

St. Louis Park SWPPP

January 01, 2009 To December 31, 2009

This program consists of the following 6 Minimum Control Measure(s).

1. Public Education and Outreach
2. Public Participation/Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Stormwater Runoff Control
5. Post-Construction Stormwater Management in New Development and Redevelopment
6. Pollution Prevention/Good Housekeeping

1 Public Education and Outreach

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description:

The City of St Louis Park has recognized the importance of Public Education and Outreach and has been involved in the elementary schools for many years and has been educating and informing the public at the Westwood Hills Environmental Center since the 1970's. The emphasis has been on creating an awareness of environmental issues with the goal of behavioral change.

In 1958, the City of St. Louis Park acquired 90 acres of a golf course for public use. In 1972, planning began for a nature center for the purpose of educating the public on environmental issues. The Center was constructed in 1977. Formal nature and environmental programming began in 1980. St. Louis Park Public School District 283 uses the center as part of its curriculum. Students from private schools and other public school districts attend programs at the center as well as the general public. Programs offered at the center include everything from snowshoeing and making maple syrup, to learning about urban lake dynamics.

Best Management Practices

1.a-1 Distribute Educational Materials

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Required: Yes

Description

Public Works, Parks & Recreation and Inspections Departments staff distribute educational materials to residents, contractors and other businesses, community groups, schools and other organizations. Materials range from erosion control and native landscaping to how a raindrop moves through the storm sewer system. In addition to the usual methods of distribution, staff takes every opportunity to distribute materials and education during open houses and other events through displays, electronic media, games, speaking and videos. We have a speakers' bureau that visits organizations including elementary schools where we address all city-related issues, including environmental concerns and storm water issues.

Specific Components and Notes

Conduct annual meeting.
Continue volunteer programs.
Foster partnerships with Met Council, watershed districts and school district.
Minneapolis Chain of Lakes Clean Water Partnership educational components.
Promote the use of the internet as a means of information, education and reporting.
Conduct stakeholder meetings.
Solicit public opinion and conduct recommendation survey.
Distribute public participation information.
Develop outreach materials.
Promote the annual Hazardous Waste Drop Off Event in St. Louis Park by Hennepin County.
Education of recycling used oil to local service stations.
Education and promotion for residents regarding proper handling of used oil.

Goals

1.a-1.1 Promote the Hennepin County Household Hazardous Waste Collection Event April annually.

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Provide location for the drop off of household has mat that is collected by Hennepin County

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
06/11/2009	Hennepin County Haz Waste Collection 2009	

1.a-1.2 Hold an Eco Fair each year in June.

Responsible Staff / Position: Jim Vaughan
 Environmental Coordinator
 (952) 924-2557

Description

Conduct Eco-Fair during Partacular week. Booth with stormwater, water conservation, wildlife, environmental information and handouts.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008

Activity Date	Name	Description
06/20/2009	Eco Fair 2009	Over 1000 children and adults attended. Included climbing wall, canoe/kayaking in Wolfe Lake, Stormwater mini 9 hole golf course; water critters (Nature Center), pot a plant, abrakadoodle and fishing clinic.

1.a-1.3 Hold an Earth Day Celebration each year in the spring.

Responsible Staff / Position: Jim Vaughan
 Environmental Coordinator
 (952) 924-2557

Description

Arbor/Earth Day Traditionally held at Westwood Hills Nature Center. Kidtime with Rachael performed, raptor was present, planted 40 trees, gave 100 seedlings away, Bassett Creek Watershed Organization was present. Many earth friendly activities inside building.

In 2006, held at WW Nature Center on April 22nd, with many in attendance.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
04/25/2009	Earth Day/Arbor Day 2009	Had a great celebration with 150 people in attendance. Had music, planted trees, raptor demonstration, Eureka Recycling truck on display and much more.

1.a-1.4 Spend more than 50 hours annually on forest restoration.

Responsible Staff / Position: Jim Vaughan
 Environmental Coordinator
 (952) 924-2557

Description

Work with volunteer groups to plant trees.
 City Staff tree planting activities.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
10/17/2009	Urban Reforestation 2009	Planted 100 trees @ Lilac Park and SW Regional Trail Planted 225 trees on boulevards

Planted 125 trees in Nature Center
Planted 30 trees in parks

1.a-1.5 To provide at least two free opportunities per year for public environmental education.

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Held spring workshops, attended fire department open house (2008) and made materials available at Home Remodel Fair (2008 & 2009) via booth and presentation.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
03/01/2009	2009 Educational Opportunities	

1.b-1 Implement an Education Program

Responsible Staff / Position: Mark Oestreich
Manager, Parks and Recreation
(952) 924-2543

Required: Yes

Description

Continue Formal Educational Programming Components
Westwood Hills Environmental Education Center provides numerous programs for all ages, covering a variety of natural resources subjects, including storm water and water quality components. The educational components related to the permit, provided by Westwood Hills Environmental Education Center are listed below under "Specific Components".

Specific Components and Notes

Westwood Hills Nature Center Programs:
Toadally Toads - family/all ages
Marsh Mania - family/all ages
Family Canoeing - family/all ages
The Slimy & Slithery - ages 3-5 w an adult
Pollywogs Summer Camp - ages 4-5
Dragonflies Summer Camp - Grade 1
Discoverers Summer Camp - Grades 2-3
Summer Ecology Camp - Grades 4-5
What Can You Do? (to protect the Earth) - Grades 6-8
Canoeing the St. Croix - Grades 7-9
Eco-Club - Grades 7-12
Girls' Canoeing Club - Grades 7 & up
Canoe Minnehaha Creek - ages 18 & up
Mille Lacs Fishing Trip - ages 55 & better
Dragons of the Insect World - ages 6 & up
Canoe the Chain of Lakes - ages 8 & up
Wednesday Whirligigs - ages 4 & 5
Fall Color Paddle - ages 18 & up
Puppet Show: Under the Ice - all ages/family
Westwood's Herp's - all ages/family
Kiss A Fish - all ages/family
Can a Wood Duck Chuck Wood - all ages/family
Ice Fishing-family/all ages

Goals

1.b-1.1 To educate all ages regarding water quality and its effect on the environment.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Annual visit SLP public schools and present standard presentation (been doing it for many years).

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
01/08/2009	Classroom Presentation	Classroom presentation on water cycle, water quality and water stewardship. 1st Grade class Peter Hobart school approx 120 kids & 6 teachers.
03/03/2009	Classroom Presentation	Classroom presentation on water cycle, water quality and water stewardship. 3rd Grade class Peter Hobart school approx 125 kids & 6 teachers.
03/16/2009	Classroom Presentation	Classroom presentation on water cycle, water quality and water stewardship. 3rd Grade class Aquila school approx 120 kids & 6 teachers.
04/07/2009	Classroom Presentation	Spoke about Environmental initiatives to 1st grade classes @ Aquila School (120 students)
12/18/2009	Classroom Presentation	Presented Invasive species (aquatic and others) to 4 classes of 8th graders - SLP Jr. High (140 students)

1.b-1.2 To expose all ages to water quality issues.

Responsible Staff / Position: Mark Oestreich
Manager, Parks and Recreation
(952) 924-2543

Description

nature Center standard curriculum offered to all SLP students every year, which includes stormwater and water quality.

Events such as Eco Fair also accomplish this goal.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
05/04/2009	2009 Water Quality Classes	Presented a variety of classes to school groups and others in 2009.

1.b-1.3 To provide age appropriate environmental education and stewardship to all residents of St Louis Park

Responsible Staff / Position: Mark Oestreich
Manager, Parks and Recreation
(952) 924-2543

Description

Through classes at Westwood Hills Nature Center, all SLP public, and many private, schools annually participate in environmental education and stewardship.

Annual litter pick-ups happening throughout SLP in April in 2006 and 2007
Eagle Scout projects and other events for stewardship opportunity.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
03/02/2009	Volunteer Opportunities 09	Park Perspective issue with volunteer opportunities
04/25/2009	Beautify the Park 2009	Volunteer and educational opportunities for environmental stewardship in 2009.

1.b-1.4 Attendance is recorded at all Westwood Nature Center classes, courses and camps.

Responsible Staff / Position: Mark Oestreich
Manager, Parks and Recreation
(952) 924-2543

Description

Westwood has records for all attendees to all of it' offerings/classes/events.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
07/14/2009	2009 Annual Attendance	Mark Oestreich is contact and has 2009 attendance figures.

1.c-1 Education Program: Public Education and Outreach

Responsible Staff / Position: Mark Oestreich
Manager, Parks and Recreation
(952) 924-2543

Required: Yes

Audiences Involved

All public education is in BMP Summaries 1a-1 and 1b-1.

Educational Goals for Each Audience

All information is in 1a-1 and 1b-1.

Performance Measures

All information is in 1a-1 and 1b-1.

Goals

1.c-1.1 Workshops

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Conduct workshops for residents for basic education on environmental issues

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
03/30/2009	2009 Workshops	Jim Vaughan presented several workshops and Metro Blooms presented raingarden workshops.
04/20/2009	Rain Garden Workshop	MetroBlooms raingarden workshop 34 St. Louis Park Residents attended.

1.c-2 Education Program: Public Participation

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Required: Yes

Audiences Involved

Residents (children, families, adults)
Business & service clubs
Neighborhood organizations

Educational Goals for Each Audience

To educate each person about stormwater issues and the environment as a whole.

Performance Measures

Number of people attending classes
Number of people attending special events (Eco Fair, etc.)
Number of people volunteering for each area
Number of brochures distributed.
Number of website hits on environmental issues
Number of inquiries or feedback on environmental articles
Number of attendees at workshops
Number of requests for environmental-related services

Goals

1.c-2.1 School presentations.

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Visit city and private schools to present water cycle, storm water, and environmental information. See 1.b.1.1

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
10/06/2009	2009 SLP Presentations	Jim vaghan presented environmental subject material to 1st and kindergarten (Aquila and Peter Hobart schools respectively) - 140 students.
10/27/2009	Jewish Day School 2009	Presented environmental subject material to 3rd grade classes (60 students).

1.c-2.2 Volunteer opportunities such as Arbor Day, Earth Day, Eco Fair, pond sampling, Eagle Scout projects,

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Volunteer opportunities such as Arbor Day, Earth Day, Eco Fair, pond sampling, Eagle Scout projects, service projects, adopt-a-street, adopt-a-hydrant, adopt-a-pond, adopt-a-garden, adopt-a-park, cleanup projects.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
04/25/2009	2009 Volunteer Opportunities	

1.c-2.3 Free workshops for the public (landscaping, tree pruning, etc.)

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Held spring workshops and workshop at Home Remodel Fair; annual workshops.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
02/28/2009	2009 Workshops	

1.c-2.4 Speaker's Bureau

Responsible Staff / Position: Mark Oestreich
Manager, Parks and Recreation
(952) 924-2543

Description

Have bureau listed on website and promoted at presentations and events.
listed personnel:

Scott Anderson
Jim Vaughan
Mark Oestreich
Naturalists from WWood Nature Center

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
11/18/2009	2009 Speaker's Bureau	Updated speakers bureau for 2009 and added to City website.

1.c-2.5 Kids? Eco Fair at Parktacular

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Annual event consisting of events such as: stormwater demonstrations, MCWD booth, raingarden/shoreline plantings, flower pot painting and planting, reptiles and water creatures hands-on activity, fishing, climbing wall, painting of nature.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
06/20/2009	2009 Parktacular	Annual event consisted of: fishing, climbing wall, pond critters, pot-a-plant, canoeing/kayaking and 9 hole stormwater miniature golf.

1.c-2.6 Earth Day Celebration

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Held annually in Westwood Hills Nature Center. 150 people typically attend each event. Planted trees, studied a raptor, participated in hands on storm water demonstrations - refreshments and music.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
04/25/2009	2009 Earth/Arbor Day	

1.c-2.7 Arbor Day

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Celebration held annually in conjunction with Earth Day. See Earth Day/Arbor Day @ Westwood Hills Nature Center.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
04/25/2009	2009 Earth/Arbor Day	Annually held @ Westwood Nature Center with lots of activities; face painting, raptor demonstration, tree planting, music and refreshments.

1.c-2.8 Tu B'Shvat

Responsible Staff / Position: Sarah Hellekson
Public Works
(952) 224-2183

Description

2006 gave environmental themed coloring books and information to Jewish Day School for distribution.

2007 brought over 12 recycling bins for use at school - never recycled before at school.

Jim Vaughan spoke to pre-school classes (2) regarding recycling (12/14/07)

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007

Activity Date	Name	Description
None		

1.c-2.9 National Night Out

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Passed out environmental materials, including stormwater information, to 3-4 neighborhood groups.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
None		

1.c-2.10 Fire Department Open House

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Participated in environmental booth with educational information distributed to 500 people.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008

Activity Date	Name	Description
None		

1.c-2.11 Website information

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Continually updated refined City web site, particularly the "Environment" site. Also Westwood Hills selection on City web site was refined and updated. A lot of stormwater information and related links are posted on site.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
None		

1.c-2.12 City newsletter

Responsible Staff / Position: Jim Vaughan
 Environmental Coordinator
 (952) 924-2557

Description

Park Perspective produced bi-monthly with storm related article added once every issue.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
01/13/2009	2009 Park Perspective	Park Perspective is now produced on-line and available on City web site (all issues) @ www.stlouispark.org.

1.c-2.13 Articles in Sun Sailor

Responsible Staff / Position: Jim Vaughan
 Environmental Coordinator
 (952) 924-2557

Description

Environmental editorial article submitted and published 4 times/year in local newspaper.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
12/16/2009	2009 Sun Sailor Articles	Published articles in 2009

1.c-2.14 Park & Recreation brochure

Responsible Staff / Position: Jim Vaughan
 Environmental Coordinator
 (952) 924-2557

Description

Parks and Recreation Brochure is published 3 times per year. Each publication has listings for environmental education classes (Westwood Hills Nature Center), Environmental Coordinator workshops (twice a year) and other activities, including environmental field trips, volunteer stewardship and special events (Arbor/Earth Day, et al.)

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
02/19/2009	2009 P & R Brochure	3 issues produced for 2009.

1.c-2.15 Written programs & brochures

Responsible Staff / Position: Jim Vaughan
 Environmental Coordinator
 (952) 924-2557

Description

Updated brochures used for public presentations, open houses and other City functions and public relations.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
<hr/>		
None		
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1.c-2.16 Westwood Nature Center brochure

Responsible Staff / Position: Mark Oestreich
Manager, Parks and Recreation
(952) 924-2543

Description

Part of Park & Recreation Brochure published 3 times per year.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
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03/11/2009	2009 Park and Rec Brochure	
<hr/>		

1.c-3 Education Program: Illicit Discharge Detection and Elimination

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Audiences Involved

City Employees
Public (residents, business owners, contractors)

Educational Goals for Each Audience

City Employees - identify illicit discharge, why it is wrong and how to report it.
Public - behavioral change, identification of illicit discharges, why it is wrong, how to report.

Performance Measures

Number of illicit discharges reported.

Document identifying topics and employees who can speak to neighborhood groups, schools, businesses, and community groups regarding stormwater related issues.

Goals

1.c-3.1 City employees-scheduled training sessions.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Conduct training session for City employees on environmental/NPDES permit and good housekeeping.

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

1.c-3.2 Public - Use of materials and media for outreach to businesses.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

1.c-4 Education Program: Construction Site Run-off Control

Responsible Staff / Position: Laura Adler
Engineering Program Coordinator
(952) 924-2555

Required: Yes

Audiences Involved

City employees
Developers
Contractors
Business owners

Educational Goals for Each Audience

City employees - knowledge of the city's erosion control ordinance & the watershed districts' requirements.

Developers, contractors & business owners - compliance with the city's erosion control ordinance.

Performance Measures

Lower the number of noncompliant erosion control activities.

Goals

1.c-4.1 Distribute educational materials to the public.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Education materials related to construction site run-off distributed with building permit and EC permit applications.

Planned: 2006 2007 2008 2009 2010

Complete: 2008 2009

Activity Date	Name	Description
04/06/2009	Educational Construction Site Run-off	

1.c-4.2 Pre-construction meetings with developers and contractors and other department staff.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Performed as erosion control permit specification.

Planned: 2006 2007 2008 2009 2010

Complete: 2008 2009

Activity Date	Name	Description
04/15/2009	Erosion Control Permit	

1.c-4.3 Development Review Committee meetings to discuss specific issues for development areas and projects.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Meet every monday with all departments to discuss new projects.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
<hr/>		
None		
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1.c-4.4 Permits and educational materials available on the city web site.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

EC permit and stormwater education and resources available @ www.stlouispark.org under Environment section.

Planned: 2006 2007 2008 2009 2010

Complete: 2007 2008 2009

Activity Date	Name	Description
<hr/>		
None		
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1.c-4.5 Educational materials promoted at city events and environmental fairs.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Available at City functions including, Home Remodel Fair, Fire Department Open House, Landscaping Workshops and other events.

Planned: 2006 2007 2008 2009 2010 2012

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
<hr/>		
None		
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1.c-5 Education Program: Post-Construction Stormwater Management in New Development and Redevelopment

Responsible Staff / Position: Laura Adler
Engineering Program Coordinator
(952) 924-2555

Required: Yes

Audiences Involved

City employees
Public (developers, contractors, business owners)

Educational Goals for Each Audience

Developers - to prevent or minimize stormwater runoff impact for the property.
Land owners -to prevent of minimize stormwater runoff impact for that property for the long-term.

Performance Measures

Sustainable stormwater management on property.

Goals

1.c-5.1 Distribute best management practices for stormwater development during pre-construction mandates.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

1.c-5.2 Discussions during pre-construction and development meetings.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

1.c-5.3 Discussions during Development Review Committee (staff) meetings.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

1.c-5.4 Educate regarding importance of long-term management of the site.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

1.c-5.5 Implement maintenance agreements.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

1.c-6 Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Audiences Involved

City employees

Educational Goals for Each Audience

Minimize adverse impacts on stormwater runoff quality

Performance Measures

Completion of Hazardous Material Turn Around Report annually in March

Inspection of storage units annually in March

Train and document workers in hazardous material usage, storage and maintenance and right-to-know training annually.

Document material handling practices are observed & implemented.

Develop spill reporting forms.

Establish containment protocols.

Coordinate database with Fire Department for hazardous material spills.

Promote the annual hazardous waste drop off in SLP by County held annually in June.

AWAIR training annually & AWAIR booklets distributed to all staff.

Regular emptying of underground used oil storage tank.

Total length of pavement swept ? annual report

Document use of herbicides, pesticides and fertilizers on open space

Increase use of biological control where feasible

Regularly inspect salt storage shed

Goals

1.c-6.1 Develop and implement an employee training program

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

1.c-6.2 Create an operational procedural manual.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

1.c-6.3 Written vehicle maintenance program.

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Activity Date	Name	Description
None		

1.c-6.4 Distribute educational materials to employees.

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Activity Date	Name	Description
None		

1.c-6.5 Review pavement management program.

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

1.c-6.6 Review spill response plan.

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

1.c-6.7 Review use of road salt storage and handling.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

1.d-1 Coordination of Education Program

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

The stormwater management team integrates stormwater education with mandated safety training and regular operational scheduled training sessions and meetings.

Specific Components and Notes

- Vehicle maintenance program
- Park maintenance
- Spill reporting & cleanup ? coordinate with Fire Department
- Salt storage & handling
- Hazardous material usage & containment protocols
- AWAIR & Right to Know Training
- Oil storage
- Herbicide & pesticides, biological control

Goals

1.d-1.1 Annually present all related components that affect overall stormwater management.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

1.e-1 Annual Public Meeting

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

Conduct Annual Meeting, presenting report on activities for the year. Refer to BMP summary sheets 2a-1, 2b-1, 2c-1

Goals

1.e-1.1 Refer to BMP summary sheets 2a-1, 2b-1, 2c-1

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

1.e-1.2 Conduct Annual Meeting

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Conduct Annual public meeting to present years activities

Activity Date	Name	Description
04/09/2009	2009 Annual Meeting	Held with no attendees.
04/16/2009	Annual Meeting	2008 Annual Meeting was held on April 16, 2009. Westwood Room, 3rd Floor, City Hall

1.f-1 Distribute Public Participation Information

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Required: No

Description

Brochures on volunteer opportunities are available at the Westwood Hills Environmental Education Center, City Hall, and the Park and Recreation Center. The opportunities are also listed on the web site, in the quarterly community newsletter and in the community newspaper. A paid part-time volunteer coordinator solicits participants and programs.

Specific Components and Notes

Brochures
Web opportunity postings

Goals

1.f-1.1 Conduct annual review of public participation opportunities and methods of informing the public.

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Review annual programs for compliance and gaps in education and volunteer opportunities.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
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None

1.f-1.2 Fulfill volunteer opportunities for the year.

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Annual completion of volunteer opportunities.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
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04/25/2009	Some 2009 Volunteer opportunities	
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2 Public Participation/Involvement

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description:

The City of St Louis Park has recognized the importance of Public Involvement & Participation in order to accomplish the change of behavior that is required by the public to improve water quality. The City has a very healthy volunteer program that has shown continued growth in participants and programs. The City has conducted stakeholder meetings before all City projects and solicited input from the residents and businesses on issues relating to the general construction impacts to long term environmental impacts. All upper level and mid level management have attended training on community involvement.

Program Objectives: To comply with applicable state and local public notice requirements and to allow public input, advice, acceptance, and assistance regarding the BMPs and measurable goals as applied to the City of St Louis Park's municipal storm water management program.

Best Management Practices

2.b-1 Solicit Public Input and opinion on the Adequacy of the SWPPP

Responsible Staff / Position: Sarah Hellekson
Public Works
(952) 224-2183

Required: Yes

Description

An annual public meeting with notice to discuss the SWPPP is held in April. Time is reserved in the meeting and on the agenda for public oral comment, to review the written material at the public meeting. There are meeting procedures and processes for speakers and written material. Staff will analyze the comments and written materials, and take appropriate action.

Goals

2.b-1.1 Record oral statements in meeting notes.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Record oral statements in meeting notes.
Record written material in meeting notes.
Document participants.
Assess public input.
Incorporate feasible public input into SWPPP.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008

Activity Date	Name	Description
04/16/2009	Annual Meeting Comments 2008	Annual meeting was held on Thursday, April 16th, 2008 at 7:00 p.m. in the Westwood Room, 3rd Floor, City Hall , 5005 Minnetonka Blvd. ATTENDANCE: 0 COMMENTS: 0

2.c-1 Consider Public Input

Responsible Staff / Position:

Laura Adler
Engineering Program Coordinator
(952) 924-2555

Required: Yes

Description

See 2b-1

Goals

None

Activity Date

Name

Description

None

2.d-1 Continue volunteer programs

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Required: Yes

Description

The city works with school/city volunteer program to recruit and coordinate people to assist in park cleanup, CAMP (Citizen Assisted Monitoring Program), reforestation efforts, buckthorn removal, adopt-a-park, adopt-a-flowerbed, interpretation forests (environmental education), creek cleanup, stenciling and special programs like Arbor Day and Earth Day.

Goals

2.d-1.1 Develop an annual summary of volunteer programs

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006

Complete:

Activity Date	Name	Description
04/30/2009	2009 Volunteer Summary	

2.d-1.3 Document ponds and lakes monitored by volunteers

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Citizens Assisted Lake Monitoring Program sponsored by the Metropolitan Council.

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
04/15/2009	2009 CAMP Volunteers	4 lakes were monitored in 2009.

2.d-1.4 Spend more than 50 volunteer hours annually on forest restoration

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
05/01/2009	2009 Eagle Projects	
05/09/2009	2009 Tree Sale	
10/17/2009	Tree Trust Planting Fall 2009 along SW Regional Trail	

2.d-1.5 Plant 200 trees of varying sizes and species annually

Responsible Staff / Position: Jim Vaughan
 Environmental Coordinator
 (952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
05/18/2009	2009 Boulevard Tree Planting	

2.d-1.6 Re-evaluate stenciling program

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
12/22/2009	2009 Activites	No stenciling perfomed in 2009

2.e-1 Conduct stakeholder meetings

Responsible Staff / Position: Laura Adler
Engineering Program Coordinator
(952) 924-2555

Required: No

Description

The City of St. Louis Park holds stakeholder meetings for all projects that may affect the stormwater system to inform the neighborhood of potential environmental impacts and discuss related issues. If applicable, volunteers are recruited during stakeholder meetings to participate in reforestation.

Goals

2.e-1.1 Record number of stakeholder meetings conducted during an annual reporting cycle.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

2.f-1 Distribute Public Participation Information

Responsible Staff / Position: Jim Vaughan
Environmental Coordinator
(952) 924-2557

Required: No

Description

Brochures on volunteer opportunities are available at the Westwood Hills Environmental Education Center, City Hall, and the Recreation Center. The opportunities are also listed on the website, in the quarterly community newsletter and the community newspaper. A paid part-time Volunteer Coordinator solicits participants and programs.

Goals

2.f-1.1 Conduct annual review of public participation opportunities and methods of informing the public

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
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None

2.f-1.2 Fulfill volunteer opportunities for the year

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
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None

2.g-1 Enhance Communication

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: No

Description

The City of St. Louis Park currently promotes public participation and involvement in environmental issues, through publications, formal and informal programs and events, and other media.

Goals

2.g-1.1 Provide environmental events throughout the year

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

2.g-1.2 Utilize web site for SWPPP/stormwater related issues (links, reports, etc.)

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007

Complete:

Activity Date	Name	Description
None		

2.g-1.3 Update other departments regarding stormwater issues

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

3 Illicit Discharge Detection and Elimination

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description:

Program Objectives: A program to manage illicit discharges by the City of St. Louis Park focuses on detecting and preventing potential occurrences of illicit discharge before they happen. This program will also focus on ways to detect, address and correct illegal non-storm water discharges that have already occurred.

Best Management Practices

3.a-1 Storm Sewer System Map

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

The city currently has a storm water map showing the location of all storm water infrastructure (catch basins, manholes, mains, and lift stations) and ponds, lakes, and streams. The city is in the process of developing a digital map integrated with an information management system (HIMS) showing the location of appropriate storm sewer system components and receiving discharge bodies; can facilitate management of illicit discharge detection and elimination.

Specific Components and Notes

Verify existing storm sewer
Data entry of existing storm sewer infrastructure
Integrate data fields
GPS all stormwater structures

Goals

3.a-1.1 Completion of the digital upgrade of the mapping system

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Maps of outfalls - GPS points completed. Other layers in progress 11-07.
a. GPS point file for lift stations, storm catch basins, manholes, inlets, outlets & outfalls & public & private.
b. Storm mains, holding ponds, vaults, ponds, laterals, ditches - system
c. Ponds, lakes and streams - public and private

Planned: 2008

Complete:

Activity Date	Name	Description
None		

3.b-1 Regulatory Control Program

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

City Code addresses illicit discharges and connections.(Sec. 12-157)

Objective: The objectives are to regulate the introduction of pollutants to the stormwater system by any user; to prohibit illicit connections and discharges to the stormwater system; and to establish authority to carry out all inspections, surveillance and monitoring procedures necessary to ensure compliance with this ordinance.

Goals

3.b-1.1 Create protocol and procedure for a regulatory program.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

3.b-1.2 Determine what resources are needed to accomplish and sustain the program.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Determine what resources are needed to accomplish and sustain the program and acquire those resources.

Activity Date	Name	Description
None		

3.c-1 Illicit Discharge Detection and Elimination Plan

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

Develop a program to detect and address illicit connections.

Specific Components and Notes

The program will include an inspection program, which will address the high-risk sites (businesses, industrial sites), and system-wide inspections that will include physical inspections, remote video, and increase public awareness and involvement. The program will include documenting the number of illicit connections identified

Goals

3.c-1.1 Outfall Inspection

Responsible Staff / Position:

Description

Inspect outfalls during low flow

Activity Date	Name	Description
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None

3.c-1.2 Develop and implement program

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2008

Complete:

Activity Date	Name	Description
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None

3.c-1.3 Document program inspections

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
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None

3.c-1.4 Document compliance

Responsible Staff / Position:

Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

3.d-1 Public and Employee Illicit Discharge Information Program

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

Develop a program to provide information about illicit discharge.

Goals

3.d-1.1 Develop information for the city web site.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

3.d-1.2 Develop information for employee newsletter.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

3.d-1.3 Develop information for city newsletter.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

3.d-1.4 Write articles and brochures.

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

3.d-1.5 Cable tv show about illicit discharges and how it affects water quality overall.

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

3.d-1.6 Cable tv advertisements (PSAs)

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

3.d-1.7 Document identifying topics and employees who can speak to neighborhood groups, schools, businesses.

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Document identifying topics and employees who can speak to neighborhood groups, schools, businesses, and community groups regarding stormwater related issues.

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
<hr/> <p>None</p> <hr/>		

3.e-1 Identification of Non Stormwater Discharges and Flows

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

Develop a program to detect and address illicit connections. The program will include an inspection program, which will address the high-risk sites (businesses, industrial sites), and system-wide inspections that will include physical inspections, remote video, and increase public awareness and involvement. The city is currently evaluating what resources are needed to accomplish and sustain the program and acquire those resources.

Goals

3.e-1.1 Develop a database of high risk sites

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

3.e-1.2 Develop an inspections program

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2007

Complete:

Activity Date	Name	Description
None		

3.e-1.3 Increase public awareness and involvement through education

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

3.f-1 Implement Wellhead & Source Water Protection Program

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: No

Description

The City of St. Louis Park currently has a Wellhead Protection Program that includes:
o an assessment of applicable data elements,
o the results of the potential contaminant source inventory,
o management strategies for the higher risk potential contaminant sources,
o the city’s Water Supply Contingency Plan, and
o an Evaluation Plan for the city’s Wellhead Protection Program.

Specific Components and Notes

City of St. Louis Park Wellhead Protection Plan

Goals

3.f-1.1 Maintain or improve the current drinking water quality

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

3.f-1.2 Increase public awareness of groundwater protection issues

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

3.f-1.3 Protect the aquifer

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

3.f-1.4 Collect data to support future efforts in wellhead protection planning

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

4 Construction Site Stormwater Runoff Control

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description:

Program Objectives: To reduce pollutants in storm water runoff from construction activities through effective erosion control measures in accordance with the City Ordinance, the Comprehensive Surface Water Management Plan and the watershed districts' requirements.

Best Management Practices

4.a-1 Ordinance or Other Regulatory Mechanism

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

The City has adopted an ordinance (Ordinance No. 2264-04, City Code Chapter 12 Article V. Stormwater, Soil Erosion, and Sedimentation) to address stormwater runoff control (erosion control).

Goals

4.a-1.1 Ordinance currently in place and enforced (Ordinance No. 2264-04, 3-30-04).

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

4.b-1 Construction Site Implementation of Erosion and Sediment Control BMPs

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

Enforce City of St. Louis Park erosion control ordinance

Specific Components and Notes

Erosion control permit process
Plan development review process
Site inspections
Enforcement

Goals

4.b-1.1 Review all erosion control plans.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

4.b-1.2 Conduct regular on site inspections of all construction sites.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

4.b-1.3 Document inspection reports.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

4.c-1 Waste Controls for Construction Site Operators

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

Enforce City of St. Louis Park erosion control ordinance and litter (environmental Chapter 12) ordinance.

Specific Components and Notes

Plan development review process
Site inspections
Enforcement

Goals

4.c-1.1 Regular on-site inspections of all construction sites.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

4.d-1 Procedure for Site Plan Review

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

All plans are reviewed by Public Works for grading, drainage and utilities to ensure conformity with city design and ordinance requirements and to ensure that they meet the Comprehensive Surface Water Management Plan requirements Appendix T.

Specific Components and Notes

Review process is listed in City Code Sec 12-156(e)(1) Construction Site Stormwater Runoff and Erosion Control

Goals

4.d-1.1 Annually review site plan process.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

4.e-1 Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

Enhance the city's current program and system for reporting noncompliance and corrective activity.

Specific Components and Notes

Suspension of erosion control permit for noncompliance issues: City Code Sec 12-156(g) Construction Site Stormwater Runoff and Erosion Control.

Goals

4.e-1.1 Establish a protocol for dealing with noncompliance and corrective activity during construction.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

4.e-1.2 Enforce noncompliance in accordance with the ordinance.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

4.f-1 Establishment of Procedures for Site Inspections and Enforcement

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

See BMP 4b-1

Specific Components and Notes

Suspension of erosion control permit is listed in City Code Sec 12-156(g) Construction Site Stormwater Runoff and Erosion Control.

BMP 4d-1

Goals

None

Activity Date	Name	Description
None		

5 Post-Construction Stormwater Management in New Development and Redevelopment

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description:

Post construction storm water management is to be implemented both in new development and redevelopment. The City Ordinance provides the rules and the Comprehensive Surface Water Management Plan (Appendix T Storm water Management Guidelines for New Development or Redevelopment within the City of St. Louis Park.) addresses best management practices for post construction runoff.

Best Management Practices

5.a-1 Development and Implementation of Structural and/or Non-structural BMPs

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

City Code addresses post-construction stormwater runoff (Sec. 12-158):

(a) Objectives. The objectives of this Section are to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public residing in watersheds within this jurisdiction. This section seeks to meet that purpose through the following objectives:

1. Reduce stormwater runoff rates and volumes, soil erosion and non-point source pollution, wherever possible, through stormwater management controls and to ensure that these management controls are properly maintained and pose no threat to public safety;
2. Control stormwater runoff in any development to reduce flooding, silt deposits, stream bank erosion and maintain the integrity of stream channels;
3. Control non-point source pollution caused by stormwater runoff from development; and
4. Control the total annual volume of surface water runoff, which flows from any specific site following development

Goals

5.a-1.1 Enforcement of existing ordinance.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

5.b-1 Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

City Code addresses stormwater management plans (Sec. 12-158 (c) through (f)):
(b) Applicability. The rules of applicability are as set forth in Sec. 12-156. [Construction Site Stormwater Runoff and Erosion Control] of this ordinance, with some exceptions. A stormwater management plan is not required for construction or redevelopment of a single or double family home. A stormwater management plan is not required for residential construction on less than two (2) acres with a density of two (2) units or less per acre. However, a permanent stabilization plan is required for projects that meet these exceptions.

Also in Appendix "T" of the Comprehensive Surface Water Management Plan, entitled Stormwater Management Guidelines for New Development or Redevelopment within the City of St. Louis Park.

Specific Components and Notes

City Code Sec. 12-160 Enforcement

Goals

5.b-1.1 Enforcement of existing ordinance

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

5.c-1 Long-term Operation and Maintenance of BMPs

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: No

Description

A maintenance and inspection program will be developed by 2008 to ensure proper functioning of the BMP and implementation of a regular maintenance schedule. The City is currently evaluating what resources are needed to accomplish and sustain the program and acquire those resources.

Specific Components and Notes

City Code: Maintenance Covenants. Maintenance of all stormwater management facilities shall be ensured through the creation of a formal maintenance covenant that must be approved by the City of St. Louis Park and recorded at the Hennepin County Recorders Office prior to final plan approval. As part of the covenant, a schedule shall be developed for when and how often maintenance will occur to ensure proper function of the stormwater management facility. The covenant shall also include plans for periodic inspections to ensure proper performance of the facility between scheduled cleanouts.

Goals

5.c-1.1 Develop inspection program.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

5.c-1.2 Enforce maintenance covenants.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6 Pollution Prevention/Good Housekeeping

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description:

Program Objectives: This program will integrate activities undertaken by the City of St. Louis Park that can affect storm water quality. These activities range from grounds, vehicle, and street maintenance to implementing construction projects, facilities management and routine inspection tasks.

Best Management Practices

6.-7 Nondegradation for Selected MS4s

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: No

Description

The City will prepare a Loading Assessment and Nondegradation Report as per Part X. Appendix D. Sections B & 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.

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.

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.

Goals

6.-7.1 1. The City will prepare and submit materials to meet the requirements listed above.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.-7.2 The City will respond to and coordinate with the MPCA, as appropriate, during the MPCA review.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

The City will respond to and coordinate with the MPCA, as appropriate, during the MPCA review, notice, and preliminary determination processes.

Activity Date	Name	Description
None		

6.-7.3 Modify the SWPPP as per the approved modifications and as needed to meet the nondegradation require

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Modify the SWPPP as per the approved modifications and as needed to meet the nondegradation requirements.

Activity Date	Name	Description
None		

6.a-1 Municipal Operations and Maintenance Program

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

The storm water maintenance program, as outlined in our Storm Sewer Maintenance Guidelines, includes routine line cleaning, catch basin cleaning, manhole sump cleaning, lift station upkeep, pump replacement program, general pond maintenance, delta removal, inspection of structural pollution control devices, outfalls, stockpiles and infrastructure. The program covers city operations that have an affect on the storm water system.

Goals

6.a-1.1 Implementation of the storm water maintenance guidelines

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.a-1.2 Documentation of maintenance and operations directed by stormwater maintenance guidelines

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.a-1.3 Develop and document an employee training program

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.a-2 Street Sweeping**

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

The City of St. Louis Park's Comprehensive Water Resources Management Plan, Appendix J Storm Sewer Maintenance Guidelines, addresses city streets and parking lots. All city streets and parking lots shall be swept at least twice per year. A spring sweep shall be conducted as soon as practicable after the snow season. The fall sweep should be completed before the snow season (October) begins. The streets along Minnehaha Creek with direct storm sewer discharges into the Creek may require additional sweepings during the year. All sweeping operations are managed by the Operations Superintendent and documented and reported to the Utilities Superintendent.

Specific Components and Notes

City of St. Louis Park Street Sweeping Guidelines

Goals

6.a-2.1 Document all street sweeping activities annually.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.a-2.2 Sweep all city streets and parking lots at least twice per year.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.a-2.3 Complete fall sweep before snow season.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.b-2 Annual Inspection of All Structural Pollution Control Devices

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

The City of St. Louis Park's Comprehensive Water Resources Management Plan Appendix J, Storm Sewer Maintenance Guidelines addresses inspections programs. Inspection programs will be conducted to evaluate the physical and operational condition of the infrastructure. A rating system will be used to determine the required maintenance or repair of the infrastructure. Maintenance or repair work will be scheduled using the Hansen Information System (HIMS) work order system.

Specific Components and Notes

Inspections will include structural integrity and environmental impacts.

Goals

6.b-2.1 Inspections as scheduled in the Storm Sewer Maintenance Guidelines.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

**6.b-3 Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds
Each Year on a Rotating Basis
Responsible Staff / Position:**

Required: No

Goals

None

Activity Date	Name	Description
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None

6.b-4 Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

Programs for stockpiling, storage, handling and inspections of exposed materials will be developed for non-hazardous materials management: effective management & control of loose materials during handling or transfer; adequately storing non-hazardous materials and common chemicals such as soaps or fertilizers.

Goals

6.b-4.1 Develop a SOP for stockpiling, storage, handling and inspection of exposed materials.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.b-4.2 Review how certain materials should be handled & stored

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.b-4.3 Follow proper storage techniques as prescribed in the MSDS and by state & federal authorities.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.b-5 Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

The City of St. Louis Park Comprehensive Water Resource Management Plan Appendix J, Storm Sewer Maintenance Guidelines – Action Plan, addresses maintenance and corrective measures.

Specific Components and Notes

See Storm Sewer Maintenance Guidelines

Goals

6.b-5.1 Document all activities of the Action Plan.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Document all activities of the Action Plan including ponds, outlets, main lines, manholes, catch basins, sump catch basins, lift stations and streets, and parking lots.

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.b-6 Record Reporting and Retention of all Inspections and Responses to the Inspections

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

All reporting and inspections are recorded in the Hansen Information Management System (HIMS).

Specific Components and Notes

Hansen Information Management System (HIMS)

Goals

6.b-6.1 All reports and inspections are recorded daily in the HIMS.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.b-7 Evaluation of Inspection Frequency

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: Yes

Description

Evaluate inspection results and maintenance pattern results after two years of inspections and determine whether frequency of inspections should be adjusted.

Goals

6.b-7.1 Adjust inspection and maintenance programs to meet desired goals outlined in the SWPPP.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-1 Automobile Maintenance

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: No

Description

A written automobile maintenance program to protect against spills and leaks and to teach proper clean up techniques. The program will include regular use of drip pans or draining boards, spill reporting forms, spill clean up materials, educational materials for municipal staff, dedicated vehicle washing facilities, biodegradable soap, and containing wash-water runoff.

Goals

6.c-1.1 Develop a written vehicle maintenance program

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-1.2 Develop a training program

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-1.3 Implement training

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-1.4 Implement vehicle maintenance program

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-1.5 Distribute educational materials

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-2 Road & Bridge Maintenance

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: No

Description

The Pavement Management Program is a written program to address road maintenance. Roadway construction and maintenance can contribute pollutants directly to St. Louis Park. Proper activities can protect downstream resources. Bridge inspections are conducted per MN Department of Transportation specifications.

Goals

6.c-2.1 Review the Pavement Management Program as it relates to stormwater

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.c-2.2 Continue inspections per MNDOT specifications

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-3 Landscaping and Lawn Care

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: No

Description

Develop a written program that includes proper maintenance of park space, landscaped medians or other municipal landscaped areas to protect water quality. The program will include a curriculum of environmentally sound procedures for lawn & garden care and landscaping.

Goals

6.c-3.1 Update existing program

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-3.2 Document use of herbicides, pesticides and fertilizers on open space according to Dept of Ag specs

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.c-3.3 Increase use of biological control where feasible

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-3.4 Train municipal staff – Annual Right to Know Training

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

6.c-3.5 Distribute educational materials and information to the public

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
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None		
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6.c-4 Hazardous materials management

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: No

Description

Hazardous materials management: Hazardous materials management is included in the St. Louis Park Emergency Preparedness Plan. Any hazardous material situation triggers the Emergency Response Program. Proper handling of hazardous waste can prevent spills or leakage. Proper disposal of hazardous waste can protect water resources.

Goals

6.c-4.1 Complete Hazardous Material Turn Around Report

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.c-4.2 Inspection of storage units.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.c-4.3 Train & document workers in hazardous material usage, storage and maintenance – Annual Right to Know

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Train & document workers in hazardous material usage, storage and maintenance – Annual Right to Know Training

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.c-4.4 Establish containment protocols

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-4.5 Promote the annual hazardous waste drop off in St. Louis Park by Hennepin County held in June.

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Promote the annual hazardous waste drop off in St. Louis Park by Hennepin County held in June of each year.

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.c-4.6 Annual Right-to-Know, AWAIR Training for municipal staff

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.c-5 Used Oil Recycling

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: No

Description

The City of St Louis Park has an oil dumping station located at the municipal garage with an oil filter crusher that collects the oil.

Goals

6.c-5.1 Regular emptying of the underground used oil storage tank

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-5.2 Training of municipal staff –Annual Right to Know Training

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.c-5.3 Education of recycling used oil to local service stations

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-5.4 Education & promotion for residents regarding proper handling of used oil

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-6 Hazardous materials management

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: No

Description

Hazardous materials management: Hazardous materials management is included in the St. Louis Park Emergency Preparedness Plan. Any hazardous material situation triggers the Emergency Response Program. Proper handling of hazardous waste can prevent spills or leakage. Proper disposal of hazardous waste can protect water resources.

Goals

6.c-6.1 Complete Hazardous Material Turn Around Report

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
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None

6.c-6.2 Inspection of storage units.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
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None

6.c-6.3 Train & document workers in hazardous material usage, storage and maintenance – Annual Right to Know

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Train & document workers in hazardous material usage, storage and maintenance – Annual Right to Know Training

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.c-6.4 Establish containment protocols

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-6.5 Promote the annual hazardous waste drop off in St. Louis Park by Hennepin County held in June.

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Promote the annual hazardous waste drop off in St. Louis Park by Hennepin County held in June of each year.

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.c-6.6 Annual Right-to-Know, AWAIR Training for municipal staff

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.c-7 Non-hazardous Materials Management

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Required: No

Description

Effective management & control of loose materials during handling or transfer; adequately storing non-hazardous materials and common chemicals such as soaps or fertilizers.

Goals

6.c-7.1 Review how certain materials should be handled & stored & modify as needed

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.c-7.2 Follow proper storage techniques as prescribed in the MSDS and by state & federal authorities.

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-7.3 Train staff (AWAIR booklet too) at annual Right to Know/AWAIR training

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		

6.c-7.4 Quarterly inspection of storage areas by department responsible for building

Responsible Staff / Position: Scott Anderson
Superintendent of Utilities
(952) 924-2557

Description

Activity Date	Name	Description
None		

6.c-8 Spill Response Plan

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Required: No

Description

See Emergency Preparedness Plan, Section IV: Standard Operating Procedure for Hazardous Spills. A spill response plan defines the potential types of materials and/or compounds spilled, how fast the spill may spread, where the spill may travel, the potential impact of the spill on the downstream resources. The spill response plan also addresses what steps a municipality will take if a spill should occur.

Goals

6.c-8.1 Review of Emergency Preparedness Plan

Responsible Staff / Position: Scott Anderson
 Superintendent of Utilities
 (952) 924-2557

Description

Planned: 2006 2007 2008 2009 2010

Complete:

Activity Date	Name	Description
None		