> <p>The City will annually document the results of the review and the number of staff who receive training. Success will be defined as adjusting current practices if necessary.</p>												
<p><b>*Timeline/Implementation Schedule:</b></p> <p>This BMP began in 2004 and will 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> <table><tr><td>Name:</td><td>Joe Swentek</td><td>Bruce Loney</td></tr><tr><td>Department:</td><td>Project Engineer</td><td>Public Works Director</td></tr><tr><td>Phone:</td><td>952-233-9300</td><td>952-233-9300</td></tr><tr><td>E-mail:</td><td><a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a></td><td><a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></td></tr></table>	Name:	Joe Swentek	Bruce Loney	Department:	Project Engineer	Public Works Director	Phone:	952-233-9300	952-233-9300	E-mail:	<a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>
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E-mail:	<a href="mailto:jswentek@ci.shakopee.mn.us">jswentek@ci.shakopee.mn.us</a>	<a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a>										

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## Additional BMP Summary Sheet

**MS4 Name:** City of Shakopee

**Minimum Control Measure:** N/A

**Unique BMP Identification Number:** 7

<b>*BMP Title:</b> Nondegradation for Selected MS4s
<b>*BMP Description:</b> <p>The City will prepare a Loading Assessment and Nondegradation Report as per Part X. Appendix D. Sections B &amp; C of the MS4 General Permit. The City will follow the public participation process as per Part X. Appendix D. Section D of the MS4 General Permit. After consideration of the input received during the public participation process, the City will prepare and submit the materials required in Part X. Appendix D. Section E of the MS4 General Permit.</p> <p>During the MPCA review, notice, and preliminary determination processes, the City will work with the MPCA, if appropriate, to respond to comments and/or revise the submittal materials to prepare them for final approval.</p> <p>After final determination by the MPCA, the City will modify the SWPPP as per the approved submittal materials and as needed to meet the nondegradation requirements.</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 prepare and submit materials to meet the requirements listed above.</li><li>2. The City will respond to and coordinate with the MPCA, as appropriate, during the MPCA review, notice, and preliminary determination processes.</li><li>3. Modify the SWPPP as per the approved modifications and as needed to meet the nondegradation requirements.</li></ol>
<b>*Timeline/Implementation Schedule:</b> <p>Listed numbers below correspond to the Measurable Goals listed above</p> <ol style="list-style-type: none"><li>1. The City will prepare and submit the required materials listed above by November 1, 2007.</li><li>2. The City will respond to and coordinate with the MPCA, as appropriate, during the MPCA review, notice, and preliminary determination processes.</li><li>3. After the submittal materials are approved by the MPCA, the City will modify the SWPPP, as per the approved modifications and as needed to meet the nondegradation requirements, in a timely manner.</li></ol>
<b>Specific Components and Notes:</b>   
<b>*Responsible Party for this BMP:</b> <p style="margin-left: 20px;">Name: Bruce Loney Department: Public Works Director Phone: 952-233-9300 E-mail: <a href="mailto:bloney@ci.shakopee.mn.us">bloney@ci.shakopee.mn.us</a></p>

