

City of Hutchinson, Minnesota



Permit Application and SWPPP

For the

**GENERAL PERMIT
AUTHORIZATION TO DISCHARGE STORM WATER
ASSOCIATED WITH MUNICIPAL SEPARATE STORM SEWER SYSTEMS
UNDER THE NATIONAL POLLUTANT DISCHARGE ELIMINATION
SYSTEM/STATE DISPOSAL SYSTEM PERMIT PROGRAM**

Permit No. MN R 040000

February 15, 2007

February 15, 2007

RE: Hutchinson, Minnesota,
Permit Application and SWPPP
NPDES/SDS Storm Water Phase II
Permit No. MN R 040000

Storm Water Management Unit
Storm Water Section
Municipal Division
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

To whom it may concern:

In accordance with the National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) Storm Water Phase II Permit Program administered by the Minnesota Pollution Control Agency (MPCA), the City of Hutchinson is hereby submitting the enclosed Permit Application and summary of our Storm Water Pollution Prevention Program (SWPPP) for coverage under General Permit No. MN R 040000.

If you have any questions regarding our Permit Application or SWPPP, please contact me at 320.234.4212.

Sincerely,

CITY OF HUTCHINSON

Kent Exner
City Engineer

Enclosure

TABLE OF CONTENTS

Section	Page
I Permit Application	1
II Summary Surface Water Program	7
III SWPPP BMP Summary Sheets	9
MCM #1 Public Education and Outreach.....	12
MCM #2 Public Involvement and Participation.....	24
MCM #3 Illicit Discharge Detection and Elimination	28
MCM #4 Construction Site Storm Water Runoff Control	34
MCM #5 Post-Construction Storm water Management	41
MCM #6 Pollution Prevention / Good Housekeeping for Municipal Operations	45
MCM #7 Impaired Waters Review Process	54

City of Hutchinson, Minnesota

I. PERMIT APPLICATION



General Stormwater Permit (MN R 040000) Application for Small Municipal Separate Storm Sewer Systems (MS4s)

RETURN THIS APPLICATION TO:
 Minnesota Pollution Control Agency
 Municipal Division
 520 Lafayette Road North
 St. Paul, MN 55155-4194

NO FEE

PLEASE READ: As you complete this form, read the instructions carefully. Use your keyboard's "Tab" key to move through the fields of this form. Select check-boxes and enter text as indicated. Save, and print.

I. MS4 Information			
A. Application Type			
<input checked="" type="checkbox"/> New applicant (this MS4 has no previous application for MS4 coverage on file at MPCA)			
<input type="checkbox"/> Application for re-issuance of coverage (this MS4 applied in 2003)			
B. MS4 Owner General Contact (the community, municipality, agency or other party having ownership or operation control of the MS4)			
City of Hutchinson, Minnesota			
<i>Community, municipality, agency or other party having ownership or operational control of the MS4</i>			
111 Hassan Street SE			
<i>Mailing Address</i>			
Hutchinson	MN	55350-2522	
<i>City</i>	<i>State</i>	<i>Zip Code</i>	
McLeod			
<i>County</i>			
41-6005253	8022935		
<i>Federal Tax ID</i>	<i>State Tax ID</i>		
C. General Contact (official, staff member, consultant or other) for all general correspondence about Permit compliance issues between the MPCA and your MS4			
Exner	Kent	City Engineer	
<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	
111 Hassan Street SE			
<i>Mailing Address</i>			
Hutchinson	MN	55350-2522	
<i>City</i>	<i>State</i>	<i>Zip Code</i>	
320.234.4212		kexner@ci.hutchinson.mn.us	
<i>Telephone (include area code)</i>		<i>E-mail Address</i>	

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

- A. Have you developed a Storm Water Pollution Prevention Program for your MS4? Yes
 Municipalities must demonstrate how their Storm Water Pollution Prevention Program will be implemented and enforced over the term of the five-year Permit. SWPPPs must incorporate appropriate educational components, all required BMPs and the measurable goals associated with each. Storm Water Pollution Prevention Programs must address the specific requirements contained in Part V. G. of the Permit. SWPPPs must outline how the six minimum control measures will be addressed, the contact person, department in charge, timeline and measures that will be implemented to meet the schedules required by the Permit. Attach a BMP Summary Sheet to this application for *each* BMP in your SWPPP.
- B. Does your SWPPP address all of the six Minimum Control Measures as outlined in the Permit? Yes
 The General Permit requires that you incorporate all six of the defined Minimum Control Measures in your Stormwater Pollution Prevention Program. You are required to implement mandatory BMPs which are directly associated to each of the Six Minimum Control Measures.
- C. Have you attached the included BMP Summary Sheets, one for each of the Best Management Practices required by the Permit? Yes
 There are 34 required BMPs all of which require that the provided BMP Summary Sheet be filled out completely and included with your Storm Water Pollution Prevention Program. If any of these required sheets are missing, your application will not be considered complete and will be returned to you.

III. Reporting and Recordkeeping

- A. I have read and understand Part VI *Evaluating, Recordkeeping, and Reporting* of the MS4 General Permit and certify that we intend to comply with the applicable requirements of those sections as well as the Permit as a whole. Yes
- B. Where will your SWPPP be available to the public for review?

Hutchinson City Center

<i>Name of Location</i>	<i>If your SWPPP is available electronically, indicate location</i>	
111 Hassan Street SE		
<i>Street Address</i>		
Hutchinson	MN	55350-2522
<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Kent Exner	320.234.4212	
<i>Contact Name</i>	<i>Contact Phone Number</i>	
8:00 am – 4:30 pm, M-F		
<i>Hours of Availability</i>		

IV. Limitations of Coverage

- A. Part II Limitations on Coverage and Appendix C** Yes
 I have read and understand Part II *Coverage Under This Permit* and Appendix C *Limitations on Coverage* of the MS4 General Permit and certify that we intend to comply with the applicable requirements of those sections as well as the Permit as a whole.
- B. Outstanding Resource Value Waters (ORVWs)**
 To complete this section, please refer to Part IX and the *List of Special Waters Attachment* in the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* available on the MPCA Web site at: <http://www.pca.state.mn.us/publications/wq-strm4-25b.pdf>. Lists of various categories of waters and an interactive map that identifies Special Waters are available on the MPCA Web site at: <http://www.pca.state.mn.us/water/stormwater/stormwater-ms4.html#waters>.

1. Prohibited Waters

Does the MS4 discharge into **Prohibited Waters** as defined in Minn. R. 7050.0180, subp. 3, 4, and 5? See Attachment Four of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. Yes No

2. Restricted Discharge

Does the MS4 discharge into waters with a **Restricted Discharge** as defined in Minn. R. 7050.0180, subp. 6, 6a, and 6b? If yes, please list below and comply with Part IX, Appendix C, Item B. See Attachment Four of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. Yes No

3. Prohibited or Restricted Waters

If you answered “yes” to either Question 1 or 2, have you included a map that outlines, at a minimum, the DNR minor sub-watersheds in your jurisdiction with ANY discharges to Prohibited or Restricted Waters? You are required by the Permit to provide this map along with your application. **[IX.B.2.b] NA** Yes No

Identify all discharges to Outstanding Resource Value Waters (ORVWs) from your MS4:

Name of Water Body	Type (lake, stream, river)

4. If you answered “yes” to either Question 1 or 2, who is the person responsible for ensuring compliance with this Permit condition?

Name: NA Position: _____ Phone: _____

C. Special Waters

1. Trout Waters

Does the MS4 discharge into **Trout Waters** as defined in Minn. R. 6264.0050 subp. 2 & 4? If yes, please list below and comply with Part IX, Appendix C, Item C. See Attachments Two and Three of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. Yes No

2. Wetlands

Does the MS4 discharge into **Wetlands** as defined in Minn. R. 7050.0130, subp. F? Yes No

D. Other Requirements

1. Environmental Review

Does the MS4 have a process to assure coordination with appropriate Agencies and to evaluate discharges that require applicable **Environmental Review** as required by State or federal laws? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. Yes No

Who is the person responsible for ensuring compliance with this Permit condition?

Name: Kent Exner Position: City Engineer Phone: 320.234.4212

2. Endangered or Threatened Species

Does the MS4 have a process to assure coordination with appropriate Agencies and to evaluate discharges whose direct, indirect, interrelated, interconnected, or independent impacts may jeopardize a listed **Endangered or Threatened Species** or adversely modify a designated critical habitat? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information. Yes No

Who is the person responsible for ensuring compliance with this Permit condition?

Name: Kent Exner Position: City Engineer Phone: 320.234.4212

3. Historic Places and Archeological Sites

Does the MS4 have a process to assure coordination with appropriate Agencies and to evaluate discharges which may adversely affect properties listed or eligible for listing in the National Register of **Historic Places** or affecting known or discovered **archeological sites**? Yes No
See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

Who is the person responsible for ensuring compliance with this Permit condition?

Name: Kent Exner Position: City Engineer Phone: 320.234.4212

4. Drinking Water Sources

Does the MS4 have any discharges that may affect Source Water Protection as defined in part **IX.H** of the General Permit? Yes No

If “yes,” does the MS4 have BMPs incorporated into the SWPPP to protect drinking water sources that the MS4 discharge may affect? Yes No

The City has an approved Department of Health Wellhead Protection Plan that addresses this issue. For more information please contact Dick Nagy at 320-234-4222.

V. Owner or Operator Certification

The person with overall, MS4 legal responsibility must sign the application. This person shall be duly authorized to sign the application and may be either a principal executive officer or ranking elected official. (see Minn. R. 7001.0060).

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

I also certify under penalty of law that I have read, understood, and accepted all terms and conditions of the National Pollutant Discharge Elimination System (NPDES) General Storm Water Permit for MS4s that authorizes storm water discharges identified in this application form.

I understand that as a Permittee, I am legally accountable under the Clean Water Act to ensure compliance with the terms and conditions of the NPDES General Storm Water Permit for MS4s.

I also understand that MPCA enforcement actions (pursuant to Minn. Stat. §115.07, 116.072, and Section 309 of the Clean Water Act) may be taken against me or the MS4 if the terms and conditions of the NPDES General Storm Water Permit for MS4s are not met.

Authorized Signature of the person with overall authority to certify intent to comply with the Permit and implement the SWPPP (principal executive officer or a ranking elected official).

X

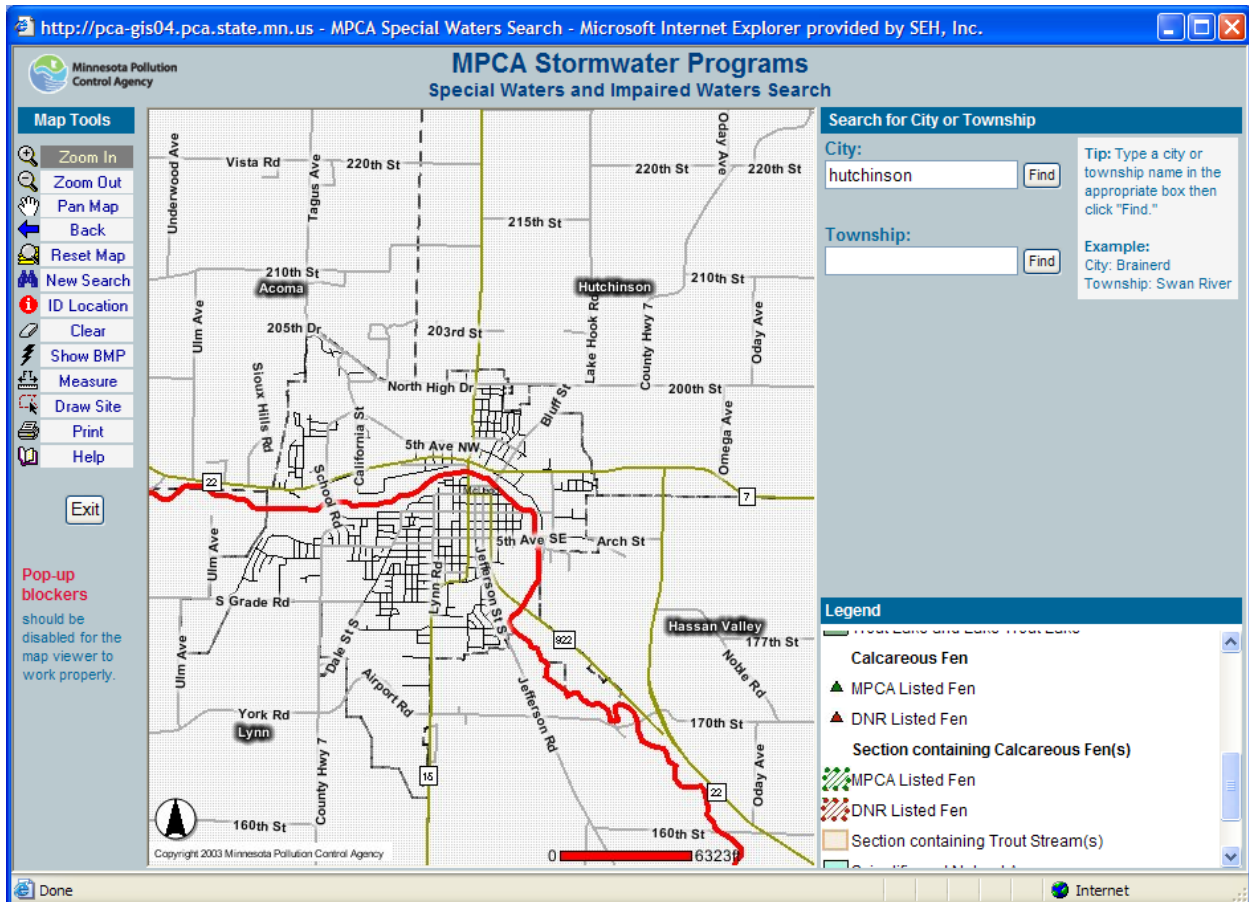
Authorized Signature *Date*

Exner *Kent* *City Engineer*
Last Name *First Name* *Title*

111 Hassan Street SE
Mailing Address

Hutchinson *MN* *55350-2522*
City *State* *ZIP Code*

320.234.4212 *kexner@ci.hutchinson.mn.us.*
Telephone (include area code) *E-mail Address*



From: MPCA Special and Impaired Waters Search Map



City of Hutchinson, Minnesota

II. SUMMARY OF SURFACE WATER PROGRAM

Background

The City of Hutchinson is approximately 60 miles west of Minneapolis, in the northwest quadrant of McLeod County. The City consists of a mix of residential, light and heavy manufacturing, commercial, industrial, right-of-way, lakes/water, open space and park lands. The City has an existing (Local) Water Management Plan that was completed in September 1998.

Following is a summary the City completed to prepare this Notice of Intent (NOI) for coverage under the NPDES MS4 Phase II Permit.

- Self-Assessment Process,
- Listing of the Best Management Practices (BMPs) for each Minimum Control Measure (MCM) incorporated into the SWPPP.

BMP summary sheets for each of the six MCMs are provided in Appendix A.

Self-Assessment Process

The City of Hutchinson Public Works and Engineering staff realized that funding many of the upcoming mandates would require a storm water utility to be set up. Therefore, a storm water utility was established in 2001 and a portion of those funds are paying for the current work involved in setting up the NOI and SWPPP.

Throughout the process of selection and development of Best Management Practices (BMPs) that establish the basis for the Storm Water Pollution Prevention Program (SWPPP), the City has considered the significant sources of pollution, the potentially polluting activities being conducted in the watershed and the sensitivity of the receiving waters. The City has also considered the physical and organizational characteristics of the minor watersheds within the City. The ultimate goal of the City's SWPPP is to control or reduce the discharge of storm water generated pollutants to receiving waters.

Receiving Waters

Receiving waters are recipients of outfall discharges from the City's municipal separate storm sewer system (NPDES MS4 Phase II Permit, page 19 of 23). In designating receiving waters

within the SWPPP, the MS4 owner (Hutchinson) must consider the sensitivity of the receiving waters (ibid., page 7 of 23) and future SWPPP modifications to address storm water discharges impacting water quality of the receiving waters (ibid., page 12 of 23).

The entire city is located within the South Fork Crow River watershed. All runoff within the city ultimately reaches the Crow River.

The following table lists the receiving waters within the City of Hutchinson:

RECEIVING WATER	LOCATION
Crow River*	Central & Eastern Hutchinson
Otter Lake	Central & Southwest Hutchinson
Campbell Lake	Northwest Hutchinson
McCuen Creek	South of City Limits

* Impaired Waters

Existing Storm Water Management Program

The City has a Storm Water Management Plan for portions of the City that was created in 1996. The City continues to develop storm water management plans for other parts of the City as development starts to occur. The City currently does not have a storm water ordinance. The City realizes the importance of these guiding documents, and will be working on creating and implementing these in the near future and on a timeline as prescribed in the permit. The City has a storm water utility providing dedicated funding for implementation activities.

Process for Evaluating, Recordkeeping and Reporting

The City will comply with the requirements of Part VI of the NPDES MS4 permit and has identified the items to be tracked and recorded in the BMP Summary Sheets included with this submittal. Records are maintained by the individuals responsible for each BMP and are compiled during the annual reporting process. The City will continue to:

- A. Evaluate program compliance and progress towards achieving its goals on an ongoing basis and summarize these findings in the annual report.
- B. Keep record for at least three years beyond the term of the permit.
- C. Make program-related records available to the public during regular business hours and upon adequate advance notice of the desire to review the program records.
- D. Submit our annual report by June 30 of each year.

BMPs for the Six Minimum Control Measures

The table which follows outlines BMPs that form the City's SWPPP.

2006 Unique BMP ID	Notes	Best Management Practices for Each Minimum Control Measure
MCM #1: Public Education & Outreach		
1a-1		City Storm Water Education Program to Distribute Materials
2a-1, 2b-1, 2c-1, 1e-1		Annual Public/City Council Meeting
1b-1, 1c-1, 1d-1		City Website
		Partner with County and SWCD Education Programs
1f-1		Environmental Utility Fund (Storm Water Utility)
MCM #2: Public Involvement and Participation		
2a-1, 2b-1, 2c-1, 1e-1		Annual Public/City Council Meeting
1c-2		Public Education and Outreach Program
MCM #3: Illicit Discharge Detection and Elimination		
1c-3, 3d-1		Public Education & Outreach Program
3b-1		Regulatory Program to Prohibit Non-Storm Water Discharges into the MS4
3a-1		Storm System Outfall and BMP Map
3c-1, 3e-1		Illicit Discharge and Detection Program
MCM #4: Construction Site Storm Water Controls		
1c-4		Public Education & Outreach Program
4a-1		Construction Erosion and Sediment Control Ordinance
4d-1		Plan Review Process
4b-1, 4c-1, 4f-1		Construction Site Inspection and Street Sweeping Follow-up
4e-1		Complaint Response Program
MCM #5: Post Construction Storm Water Management for New Development and Redevelopment		
1c-5		Public Education & Outreach Program
5b-1		Post-Construction Runoff Control Ordinance
5c-1		BMP Maintenance Program
5a-1, 5b-1		Alternative Treatment Systems

MCM #6: Pollution Prevention/Good Housekeeping for Municipal Operations

1c-6		Public Education & Outreach Program
3d-1, 6a-1		City Staff Training and Information Program
6b-2, 6b-3, 6b-4		Structural BMP and Outfall Inspection Program
6b-5		Storm Water System Maintenance Program
6b-6, 6b-7		Development of Storm System BMP Database
6a-2		Street Sweeping Program
6a-1		Spill Prevention and Control Program
6b-5, 6b-7		Maintenance Program

MCM #7: Impaired Waters

7a-1		Impaired Waters Review Process
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City of Hutchinson, Minnesota

III. SWPPP - BMP SUMMARY SHEETS

Minimum Control Measure 1: PUBLIC EDUCATION AND OUTREACH

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
1a-1	Distribute Educational Materials	V.G.1.a
1b-1	Implement an Education Program	V.G.1.b
1c-1	Education Program: Public Education and Outreach	V.G.1.c
1c-2	Education Program: Public Participation	V.G.1.c
1c-3	Education Program: Illicit Discharge Detection and Elimination	V.G.1.c
1c-4	Education Program: Construction Site Run-off Control	V.G.1.c
1c-5	Education Program: Post-Construction Stormwater Management in New Development and Redevelopment	V.G.1.c
1c-6	Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations	V.G.1.c
1d-1	Coordination of Education Program	V.G.1.d
1e-1	Annual Public Meeting	V.G.1.e
1f-1	Storm Water Utility	NA

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

*BMP Title: Distribute Educational Materials
*BMP Description: The City will submit articles in the Hutchinson Parks, Recreation, and Community Education (PRCE) brochure. The City will also continue to produce and maintain a website that will communicate water resource activities and projects at http://www.ci.hutchinson.mn.us . BMPs have been selected to increase awareness by making positive impressions on individuals that will help to change attitudes and behaviors towards storm water issues. The desired end result is improvements in the water quality of City water resources.
*Measurable Goals: 1. Update education materials, as needed, and submit to Hutchinson PRCE brochure. 2. Maintain City web page for water resources information.
*Timeline/Implementation Schedule: 1. Ongoing/Annually 2. Ongoing/Annually
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

*BMP Title: Implement an Education Program
*BMP Description: <p>The City's education program consists of a wide range of activities as described in the BMP summary sheets in MCM 1 and 2, including articles, flyers, public meetings, resident participation programs and web-based information access. The City's surface water web pages will have links to watershed organization websites where events and activities are posted.</p> <p>The City will submit a series of articles in the Hutchinson PRCE Brochure and flyers will be made available at the City Center. The City will publish a website to communicate with city residents. The City will explore coordination efforts with the McLeod County SWCD and McLeod County to implement educational programs and distribute materials on non-point source pollution, impacts, and needs for education.</p>
*Measurable Goals: <ol style="list-style-type: none">1. Distribute storm water-related literature to developers, contractors and make them available upon request to neighborhood groups, churches, schools, City staff and business owners.2. Coordinate with and support McLeod County efforts for distribution of related public education materials and activities.
*Timeline/Implementation Schedule: <ol style="list-style-type: none">1. Ongoing/Annually2. Ongoing/Annually
Specific Components and Notes: <p>This BMP involves the coordination of education program activities with BMPs 1c-1 to 1c-6.</p>
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

*BMP Title: Education Program: Public Education and Outreach
*Audience(s) Involved: All City residents, business owners, City Council and committees, developers, contractors, and others.
*Educational Goals for Each Audience: Increased awareness: BMPs have been selected to increase awareness by making positive impressions on individuals that will help to change attitudes and behaviors towards storm water issues. The desired end result is improvements in the water quality of City water resources.
*Activities Used to Reach Educational Goals: 1. Distribution of educational and informational flyers (including at the City Center). 2. Maintain web site postings of storm water program information.
*Activity Implementation Plan: 1. Ongoing/Annually 2. Ongoing/Annually
*Performance Measures: 1. Quantity of flyers distributed. 2. Web site traffic on storm water management pages.
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

*BMP Title: Education Program: Public Participation
*Audience(s) Involved: Residents, developers, businesses, volunteers, youth groups, local clubs, visitors to the City.
*Educational Goals for Each Audience: Increased awareness: The program will make known the importance of storm water issues and how people can make an impact on a larger scale. Activities may include storm drain stenciling, picking up trash near the stenciled storm drains and by noting where maintenance is needed. Storm drain stenciling is a program that labels storm drains to notify residents that allowing pollutants into the storm sewer will have an impact on the quality of the receiving water bodies. Storm drain stenciling is an educational and interactive tool to raise citizen awareness of polluted runoff flowing into water bodies, minimize the illegal dumping and involve residents in watershed pollution prevention. The City will solicit public participation through an annual public meeting and through workshops and clean up efforts.
*Activities Used to Reach Educational Goals: 1. Conduct Annual Public Meeting. 2. Conduct or support workshops and clean up efforts (such as storm drain stenciling and other programs).
*Activity Implementation Plan: 1. Ongoing/Annually. 2. Ongoing/Annually.
*Performance Measures: 1. Number of events (and level of City support). 2. Number of events (and level of City support).
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-3

*BMP Title: Education Program: Illicit Discharge Detection and Elimination
*Audience(s) Involved: Residents, developers, businesses, volunteers, visitors to the City, City staff.
*Educational Goals for Each Audience: The program will make known the importance of storm water issues and how people can make an impact on a larger scale. These means of contact for City information on this topic will be featured in articles posted on the city's storm water page and in the Hutchinson PRCE brochure. The various articles will solicit storm water related questions and citizen input on the city's SWPPP, and encourages residents to report illicit discharges or other storm water related problems.
*Activities Used to Reach Educational Goals: 1. Post information on the City website relating to Minimum Control Measure #3. 2. Submit at least 1 article in the Hutchinson PRCE brochure relating to MCM #3.
*Activity Implementation Plan: 1. Annually 2. Annually
*Performance Measures: 1. Information posted. 2. Article submitted.
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-4

*BMP Title: Education Program: Construction Site Run-off Control
*Audience(s) Involved: Residents, developers, businesses, volunteers, visitors to the City.
*Educational Goals for Each Audience: The program will make known the importance of storm water issues and how people can make an impact on a larger scale. Information on erosion control is available on the city's website and can be accessed via links on the city's storm water pages. Links will be provided to the city's erosion control ordinance and erosion related information on the MPCA and watershed district websites. Information on erosion control is distributed with grading permits and building permits issued by the City.
*Activities Used to Reach Educational Goals: <ol style="list-style-type: none">1. Post information on the City website relating to Minimum Control Measure #4.2. Submit at least 1 article in the Hutchinson PRCE brochure relating to MCM #4.3. Distribute and make available standards guidance information to developers as initial contacts are made (materials may include MnDOT guide manual, MPCA guidance, City Standard Details, etc.).
*Activity Implementation Plan: <ol style="list-style-type: none">1. Annually2. Annually3. Ongoing/Annually
*Performance Measures: <ol style="list-style-type: none">1. Article posted.2. Article submitted.3. Summary of materials/information sent to developers relating to erosion control.
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-5

*BMP Title: Education Program: Post-Construction Stormwater Management in New Development and Redevelopment
*Audience(s) Involved: Residents, developers, businesses, volunteers, visitors to the City.
*Educational Goals for Each Audience: The program will make known the importance of storm water issues and how people can make an impact on a larger scale. The City will continue to maintain and update flyers/informational materials and the City website relating to storm water management practices for development and redevelopment projects.
*Activities Used to Reach Educational Goals: 1. Post information on the City website relating to Minimum Control Measure #5. 2. Distribute and make available storm water treatment system standards and guidance documents to developers.
*Activity Implementation Plan: 1. Annually 2. Ongoing/Annually
*Performance Measures: 1. Article posted. 2. Summary of materials/information sent to developers relating to erosion control and post-construction practices.
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-6

*BMP Title: Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
*Audience(s) Involved: Residents, developers, businesses, volunteers, visitors to the City, City staff.
*Educational Goals for Each Audience: The program will make known the importance of storm water issues and how people and city staff can make an impact on a larger scale. This information will also let residents know what the City is doing on a regular basis to actively improve water quality throughout the City. Information discussing the City's Pollution Prevention/Good Housekeeping Plan for the municipal operations will be posted on the city's website and be accessible through the city's storm water management page.
*Activities Used to Reach Educational Goals: 1. Post information on the City website relating to Minimum Control Measure #6. 2. Conduct annual internal staff training event on municipal operations and make information available to staff.
*Activity Implementation Plan: 1. Annually 2. Annually
*Performance Measures: 1. Article posted. 2. Number of staff trained and/or training events.
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

*BMP Title: Coordination of Education Program
*BMP Description: The City will work with the McLeod County SWCD to distribute general information on non-point source pollution, water resource impacts and needs for and benefits of reduction. The most efficient method of coordinating these programs is by maintaining links to related programs on the various websites. Programs may include: distributing information on phosphorus fertilizer ban, driveway construction alternatives, rain water gardens and various alternative BMPs for storm water management.
*Measurable Goals: 1. Maintain a link to material available from various sources such as McLeod County SWCD and MPCA web pages.
*Timeline/Implementation Schedule: 1. Annually check access and update, as needed.
Specific Components and Notes: See also BMPs 1b-1 and 1c-1 to 1c-6.
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

***BMP Title:** Annual Public Meeting

***BMP Description:**

The City will hold an annual public meeting at a Council meeting between approximately February and May of each year to present progress to date on the City's SWPPP for the current year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.

The City will provide at least 30 days notice to residents through the local newspaper relating to the date, time and details of the annual public meeting. The meeting will be held in between February and May of each year to present progress to date on the City's SWPPP for the past year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.

***Measurable Goals:**

1. Hold annual public meeting relating to NPDES SWPPP.
2. Reserve time in meeting agenda for public comment.
3. Have written materials available for review prior to and at the public meeting.

***Timeline/Implementation Schedule:**

1. Annually
2. Annually
3. Prepare draft report prior to meeting.

Specific Components and Notes:

See also BMP 2a-1, 2b-1, 2c-1

***Responsible Party for this BMP:**

Name: John Paulson

Department: Public Works

Phone: 320.234.5682

E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Worthington, Minnesota

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1f-1

BMP Title: Storm Water Utility Fund
BMP Description: The City has a Storm Water Utility Fund that is used to help fund storm water related projects and maintenance activities. While not a required BMP under the NPDES MS4 permit, the City will maintain this BMP.
Measurable Goals: 1. Review rate structure annually (in accordance with annual financial audit process). 2. Make changes to rates as needed to support program needs.
Timeline/Implementation Schedule: 1. Annually 2. As needed.
Specific Components and Notes:
Responsible Party for this BMP: Name: Kent Exner Department: Public Works Phone: 320.234.4212 E-mail: kexner@ci.hutchinson.mn.us

BMP Summary Sheet Instructions

Minimum Control Measure 2: PUBLIC PARTICIPATION/INVOLVEMENT

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
2a-1	Comply with Public Notice Requirements	V.G.2.a
2b-1	Solicit Public Input and opinion on the Adequacy of the SWPPP	V.G.2.b
2c-1	Consider Public Input	V.G.2.c

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2a-1

*BMP Title: Comply with Public Notice Requirements
*BMP Description: <p>The City will hold an annual public meeting at a City Council meeting between approximately February and May of each year to present progress to date on the City's SWPPP for the current year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.</p> <p>The City will provide at least 30 days notice to residents through the official newspaper announcing the date, time and agenda of the annual public meeting. The meeting will be held between February and May of each year.</p>
*Measurable Goals: <ol style="list-style-type: none">1. Prepare and publish notice of the public meeting in the City's official newspaper. The notice will specify format and timing of meeting to ensure full and fair consideration of all views.
*Timeline/Implementation Schedule: <ol style="list-style-type: none">1. Notice at least 30 days prior to the scheduled meeting.
Specific Components and Notes: See also BMP 1e-1, 2b-1, 2c-1
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2b-1

*BMP Title: Solicit Public Input and opinion on the Adequacy of the SWPPP
*BMP Description: <p>The City will hold an annual public meeting at a City Council meeting between approximately February and May of each year to present progress to date on the City's SWPPP for the current year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.</p> <p>The City will provide at least 30 days notice to residents through the official newspaper announcing the date, time and agenda of the annual public meeting. The meeting will be held between February and May of each year.</p>
*Measurable Goals: <ol style="list-style-type: none">1. Provide an opportunity for public input in written or oral format.2. Have draft annual report available at public meeting.
*Timeline/Implementation Schedule: <ol style="list-style-type: none">1. Annually, prior to the meeting, at the meeting or by a date specified in the notice.2. Annually
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

*BMP Title: Consider Public Input
*BMP Description: <p>The City will hold an annual public meeting at a City Council meeting between approximately February and May of each year to present progress to date on the City's SWPPP for the current year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.</p> <p>The City will provide at least 30 days notice to residents through the official newspaper announcing the date, time and agenda of the annual public meeting. The meeting will be held between February and May of each year.</p>
*Measurable Goals: <ol style="list-style-type: none">1. Summarize comments and analyze needs for adjustments to the SWPPP where appropriate.2. Incorporate any significant changes identified by the input into the annual report and SWPPP revisions.
*Timeline/Implementation Schedule: <ol style="list-style-type: none">1. Annually (prior to June 30).2. Annually.
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet Instructions

Minimum Control Measure 3: ILLICIT DISCHARGE DETECTION AND ELIMINATION

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
3a-1	Storm Sewer System Map	V.G.3.a
3b-1	Regulatory Control Program	V.G.3.b
3c-1	Illicit Discharge Detection and Elimination Plan	V.G.3.c
3d-1	Public and Employee Illicit Discharge Information Program	V.G.3.d
3e-1	Identification of Non Stormwater Discharges and Flows	V.G.3.e

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3a-1

*BMP Title: Storm Sewer System Map
*BMP Description: <p>The City has prepared a map (in ArcView) that shows the location of the known City storm sewer systems, treatment facility components and receiving water bodies. The map currently helps facilitate management of the overall illicit discharge detection and elimination program and the BMP maintenance program. The map is updated annually.</p> <p>The map currently includes much of the City's system and upon final completion will identify: 1) ponds, streams, lakes and wetlands that are part of the City's storm system; 2) structural pollution control devices (grit chambers, separators, etc.); 3) all pipes and conveyances as a goal, but at a minimum, those pipes that are 24 inches in diameter and over; and 4) Outfalls to receiving waters, structures that discharge directly to groundwater, overland discharge points and all other points that are outlets, but not diffuse flow areas.</p>
*Measurable Goals: <ol style="list-style-type: none">1. Review map details and incorporate new BMPs and storm sewer system created by new and redevelopment projects.2. Complete the MS4 map.
*Timeline/Implementation Schedule: <ol style="list-style-type: none">1. Ongoing/Annually2. June 30, 2008.
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Olson Department: Public Works Phone: 320.234.4219 E-mail: jolson@ci.hutchinson.mn.us

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

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3b-1

*BMP Title: Regulatory Control Program
*BMP Description: The City's regulatory mechanism to prohibit non-storm water discharges into the storm sewer system will be a ordinance contained in a section of City code. The City will enforce these codes, once developed, and review them to determine if changes or additions are needed to prohibit illicit discharges from other sources. State law covers the use of commercial fertilizer and lawn fertilizer applications. These ordinances and codes will provide authority to inspect systems and facilities, prevent illicit connections and discharges, and allow for punitive measures.
*Measurable Goals: 1. Review current ordinances to determine if they meet the illicit discharge requirements. Adopt a new ordinance and complete updates, as needed, through the City's formal ordinance review, adoption and modification processes.
*Timeline/Implementation Schedule: 1. June 30, 2008
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3c-1

*BMP Title: Illicit Discharge Detection and Elimination Plan
*BMP Description: <p>The City is not currently aware of any locations where illicit discharges exist. The City will coordinate activities using a complaint response program and related inspection and monitoring activities. This will be one of the methods by which the City monitors for illicit discharges into and from their system.</p> <p>A range of potentially polluting activities can occur throughout the City (e.g., construction projects, hazardous materials handling, used oil and pesticide disposal, etc.) that can be identified and addressed through this program. Inspections of storm system outfalls in the City will be one step in identifying and locating illicit discharges or other potential water quality hazards that may impact the MS4 system.</p> <p>The City will also continue to participate in the McLeod County Household Hazardous Waste and Recycling Program which collects: adhesives, aerosol spray products, automotive products, fluorescent lamps, furniture refinishing products, household cleaners, paint, stain, pool chemicals, pesticides, herbicides, insecticides, etc. More information can be found at: http://www.co.mcleod.mn.us.</p>
*Measurable Goals: <ol style="list-style-type: none">1. Respond to complaints or information relating to potential illicit discharges and illegal dumping.2. Implement inspection program of the City storm system and development projects.3. Request annual monitoring data (if available) that may be available from the McLeod County Household Hazardous Waste Program.
*Timeline/Implementation Schedule: <ol style="list-style-type: none">1. Ongoing/Annually2. Ongoing/Annually3. Annually
Specific Components and Notes:
*Responsible Party for this BMP: <p>Name: John Olson Department: Public Works Phone: 320.234.4219 E-mail: jolson@ci.hutchinson.mn.us</p>

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3d-1

*BMP Title: Public and Employee Illicit Discharge Information Program
*BMP Description: <p>The City maintenance staff meets regularly to distribute information and discuss illicit discharges into the City's storm sewer system. As these discharges occur, they are generally corrected and removed immediately when they are found connected to the City's system.</p> <p>The program will make known the importance of storm water issues and how residents and City staff can make an impact on a larger scale. These means of contact for City information on this topic are featured in information that may be posted on the City's web pages and in the Hutchinson PRCE brochure. The various articles may solicit storm water related questions and citizen input on the city's SWPPP, and encourages residents to report illicit discharges or other storm water related problems.</p>
*Measurable Goals: <ol style="list-style-type: none">1. Distribute information on illicit discharges in conjunction with BMP 1c-3.2. Conduct annual staff training in conjunction with BMP 6a-1.
*Timeline/Implementation Schedule: <ol style="list-style-type: none">1. Ongoing/Annually2. Annually
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND ELIMINATION

Unique BMP Identification Number: 3e-1

*BMP Title: Identification of Non Stormwater Discharges and Flows		
*BMP Description:		
The City has reviewed the following categories of non-storm water discharges or flows (i.e., illicit discharges) and has determined that none identified in the list are known to be significant contributors of pollutants to our system at this time.		
Category	Significant Contributor?	
	Yes	No
Water line flushing		√
Landscape irrigation		√
Diverted stream flows		√
Rising ground waters		√
Uncontaminated ground water		√
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 wetlands		√
Dechlorinated swimming pool discharges		√
Street wash water		√
Discharges or flows from fire fighting activities		√
*Measurable Goals:		
1. Review non-storm water discharge list annually to evaluate significance of each potential source.		
*Timeline/Implementation Schedule:		
1. Annually		
Specific Components and Notes:		
*Responsible Party for this BMP:		
Name: John Paulson		
Department: Public Works		
Phone: 320.234.5682		
E-mail: jpaulson@ci.hutchinson.mn.us		

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BMP Summary Sheet Instructions

Minimum Control Measure 4: CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
4a-1	Ordinance or other Regulatory Mechanism	V.G.4.a
4b-1	Construction Site Implementation of Erosion and Sediment Control BMPs	V.G.4.b
4c-1	Waste Controls for Construction Site Operators	V.G.4.c
4d-1	Procedure for Site Plan Review	V.G.4.d
4e-1	Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance	V.G.4.e
4f-1	Establishment of Procedures for Site Inspections and Enforcement	V.G.4.f

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4a-1

*BMP Title: Ordinance or other Regulatory Mechanism
*BMP Description: The City's regulatory mechanism for Construction Site Erosion and Sediment Control will be an ordinance contained in a section of City code. The City will enforce these codes, once developed, and review them to determine if changes or additions are needed. These ordinances and codes will provide authority to inspect systems and facilities, and allow for punitive measures.
*Measurable Goals: 1. Develop and implement a new ordinance through the City's formal ordinance review, adoption and modification processes.
*Timeline/Implementation Schedule: 1. August 15, 2007
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4b-1

*BMP Title: Construction Site Implementation of Erosion and Sediment Control BMPs
*BMP Description: The City currently implements site erosion and sediment control BMPs through plan reviews and site inspections. The City will develop and implement a Stormwater ordinance related to this in order to better track and enforce erosion and sediment control deficiencies. See also BMPs 4d-1, 4e-1 and 4f-1.
*Measurable Goals: 1. Conduct inspections of construction sites.
*Timeline/Implementation Schedule: 1. Ongoing/Annually
Specific Components and Notes: The City will work closely with the McLeod County SWCD on projects within the City.
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4c-1

*BMP Title: Waste Controls for Construction Site Operators
*BMP Description: The City will develop a Construction Site Waste Control ordinance that will be contained in a section of City code. The City will enforce these codes, once developed, and review them to determine if changes or additions are needed. These ordinances and codes will provide authority to inspect systems and facilities, and allow for punitive measures.
*Measurable Goals: 1. Develop and implement a new ordinance through the City's formal ordinance review, adoption and modification processes. 2. Inspect sites for compliance.
*Timeline/Implementation Schedule: 1. August 15 th , 2007 2. Ongoing/Annually.
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

*BMP Title: Procedure for Site Plan Review
*BMP Description: The City currently reviews all land disturbing activities and projects for erosion and sediment controls. The City will develop a formal process for review in conjunction with the development of the various ordinance provisions as required by this permit.
*Measurable Goals: 1. Review development plans for sites that include land disturbing activities. 2. Evaluate and develop a formal review process.
*Timeline/Implementation Schedule: 1. Ongoing/Annually 2. Ongoing/Annually
Specific Components and Notes: Tracking the type of BMP installed may also be conducted and may include both erosion and sediment control BMPs and permanent water quality BMPs (e.g., ponds, rain gardens, structural devices). These data will be included in updates to the storm system map under BMP 3a-1.
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4e-1

*BMP Title: Establishment of Procedures for the Receipt and Consideration of Reports of Stormwater Noncompliance
*BMP Description: The City will use their existing system of responding to calls on storm water related concerns. The program phone number and process will be noticed on the webpage. Residents of the City will be able to use the call line to report illicit discharges, report construction site erosion or sedimentation concerns and provide comments on the City's SWPPP. The City will develop a formal procedure for receiving, logging, and responding to reports.
*Measurable Goals: 1. Maintain storm water call number on website. 2. Track inspections and follow-up actions resulting from the call line.
*Timeline/Implementation Schedule: 1. Ongoing/Annually 2. Ongoing/Annually
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1

*BMP Title: Establishment of Procedures for Site Inspections and Enforcement
*BMP Description: The City will be developing and implementing a procedure for inspections and enforcement. See also BMP 4b-1, 4c-1
*Measurable Goals: 1. Record the number of sites inspected annually and summarize follow-up actions.
*Timeline/Implementation Schedule: 1. Ongoing/Annually
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet Instructions

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

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
5a-1	Development and Implementation of Structural and/or Non-structural BMPs	V.G.5.a
5b-1	Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment	V.G.5.b
5c-1	Long-term Operation and Maintenance of BMPs	V.G.5.c

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

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

Unique BMP Identification Number: 5a-1

*BMP Title: Development and Implementation of Structural and/or Non-structural BMPs
*BMP Description: The City has a Storm Water Management Plan for portions of the City. The SWMP is used to implement post-construction storm water runoff controls. A Storm Water Ordinance that addresses this issue will be developed by the City and will be contained in a section of City code. The City will enforce these codes, once developed, and review them to determine if changes or additions are needed. These ordinances and codes will provide authority to inspect systems and facilities, and allow for punitive measures.
*Measurable Goals: 1. Track the number and type of structural and non-structural BMPs installed annually (e.g., NURP ponds, infiltration basins, sump manholes, grit chambers, bioretention areas, etc.). 2. Incorporate new facilities in BMP database and map for City-owned practices. 3. Develop a storm water ordinance.
*Timeline/Implementation Schedule: 1. Ongoing/Annually 2. Ongoing/Annually 3. June 30, 2008
Specific Components and Notes: See also BMPs 3a-1 and 4b-1.
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

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

Unique BMP Identification Number: 5b-1

*BMP Title: Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment
*BMP Description: The City has a Storm Water Management Plan for portions of the City. The SWMP is used to implement post-construction storm water runoff controls. A Storm Water Ordinance that addresses this issue will be developed by the City and will be contained in a section of City code. The City will enforce these codes, once developed, and review them to determine if changes or additions are needed. These ordinances and codes will provide authority to inspect systems and facilities, and allow for punitive measures.
*Measurable Goals: 1. Develop a storm water ordinance. 2. Review ordinance annually and update as needed.
*Timeline/Implementation Schedule: 1. June 30, 2008 2. Annually.
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

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

Unique BMP Identification Number: 5c-1

*BMP Title: Long-term Operation and Maintenance of BMPs
*BMP Description: The City will discuss and develop a long-term O & M process for BMP's.
*Measurable Goals: 1. Develop a process or agreement to be used for future development projects.
*Timeline/Implementation Schedule: 1. June 30, 2010.
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet Instructions

Minimum Control Measure 6: POLLUTION PREVENTION/GOOD HOUSEKEEPING

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
6a-1	Municipal Operations and Maintenance Program	V.G.6.a
6a-2	Street Sweeping**	
6b-2	Annual Inspection of All Structural Pollution Control Devices	V.G.6.b.2
6b-3	Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis	V.G.6.b.3
6b-4	Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas	V.G.6.b.4
6b-5	Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the Corrective Measures	V.G.6.b.5
6b-6	Record Reporting and Retention of all Inspections and Responses to the Inspections	V.G.6.b.6
6b-7	Evaluation of Inspection Frequency	V.G.6.b.7

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-1

*BMP Title: Municipal Operations and Maintenance Program
*BMP Description: The City will conduct a pollution prevention workshop/training program for City grounds and landscaping staff, fleet and building maintenance staff, and street maintenance staff. The City will reach staff having responsibilities in the storm water program annually and will provide information for new employees as needed. City staff use substantial quantities of artificial chemicals, and are involved in activities that can result in elevated levels of nutrients and toxics in receiving waters. The workshop and training programs will emphasize the benefits of recycling organic material; reducing the use of and planning the timing of application of chemicals and water; selecting native vegetation to reduce water, nutrient, and maintenance demand; street sweeping and sand/salt application activities. The City will continue to implement the Spill Prevention Control and Countermeasure Plan (SPCC) associated with municipally-owned industrial facility NPDES permits.
*Measurable Goals: 1. Conduct a staff training event at least annually to discuss the topics relating to water resources programs.
*Timeline/Implementation Schedule: 1. Annually
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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

BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

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

***BMP Description:**

The City will continue the current street sweeping program for vehicle safety, pedestrian safety, and water quality and environmental reasons. Street sweeping will generally be completed as weather permits (late March to early April) through the first snowfall. The City also prioritizes sweeping to target key areas of the City.

***Measurable Goals:**

1. Sweep at least once in the spring, summer and fall of each year (additional sweeping may be completed in targeted areas and as weather permits).

***Timeline/Implementation Schedule:**

1. Annually

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: John Olson

Department: Public Works

Phone: 320.234.4219

E-mail: jolson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

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 currently operates a program of cleaning structural BMPs including catch basins (CBs), storm water ponds and system outfalls. City staff inspects system components (within the RoW) to look for sediment and debris buildup and proper functioning of the system. The City will continue this program and look for opportunities to improve the tracking of inspection results and incorporate the required illicit discharge detection component into the program.
*Measurable Goals: 1. Inspect 100% of the pollution control devices such as trap manholes, grit chambers, sumps, floatable skimmers, separators and other small settling or filtering devices each year. Record inspection date, weather conditions and results for each component inspected. 2. Record and track follow-up actions needed and summarize major maintenance activities
*Timeline/Implementation Schedule: 1. Annually 2. Ongoing/Annually
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Olson Department: Public Works Phone: 320.234.4219 E-mail: jolson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-3

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

***BMP Description:**

The City currently operates a program of cleaning structural BMPs including catch basins (CBs), storm water ponds and system outfalls. City staff inspects system components to look for sediment and debris buildup and proper functioning of the system. The City will continue this program and look for opportunities to improve the tracking of inspection results and incorporate the required illicit discharge detection component into the program.

***Measurable Goals:**

1. Inspect at least 20% of system outfalls, sediment basins and ponds each year. Record inspection date, weather conditions and results for each component inspected.
2. Record and track follow-up actions needed and summarize major maintenance activities.

***Timeline/Implementation Schedule:**

1. Annually
2. Ongoing/Annually

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: John Olson

Department: Public Works

Phone: 320.234.4219

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-4

*BMP Title: Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas
*BMP Description: The City currently operates a material stockpile and handling area. The City inspects the area at least annually and conducts maintenance as needed as part of the overall storm system maintenance program. The City will continue this program and look for opportunities to improve the tracking of inspection results and program efficiency. The inspection program will be coordinated with the BMP and outfall mapping updates.
*Measurable Goals: 1. Inspect material stockpile and handling area.
*Timeline/Implementation Schedule: 1. Annually
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Olson Department: Public Works Phone: 320.234.4219 E-mail: jolson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

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:**

The City will develop a system to update and maintain the database/records of structural runoff controls and continue current BMP maintenance and pond cleanout programs and record data in the database system to integrate the location of these controls with schedules for regular inspection and maintenance. The program will result in timely maintenance of the City's storm sewer system components.

Summary of significant repair or maintenance activities from BMPs 6b-2, 6b-3 and 6b-4.

***Measurable Goals:**

1. Develop and maintain components according to system established by the City.

***Timeline/Implementation Schedule:**

1. Ongoing/Annually

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: John Olson

Department: Public Works

Phone: 320.234.4219

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

*BMP Title: Record Reporting and Retention of All Inspections and Responses to the Inspections
*BMP Description: The City currently records system inspections in a preliminary database. The City's goal is to continue to develop the database management system for the storm sewer system that is coordinated with the system map. This BMP is intended to start with the current database that can be expanded to include information on a range of BMPs located in and operated by the City. The database will help the City track the condition of system components, schedule and track inspections under related BMPs in the City's MS4 permit, and in completion of the annual reporting requirements. Ultimately, the database will allow more efficient use of City resources to comply with NPDES program requirements and there in protect and improve water resources in the City.
*Measurable Goals: 1. Continue to track inspection program data in current system and maintain and update the database with system inspection records.
*Timeline/Implementation Schedule: 1. Ongoing
Specific Components and Notes: Measurable Goal refers to City system only. However, as the database system develops the City may further refine the system to include private BMPs throughout the City.
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet

MS4 Name: City of Hutchinson, Minnesota

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-7

*BMP Title: Evaluation of Inspection Frequency
*BMP Description: <p>The City currently operates a program of cleaning structural BMPs including catch basins, storm water ponds and system outfalls. City staff inspects system components to look for sediment and debris buildup and proper functioning of the system and illicit discharges. The inspection program will be coordinated with the BMP and Outfall mapping updates.</p> <p>As the City develops a more comprehensive system database to better track system maintenance activities and findings, the system will help City staff evaluate the frequency of required storm sewer system component maintenance. As the system is populated with data, the City will be better able to evaluate the need for more or less frequent maintenance of BMPs, storm system and material storage and handling areas.</p>
*Measurable Goals: <ol style="list-style-type: none">1. Reevaluate inspection schedule and frequencies following annual reporting results and increase or decrease frequency if prior year conditions warranted more or less frequent cleaning or maintenance.
*Timeline/Implementation Schedule: <ol style="list-style-type: none">1. Ongoing/Annually
Specific Components and Notes:
*Responsible Party for this BMP: Name: John Paulson Department: Public Works Phone: 320.234.5682 E-mail: jpaulson@ci.hutchinson.mn.us

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BMP Summary Sheet Instructions

Minimum Control Measure 7: Impaired Water

Key to Unique BMP ID Numbers	Required BMP Title	Permit Reference
7a-1	Impaired Waters Review Process	

BMP Summary Sheet

MS4 Name: Hutchinson, Minnesota

Minimum Control Measure: IV.D Section 303(d) Listings

Unique BMP Identification Number: 7a-1

BMP Title: Impaired Waters Review Process

BMP Description:

The City will review discharges from our MS4 system to impaired waters, as defined by the current USEPA approved 303(d) list. As part of this review, the City:

- Has identified the impaired waters within or immediately downstream of our jurisdictional boundaries and that may be impacted by the MS4's stormwater discharge.
- Will delineate the watershed area(s) that contribute to the impaired waters and will use a combination of storm sewer maps and field surveys to identify potential stormwater discharges to these waters; and
- Will evaluate the hydrology, land use and other characteristics of the watershed area(s) that may impact the impaired water as a result of a stormwater discharge from our MS4.

Based on the ongoing review process above, we will determine if any changes to the existing stormwater system or BMPs are needed to minimize the impact of discharges from our MS4 to the impaired water(s). If such modifications are deemed necessary, we will modify our SWPPP and submit those modifications to the MPCA with the current year's annual report. In our review, we will consider timing and long and short term costs. The basis for our decisions will be documented in our program records and will be kept along with other records associated with the MS4 permit. A narrative summary of this review will then be prepared, and identify any associated SWPPP revisions that were made.

Measurable Goals:

1. Update the impaired waters list. The list will be updated to address impaired waters within our jurisdictional boundaries or adjacent to our boundary where there is direct discharge of storm water that may impact the water body.
2. Update storm system map. BMP 3a-1 map will be updated to include impaired waters.
3. Complete a written summary. Summary will include conclusions reached during our review, the decision making process used to determine what SWPPP revisions may be needed, and a projected schedule and timeline to incorporate any necessary changes into the SWPPP, if needed.

Timeline/Implementation Schedule:

1. Completed, updated annually or as new information becomes available.
2. Completed, updated annually or as new information becomes available.
3. Annually

Specific Components and Notes:

This process is to be reassessed annually over the course of the permit cycle. As new 303(d) lists with additional impaired waters listed are published in the future, the City will review changes to the list and conduct the necessary review of additional waters within or directly adjacent to our boundaries that may be impacted by the MS4's stormwater discharges. When an approved TMDL is finalized, the City intends to comply with the resulting permit requirements. We understand that waters impaired due to mercury will be addressed by other agencies and that this pollutant will not be part of our review under this BMP.

Responsible Party for this BMP:

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