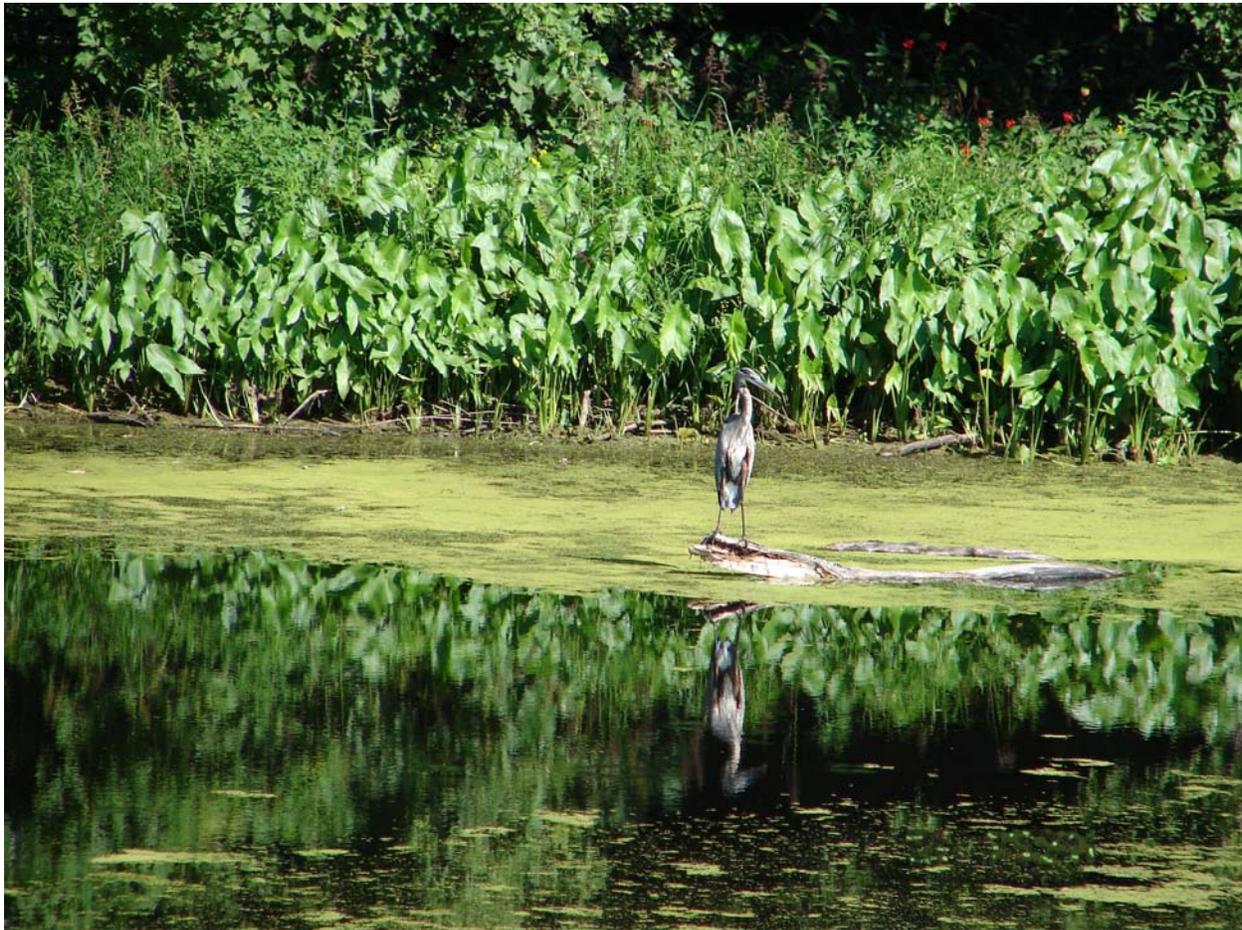




Storm Water Pollution Prevention Plan (SWPPP)



Effective Date: February 15, 2007

Expiration Date: May 31, 2011

Prepared January, 2007

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PART I. PERMIT GOALS

The primary goal of the Minnesota Pollution Control Agency (MPCA) Municipal Separate Storm Sewer System (MS4) General Permit (MNR040000) is to restore and maintain the chemical, physical, and biological integrity of Waters of the State through management and treatment of storm water runoff. This is accomplished by management of MS4 systems with Storm Water Pollution Prevention Programs (SWPPPs) developed by individual system owners/operators. The purpose is to maintain water quality standards where there is compliance, and help bring waters that do not meet water quality standards into compliance. The format of this SWPPP follows the format of the MS4 Permit.

PART II. COVERAGE UNDER THIS PERMIT

A. Eligibility

The City of Winona is designated as a small MS4 and is therefore required to obtain coverage under the MS4 permit.

B. Limitations on Coverage

1. The City of Winona obtains authorization from the MPCA to discharge storm water through the MS4 Permit. Once approved by the MPCA, this SWPPP is an enforceable part of the MS4 Permit for the City of Winona. Neither the MS4 Permit nor this SWPPP authorize discharges other than storm water.
2. The MS4 permit and this SWPPP do not authorize the discharge of storm water when a separate National Pollutant Discharge Elimination System (NPDES) permit is required.
3. The MS4 permit and this SWPPP do not authorize the discharge of storm water from any other entity located in the drainage area or outside the drainage area. Only the portions of the storm sewer system under the operational control of the City of Winona are authorized.
4. Part IX of this SWPPP addresses:
 - a. discharges to waters with Prohibited Discharge,
 - b. discharges to waters with Restricted Discharge,
 - c. discharges to Trout Waters,
 - d. discharges to Wetlands,
 - e. discharges requiring Environmental Review,
 - f. discharges Affecting Threatened or Endangered Species,
 - g. discharges Affecting Historic or Archeological Sites, and
 - h. discharges Affecting Source Water Protection Areas.

C. Obtaining Authorization

1. The City of Winona submitted an application, including this SWPPP, in accordance with the requirements of Part III of the MS4 permit.
2. If ownership or significant operational control of the City of Winona storm sewer system changes, a new application will be submitted in accordance with Part III of the MS4 permit.
3. The MPCA will review the application and this SWPPP for completeness and compliance with the MS4 permit, determine whether to approve or deny coverage if the application is deemed complete, and provide public notice with the opportunity for hearing on the determination. Upon approval by the MPCA, the City of Winona is authorized to discharge storm water.

PART III. APPLICATION REQUIREMENTS (Notice of Intent)

A. Deadline for Application

The City of Winona submitted the application and all other required documents to the MPCA on the application deadline and effective date of the current MS4 Permit (February 15, 2007.)

B. Signature

1. As the ranking elected official of the City of Winona, the Mayor signed the MS4 permit application.
2. The person responsible for overall compliance with the MS4 permit and SWPPP is the Assistant City Manager for Public Works.

C. Application Attachments: Storm Water Pollution Prevention Program

1. The Best Management Practices (BMPs) that will be implemented in this SWPPP are listed on the BMP summary sheets located in Part V.G.
2. Measurable goals for each BMP are outlined in the BMP summary sheets located in Part V.G. Required actions for the measurable goals consist of milestones and the frequency of action, in narrative or numeric form.
3. Estimated timeline(s) of each measurable goal are outlined on the BMP summary sheets located in Part V.G.
4. The individual responsible for implementing individual components of the SWPPP is the Assistant City Manager for Public Works.

D. Where to Submit

The MS4 Permit application, this SWPPP, annual reports (Part VI.D), and other required submittals are sent to the Storm Water Management Unit of the MPCA.

E. Record Retention

A copy of the MS4 Permit application, this SWPPP, all data and information used by the City of Winona to complete the application, and any information developed as a requirement of the MS4 permit, or as requested by the Commissioner, will be retained for at least three (3) years beyond the date the current MS4 permit expires (May 31, 2011).

PART IV. RIGHTS AND RESPONSIBILITIES

- A. The Commissioner may modify the MS4 permit or issue other permits, in accordance with Minn. R. Ch. 7001. This may include more stringent effluent limitations or permit requirements that modify or are in addition to the minimum control measures in Part V.G. of the MS4 Permit and this SWPPP, or both.
- B. The City of Winona is designated for MS4 coverage. The City of Winona must comply with the MS4 permit requirement.
- C. If need be, the City of Winona may request individual permits based on Minn.R.ch.7000, 7001, and other applicable rules.
- D. Currently the Mississippi River between Lake Pepin and Lock and Dam #6 is listed as a section of Impaired Waters under Section 303(d) of the Clean Water Act. Any USEPA approved TMDL will be reviewed and incorporated in Winona's SWPPP objectives.

PART V. STORM WATER POLLUTION PREVENTION PROGRAM

- A. This SWPPP was developed to reduce the discharge of pollutants to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act.
- B. This SWPPP must be designed and managed to reduce pollutants from the storm sewer system to the Maximum Extent Practicable (MEP). The Winona MS4 must also be managed to comply with the Clean Water Act and the terms and conditions of the MS4 Permit. This SWPPP consists of BMPs the City of Winona has determined appropriate to meet the requirements of the MS4 Permit.
- C. An annual report on the implementation of this SWPPP must be submitted by June 30th of each year to the MPCA. The annual report covers the entire previous calendar year.
- D. This SWPPP includes BMP summary sheets to control or reduce pollutants within the City of Winona MS4 system.
- E. Each minimum control measure includes a description of the BMPs for the measure, responsible department in charge, an implementation schedule, and measurable goals used

to determine the success or benefits of the BMPs. The Public Works Department is responsible for each minimum control measure.

- F. Modifications to the SWPPP that are required or allowed by the MS4 permit shall become enforceable provisions.

- G. The following pages contain BMP summary sheets developed to meet the requirements of Part V.G of the MS4 permit. The MS4 Permit contains the specific requirements for the six minimum control measures:
 - 1. Public Education and Outreach,
 - 2. Public Participation,
 - 3. Illicit Discharge Detection and Elimination,
 - 4. Construction Site Storm Water Runoff Control,
 - 5. Post-construction Storm Water management in New Development and Redevelopment,
and
 - 6. Pollution Prevention/Good housekeeping for Municipal Operations.

Minimum Control Measure 1

PUBLIC EDUCATION AND OUTREACH

Key to Unique BMP ID Numbers	BMP Summary Sheet 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

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH
Unique BMP Identification Number: 1a-1

BMP Title: Distribute Educational Materials
BMP Description: The City will include informational flyers with a utility billing. The billing and flyer will reach all residents of the City of Winona.
Measurable Goals: <ul style="list-style-type: none">• Annual informational flyer distributed with utility bills.
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Year 2007 through- 2011 – Continue to prepare and submit at least one flyer per year, adjust goal and frequency as necessary
Specific Components and Notes: <ul style="list-style-type: none">• Volunteer opportunities• Storm water pollution prevention practices for citizens and households• Educational items directed towards the community
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH
Unique BMP Identification Number: 1b-1

BMP Title: Implement an Education Program
BMP Description: The City will incorporate storm water and erosion control articles and links on its City website, as well as the annual flyers that will be distributed with utility billings.
Measurable Goals: <ul style="list-style-type: none">• Annual flyers distributed with utility billing
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Year 2007 through- 2011 – Each measurable goal is assessed annually except the website, which is updated more frequently.
Specific Components and Notes <ul style="list-style-type: none">• Newsletter article(s)• Presentation to City Council – SWPPP overview and annual report• Update information on City website
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH
Unique BMP Identification Number: 1c-1

BMP Title: Education Program: Public Education and Outreach
Audience(s) Involved: <ul style="list-style-type: none">• City Staff (1b-1)• Resident/Homeowner (1a-1)• City Council (1b-1)• Building Contractors (1c-4)
Educational Goals for Each Audience: <ul style="list-style-type: none">• City Staff – Awareness and understanding of the Phase II program and storm water pollution• City Council – Present program goals and accomplishments at the annual meeting• Resident/Homeowner – Increase awareness of what can be done to help protect water quality• Building Contractors – Awareness and understanding of Erosion and Sediment Control Standards
Activities Used to Reach Educational Goals: <ul style="list-style-type: none">• City Staff -City of Winona Staff meetings• City Council – Presentation once a year• Resident/Homeowner – Annual utility billing flyer• Building Contractors – City website and distribution of informational packets
Activity Implementation Plan: <p>The responsible party for this program is the Public Works Department</p> <ul style="list-style-type: none">• Year 2007 through- 2011<ol style="list-style-type: none">1. City Staff – Discuss plan in department meeting2. City Council – Presentation on a yearly basis to plan and progress3. Resident/Homeowner – Publish at least one flyer per year in utility billing4. Building Contractors –Update City website as needed and distribute informational packets
Performance Measures: <ul style="list-style-type: none">• City Staff – Completion of department meeting to discuss plan• City Council – Completed presentation• Resident/Homeowner – Annual flyer distributed in utility billing• Building Contractors – Informational packets distributed
Responsible Party for this BMP: <p>Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us</p>

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH
Unique BMP Identification Number: 1c-2

BMP Title: Education Program: Public Participation
Audience(s) Involved: <ul style="list-style-type: none">• Public – residents, homeowners, and business owners
Educational Goals for Each Audience: <ul style="list-style-type: none">• Increase public awareness and understanding of storm water issues• Inform and educate the public about the SWPPP and City website (1b-1)
Activities Used to Reach Educational Goals: <ul style="list-style-type: none">• Annual flyer distributed with utility billing• Public Information Meeting Notice – Notice in the official city newspaper• Information on City website and distributed in educational materials
Activity Implementation Plan: <ul style="list-style-type: none">• The responsible party for this program is the Public Works Department• Year 2007 through- 2011<ol style="list-style-type: none">1. The City will Publish at least one article per calendar year2. The City will provide a 30 day notice for the annual storm water meeting3. Information on the city website will be provided through annual flyer
Performance Measures: <ul style="list-style-type: none">• Published storm water flyer annually• Completed Public Notice• Number of calls and e-mails in response to city website
Responsible Party for this BMP: <p>Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us</p>

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH
Unique BMP Identification Number: 1c-3

BMP Title: Education Program: Illicit Discharge Detection and Elimination
Audience(s) Involved: <ul style="list-style-type: none">• City Staff• Residents/Homeowners• Business Owners
Educational Goals for Each Audience: <ul style="list-style-type: none">• City Staff – Educate City staff on acceptable and prohibited discharges (3c-1)• Residents/Homeowners – Educate the public about the County’s Household Hazardous Waste Program (3d-1)• Business Owners – Educate owners/managers about acceptable and prohibited discharges (3c-1)
Activities Used to Reach Educational Goals: <ul style="list-style-type: none">• Residents/Homeowners – Information on website and through annual flyer in utility billing• Business Owners – Mailing to targeted business owners and interaction with staff
Activity Implementation Plan: <ul style="list-style-type: none">• The responsible party for this program is the Public Works Staff• Year 2007 through- 2011<ol style="list-style-type: none">1. City Staff – Education through staff meetings2. Residents/Homeowners – Promotion through information on the City website, and annual flyer in utility billing3. Business Owners – Distribute information to target businesses
Performance Measures: <ul style="list-style-type: none">• City Staff – Training as needed• Residents/Homeowners – distribution of annual flyer in utility billing• Business Owners – Information mailed to targeted businesses
Responsible Party for this BMP: <p>Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us</p>

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH
Unique BMP Identification Number: 1c-4

BMP Title: Education Program: Construction Site Run-off Control
Audience(s) Involved: <ul style="list-style-type: none">• Residential Construction• Commercial Construction• Utility Construction• City Staff
Educational Goals for Each Audience: <ul style="list-style-type: none">• Residential Construction – Educate home builders on Single Family Residential Erosion/Sediment Control Standards• Commercial Construction – Educate contractors on Commercial Erosion Sediment Control Standards• Utility Construction – Educate utility companies on Utility Erosion/Sediment Control Standards• City Staff – Educate City Staff on Erosion/Sediment Control Standards
Activities Used to Reach Educational Goals: <ul style="list-style-type: none">• Website (1b-1)• Correspondence• Awareness of established City Erosion/Sediment Control Standards and permits
Activity Implementation Plan: <ul style="list-style-type: none">• The responsible party for this program is the Public Works Staff• Year 2007 through- 2011 – Inform and educate City staff, builders, contractors, and developers of erosion and sediment control standards through correspondence, meetings and website
Performance Measures: <ul style="list-style-type: none">• Keep website up to date and make any necessary changes• Correspondence distributed as needed• Make any necessary ordinance revisions
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 1-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: <ul style="list-style-type: none">• City Staff
Educational Goals for Each Audience: <ul style="list-style-type: none">• Educate staff with responsibilities related to the Post-Construction Storm Water Management in New Development and Redevelopment
Activities Used to Reach Educational Goals: <ul style="list-style-type: none">• Training, certification courses, and workshops
Activity Implementation Plan: <ul style="list-style-type: none">• The responsible party for this program is the Public Works Staff• Year 2007 through 2011 – Continue with training components as appropriate
Performance Measures: <ul style="list-style-type: none">• Number of employees trained
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us t

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH
Unique BMP Identification Number: 1c-6

BMP Title: Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations
Audience(s) Involved: <ul style="list-style-type: none">• City Staff
Educational Goals for Each Audience: <ul style="list-style-type: none">• Park and Open Space Maintenance Program (6a-1)• Building Maintenance Program (6a-1)• Fleet Maintenance Program (6a-1)
Activities Used to Reach Educational Goals: <ul style="list-style-type: none">• Training for employees
Activity Implementation Plan: <ul style="list-style-type: none">• The responsible party for this program is the Public Works Department• Year 2007 – Assemble educational materials• Year 2007 – Distribute educational materials to appropriate City staff• Year 2008 through 2011 – Assess and make changes to educational materials and training as necessary
Performance Measures: <ul style="list-style-type: none">• Amount of educational materials assembled• Educational materials distributed
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH
Unique BMP Identification Number: 1d-1

BMP Title: Coordination of Education Program
BMP Description: The City will contact outside entities such as: County, Regional, State and Federal Governments to discuss existing programs and how they can be coordinated and/or effectively used within the City's programs.
Measurable Goals: <ul style="list-style-type: none">• Number of outside entities contacted• Number of outside entity programs identified
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Year 1 – Contact outside entities• Year 2 – Evaluate and compare outside entity programs with City's existing programs• Year 3 – Propose a strategy that allows coordination of outside entity programs with exiting City programs
Specific Components and Notes: <ul style="list-style-type: none">• Investigate how to make effective use of existing programs being conducted by other entities
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH
Unique BMP Identification Number: 1e-1

BMP Title: Annual Public Meeting
BMP Description: The City will hold a public hearing for the Storm Water Pollution Prevention Program each year to discuss the provisions of the SWPPP, its effectiveness, and amendments thereto.
Measurable Goals: <ul style="list-style-type: none">• Conducted Public Meeting
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Year 2007 through- 2011 – A 30-day notice will be given for the annual public meeting addressing the SWPPP annual report (2a-1). If periodic meetings become necessary additional 30-day notices will be given.
Specific Components and Notes: <ul style="list-style-type: none">• Date, time, location, and description of how the meeting will be conducted• Location of the SWPPP for review prior to the meeting• A public notice will be placed in the official newspaper
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

Minimum Control Measure 2

PUBLIC PARTICIPATION/INVOLVEMENT

Key to Unique BMP ID Numbers	BMP Summary Sheet 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 Winona

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT
Unique BMP Identification Number: 2a-1

BMP Title: Comply with Public Notice Requirements
BMP Description: The City will provide a Public Notice for the annual storm water meeting (1e-1) or any subsequent meeting to discuss the provisions of the SWPPP, its effectiveness, or amendments thereto.
Measurable Goals: <ul style="list-style-type: none">• Completed required Public Notices
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Year 2007 through- 2011 – Publish a notice for the Annual Public Meeting (1e-1) in each year of the permit cycle. If additional meetings become necessary, additional 30-day notices will be implemented.
Specific Components and Notes: <ul style="list-style-type: none">• 30-day notice of public informational meetings• Date, time, and location of meetings• Description of how the meetings will be conducted• Location of where a copy of the SWPPP is available for public review.
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

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: An annual public meeting will be conducted prior to the submittal of the annual report to receive public input and opinion on the adequacy of the SWPPP (1e-1). At the meeting, the City will afford an opportunity for interested citizens to be heard with respect to the SWPPP. Written comments on the SWPPP may be submitted in advance of the public hearing.
Measurable Goals: <ul style="list-style-type: none">• Record of Comments
Timeline/Implementation Schedule: <ul style="list-style-type: none">• April/May 2007 through 2011 – Conduct Annual Meeting for previous calendar year.
Specific Components and Notes: <ul style="list-style-type: none">• Afford interested persons a reasonable opportunity to make oral statements concerning the SWPPP• Consider timely, relevant written materials that interested persons submit concerning the SWPPP• Establish procedures and processes for speakers and written material• Consider public input from the meeting to the SWPPP and make adjustments deemed appropriate
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT
Unique BMP Identification Number: 2c-1

BMP Title: Consider Public Input
BMP Description: Along with the annual meeting, the City will develop a community hotline and e-mail address for residents to report illicit discharges, provide comments on the SWPPP, report construction site sedimentation and erosion control violations, and voice any other storm water related questions or concerns.
Measurable Goals: <ul style="list-style-type: none">• Number of phone calls and e-mails• Record of decisions• Development and advertisement of community hotline
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Year 2007 through- 2011 – Assess procedures and modify as necessary
Specific Components and Notes: <ul style="list-style-type: none">• Complaint receipt program• Citizen reports on illicit discharges and activities• Citizen reports on storm water related questions and concerns
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

Minimum Control Measure 3

ILLICIT DISCHARGE DETECTION AND ELIMINATION

Key to Unique BMP ID Numbers	BMP Summary Sheet 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 Winona

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3a-1

BMP Title: Storm Sewer System Map

BMP Description: The City has completed a storm sewer map in ArcGIS format. The City will continue to update the system map as needed.

Measurable Goals:

- Update storm sewer system map

Timeline/Implementation Schedule:

- Year 2007 through- 2011 – Review the storm sewer system map by the end of each reporting year to ensure that all updates from the previous construction season are included or scheduled for inclusion.

Specific Components and Notes:

- Ponds, streams, wetlands, structural pollution control devices, all known pipes and all outfalls within the storm sewer system.

Responsible Party for this BMP:

Name: Keith A. Nelson
Department: Public Works
Phone: (507) 457-8274
E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3b-1

BMP Title: Regulatory Control Program
BMP Description: The City approved a comprehensive storm water ordinance in June, 2006. The ordinance includes prohibition of non-storm water discharge into the storm sewer system. As the program continues, the City will review the current ordinance and revise it accordingly to meet regulatory requirements.
Measurable Goals: <ul style="list-style-type: none">• Annual review of storm water ordinance and compilation of identified changes for future revisions
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Year 2007 through- 2011 – Review and compile ordinance changes• Year 2007 through- 2011 – Revise ordinance as deemed necessary
Specific Components and Notes: <ul style="list-style-type: none">• Meetings with the City Attorney, Building Codes, Planning and Zoning, and other City staff as appropriate• Septic system control, illicit connection control, illegal dumping, and recreational vehicle sewage• Enforcement procedures
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3c-1

BMP Title: Illicit Discharge Detection and Elimination Plan

BMP Description: A program will be designed to detect and eliminate illegal and/or improper connections to the storm water conveyance system and receiving waters. The City will determine proper actions and enforce applicable provisions of the City ordinance pertaining to illicit/illegal discharges to the storm sewer system. A community hotline and e-mail address (2c-1) will be developed for residents to report illicit discharge, illegal dumping and erosion/sediment control issues.

Measurable Goals:

- Documentation of the Illicit Discharge Detection and Elimination Plan
- Annual review of the Illicit Discharge Detection Elimination Plan
- Completed employee training as needed
- Number of outfalls inspected (6b-3)
- Development of a community hotline and e-mail address

Timeline/Implementation Schedule:

- Year 2007 – Implementation of the Illicit Discharge Detection and Elimination plan
- Year 2008 through 2010 – Assess the Illicit Discharge Detection and Elimination plan, make any necessary changes, and conduct employee training as needed

Specific Components and Notes:

- Community hotline and documentation procedures (2c-1)

Responsible Party for this BMP:

Name: Keith A. Nelson
Department: Public Works
Phone: (507) 457-8274
E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3d-1

BMP Title: Public and Employee Illicit Discharge Information Program

BMP Description: City employees, business owners, and the public are informed about illegal discharges and improper disposal through an annual flyer distributed with utility bills. The City will create a community hotline and e-mail address to report storm water issues (2c-1).

A Household Hazardous Waste program was created to help Winona County residents with the disposal of toxic household products. The facility is located in Winona and is open year round. Promotion is provided by the City website, flyers, and other means.

Measurable Goals:

- Annual flyer distributed in the utility billings (1c-3)
- Amount of hazardous waste and products collected
- Creation of a community hotline and e-mail address

Timeline/Implementation Schedule:

- Year 2007 through- 2011 – Continue to promote program

Specific Components and Notes:

- Promotion through information outlets such as the City website, annual utility flyer
- Obtain data from hazardous waste facility reports

Responsible Party for this BMP:

Name: Keith A. Nelson
Department: Public Works
Phone: (507) 457-8274
E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

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 storm water ordinance and the MS4 permit list a number of non-storm water discharges that are not expressly prohibited. If information becomes available identifying any of these discharges as significant contributors of pollutants to the storm water system, the City will address the discharge through ordinance and/or other regulatory mechanisms.

Measurable Goals:

- Number of non-storm water discharges determined to be significant contributors of pollutants.
- Documentation of regulatory action performed

Timeline/Implementation Schedule:

- Year 2007 through- 2011 – Address any new non-storm water discharges identified

Specific Components and Notes:

- Enforcement and regulatory actions
- City storm water ordinance

Responsible Party for this BMP:

Name: Keith A. Nelson
Department: Public Works
Phone: (507) 457-8274
E-mail: knelson@ci.winona.mn.us

Minimum Control Measure 4

CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Key to Unique BMP ID Numbers	BMP Summary Sheet 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 Winona

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 expanded its existing storm water ordinance, including requirements to meet the MPCA general permit for construction activity. The City also implemented a permit and site inspection program, including standards for construction sites (4f-1).
Measurable Goals: <ul style="list-style-type: none">• Implemented ordinance, City permits, City standards• Revise ordinance to include administrative citations• Conduct an annual meeting
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Year 2007 – Implement administrative citations• Year 2008 through 2010 – Conduct annual assessment meeting with affected staff and inspectors, make necessary changes
Specific Components and Notes: <ul style="list-style-type: none">• Site erosion and sediment control requirements• Runoff pollution prevention provisions• Construction site waste control• Enforcement procedures, penalties for non-compliance• Required site plan review provisions• Notify affected builders and contractors
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

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: Sediment Control BMPs are outlined on a handout available in the City Engineer's office. BMPs will be included on the City's website. City ordinance requires either an Erosion & Sediment Control or a Stormwater Management Plan based on area of land disturbance.
Measurable Goals: <ul style="list-style-type: none">• Place sediment control BMPs on City website• Review Single Family Residential Construction Erosion/Sediment Control Standards• Review Commercial Construction Erosion/Sediment Control Standards• Review Utility Construction Erosion/Sediment Control Standards• Assess program annually
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Year 2007 through- 2011 – Assess and make any necessary changes to Standard Plates, Single Family Residential, Commercial and Utility erosion and sediment control standards• Year 2007 – Place sediment control BMPs on City website
Specific Components and Notes: <ul style="list-style-type: none">• Enforcement of standards• Educate contractors and City staff on standards
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

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: City storm water ordinance sets standards for control of construction waste and litter. Standards will be placed on City website.
Measurable Goals: <ul style="list-style-type: none">• Review of waste control requirements in the Single Family Residential standards (4b-1)• Review of waste control requirements in the Commercial standards (4b-1)• Review of waste control requirements in the Utility standards (4b-1)• Placement of construction waste standards on City website
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Year 2007 through- 2011 – Assess program and make any necessary changes• Year 2007 – Placement of construction waste standard on City website
Specific Components and Notes: <ul style="list-style-type: none">• Guidance materials, standards, and other resources• City storm water ordinance and enforcement procedures
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

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 has developed procedures and documentation for review of construction site temporary erosion and sediment control plans and specifications. Plans are received by building code staff and a notice is sent out to the Engineering and Storm Water staff for review. All City let projects include erosion and sediment control standard plates and specifications.
Measurable Goals: <ul style="list-style-type: none">• Completed plan review process and documentation procedures• Number of plan reviews performed• Annual program assessment
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Year 2007 through- 2011 – Conduct and annual program assessment and make any necessary changes
Specific Components and Notes: <ul style="list-style-type: none">• Coordinate communication between Planning & Zoning, Engineering, and Building Codes• Site plan review process• Storm water ordinance (4a-1)
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

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 develop a community hotline and e-mail address to report storm water violations (2c-1). Once a call or an e-mail has been received, the City will perform a field inspection. If a violation has or is occurring a written notification of administrative citation or a letter will be given to the property owner or the person(s) committing the violation. A record of storm water calls and e-mails will be maintained.

Measurable Goals:

- Number of phone calls and e-mails to the community hotline
- Number of City staff actions initiated based on calls received

Timeline/Implementation Schedule:

- Year 2007 through- 2011 – Compile data for annual report
- Year 2007 – Development of a community hotline and e-mail address

Specific Components and Notes:

- Citizen or City staff reports on storm water violations

Responsible Party for this BMP:

Name: Keith A. Nelson
Department: Public Works
Phone: (507) 457-8274
E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

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 has put in place procedures and documentation for site inspections and enforcement. For City let projects, the inspections are done by Engineering Department staff or a consultant. Residential, commercial and utility projects are initially inspected by building code staff. If a storm water violation occurs, a letter of non-compliance or an administrative citation is given to the property owner. A reinspection is then conducted by the Engineering Department staff. If the violation(s) have not been corrected, enforcement procedures will be implemented.
Measurable Goals: <ul style="list-style-type: none">• Trained Engineering and Building Codes staff on site requirements and inspection procedures• Guidance material distributed• Number of letters of non-compliance and administrative citations issued
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Year 2007 – Implement inspection procedures• Year 2007 through- 2011 – Compile data for annual report
Specific Components and Notes: <ul style="list-style-type: none">• Coordinate communication between Building Codes and Engineering• Enforcement procedures• Inspection forms
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

Minimum Control Measure 5

POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Key to Unique BMP ID Numbers	BMP Summary Sheet 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 Winona

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

Unique BMP Identification Number: 5a-1

<p>BMP Title: Development and Implementation of Structural and/or Non-structural BMPs</p>
<p>BMP Description: The City developed procedures for development and redevelopment site plan review within the Engineering Department (4d-1). The review procedures will ensure proper site design for minimizing post-construction storm water runoff pollution and flooding. A combination of structural (detention ponds), non-structural (swales), and infiltration area BMPs are in place to manage post-construction storm water.</p> <p>City let construction project plans, specifications, and documents address required post-construction measures. Residential, commercial, and utility BMPs are incorporated into the City construction site erosion and sediment control standards (1c-4).</p>
<p>Measurable Goals:</p> <ul style="list-style-type: none">• Number of site plan reviews performed• Number of City let projects• Number of new structural or non-structural storm water treatment BMPs created
<p>Timeline/Implementation Schedule:</p> <ul style="list-style-type: none">• Year 2007 through- 2011 – Compile data for annual report
<p>Specific Components and Notes:</p> <ul style="list-style-type: none">• Ensure construction projects are in compliance with Part III.C of the MN MS4 Storm Water Permit for Construction Activity• City storm water management ordinance (5b-1)• Permanent BMP Maintenance program (5c-1)• Review process and documentation procedures
<p>Responsible Party for this BMP:</p> <p>Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us</p>

BMP Summary Sheet
MS4 Name: City of Winona

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 expanded its existing storm water ordinance, including requirements relating to new development and redevelopment based on the requirements of the MPCA general permit for construction activity and available guidance. The ordinance was adopted in June, 2006. The ordinance is implemented through site plan reviews (4d-1).

Measurable Goals:

- Compile a list of changes for future ordinance revisions
- Site plan review(s)

Timeline/Implementation Schedule:

- Year 2007 through- 2011 – Conduct assessment of ordinance

Specific Components and Notes:

- Make necessary changes to address storm water runoff and pollution
- Incorporate ordinance provisions into Development and Redevelopment Site Plan Review Program (4d-1)

Responsible Party for this BMP:

Name: Keith A. Nelson
Department: Public Works
Phone: (507) 457-8274
E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

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 currently inspects and maintains installed storm water BMPs located throughout Winona. A maintenance program, including preventive and corrective maintenance, for existing and future installed BMPs will be implemented. The Storm System Inspection Program (6b-3) will be used to identify maintenance needs.
Measurable Goals: <ul style="list-style-type: none">• Completion of inspection• Completion of scheduled preventive maintenance tasks• Completion of identified corrective maintenance requirements
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Year 2007 through- 2011 – Perform maintenance according to program requirements
Specific Components and Notes: <ul style="list-style-type: none">• List of BMPs • Preventive maintenance schedule, procedures, and documentation• Documentation of all preventive maintenance and corrective maintenance performed• Add installed storm water BMPs to computerized preventive maintenance program
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

Minimum Control Measure 6

POLLUTION PREVENTION/GOOD HOUSEKEEPING

Key to Unique BMP ID Numbers	BMP Summary Sheet 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 Winona

Minimum Control Measure: POLLUTION PREVENTION/GOOD
HOUSEKEEPING

Unique BMP Identification Number: 6a-1

BMP Title: Municipal Operations and Maintenance Program
BMP Description: The City will develop a program that includes training, standard operating procedures, and practices for City park and open space maintenance, fleet maintenance, and building maintenance.
Measurable Goals: <ul style="list-style-type: none">• Completed maintenance and training programs (1c-6)• Number of employees trained per year
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Year 2007 – Develop a program for park and open space maintenance• Year 2008 – Implement park and open space maintenance program, develop a program for fleet maintenance• Year 2009 – Implement fleet maintenance program, develop a program for building maintenance• Year 2009 – Implement building maintenance program• Year 2010 – Review programs and make any necessary changes
Specific Components and Notes: <ul style="list-style-type: none">• Park and open space maintenance<ol style="list-style-type: none">1. Fertilizer application training2. Pesticide, herbicide, and other chemical application training3. Mower training• Fleet maintenance<ol style="list-style-type: none">1. Vehicle washing procedures2. Vehicle storage3. Inspection requirements and checklist• Building maintenance<ol style="list-style-type: none">1. Material storage and spill clean-up training2. Hazardous material training
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: POLLUTION PREVENTION/GOOD
HOUSEKEEPING

Unique BMP Identification Number: 6a-2

BMP Title: Street Sweeping

BMP Description: The Operations Department uses mechanical street sweepers to remove sediment and debris from all City streets. Street sweeping begins early in the spring and finishes in the late fall. The City's goal is to sweep all the streets at least twice per year.

Measurable Goals:

- Completed tracking method
- Record of amount/frequency of street cleaning performed
- Quantity of debris removed each year

Timeline/Implementation Schedule:

- Year 2006 – Develop a tracking method
- Year 2007 through- 2011 – Assess program and make any necessary changes. Implement training as needed

Specific Components and Notes:

- Sweeping schedule
- Location of sediment and debris disposal

Responsible Party for this BMP:

Name: Keith A. Nelson
Department: Public Works
Phone: (507) 457-8274
E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: POLLUTION PREVENTION/GOOD
HOUSEKEEPING

Unique BMP Identification Number: 6b-1

BMP Title: Annual Inspection of All Structural Pollution Control Devices

BMP Description: The City is on a five-year cycle to inspect and clean all catch basins in the storm sewer system. Catch basins with sump pits are identified as part of the inspection/cleaning cycle. All other stormwater pollution control devices will be scheduled for a five-year cycle of inspection.

Measurable Goals:

- Number of catch basin cleaned/inspected each year
- Number of stormwater pollution control devices inspected each year

Timeline/Implementation Schedule:

- Year 2007 through- 2011 – Conduct the cleaning schedule accordingly, and compile data annually

Specific Components and Notes:

- Catch basin cleaning schedule
- Storm sewer map (3a-1)
- Storm Sewer Inspection Program (6b-3)

Responsible Party for this BMP:

Name: Keith A. Nelson
Department: Public Works
Phone: (507) 457-8274
E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 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 inspects 20% of the catch basins, 20% of the permanent ponds, and 20% of the outfalls annually.

Measurable Goals:

- Number/percentage of outfalls inspected
- Number/percentage of sediment basins inspected

Timeline/Implementation Schedule:

- Year 2007 through- 2011 – Conduct inspections and compile data annually

Specific Components and Notes:

- Inspection forms
- Documentation of inspections
- Storm Sewer System Map (3a-1)

Responsible Party for this BMP:

Name: Keith A. Nelson
Department: Public Works
Phone: (507) 457-8274
E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 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 will inspect city-owned, exposed stockpiles, storage and material handling areas at least once annually.

Measurable Goals:

- Develop inspection forms
- Number of exposed stockpiles inspected

Timeline/Implementation Schedule:

- Year 2007 – Create an inspection form and identify stockpile storage areas
- Year 2008 through 2010 – Implement inspections and take necessary corrective action

Specific Components and Notes:

- Inspection forms – date, time, weather, and condition of site

Responsible Party for this BMP:

Name: Keith A. Nelson
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BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 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: Based on inspection, repair, replacement or maintenance of city-owned BMPs will be considered and completed as scheduling and budget allow.

Measurable Goals:

- Corrective maintenance activities completed or scheduled

Timeline/Implementation Schedule:

- Year 2007 through- 2011 – Perform maintenance according to program requirements

Specific Components and Notes:

- List of BMPs
- Documentation of corrective maintenance performed

Responsible Party for this BMP:

Name: Keith A. Nelson
Department: Public Works
Phone: (507) 457-8274
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BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: 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 will record and retain all inspections and summarize the actions taken in the annual report.

Measurable Goals:

- Compile inspection reports (6b-2, 6b-3, and 6b-4)
- Compile maintenance and repair records

Timeline/Implementation Schedule:

- Year 2007 through- 2011 – Compile appropriate records

Specific Components and Notes:

- Date of inspections
- Actions taken due to inspections
- Maintenance and repairs
- Inspection records

Responsible Party for this BMP:

Name: Keith A. Nelson
Department: Public Works
Phone: (507) 457-8274
E-mail: knelson@ci.winona.mn.us

BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: POLLUTION PREVENTION/GOOD
HOUSEKEEPING

Unique BMP Identification Number: 6b-7

BMP Title: Evaluation of Inspection Frequency

BMP Description: The City will evaluate inspection frequency after the first two reporting years and assess the need for more or less frequent inspections (6b-2, 6b-3, and 6b-4).

Measurable Goals:

- Conduct annual evaluation and document recommendations for changes in the inspection frequency

Timeline/Implementation Schedule:

- Year 2007 through 2008 – Conduct inspections, evaluate inspection program and adjust inspection rate based on previous years data
- Year 2008 through 2011 – Conduct inspections according to the adjusted inspection rate, if applicable

Specific Components and Notes:

- Maintenance performed or recommended
- Sediment storage and capacity remaining

Responsible Party for this BMP:

Name: Keith A. Nelson
Department: Public Works
Phone: (507) 457-8274
E-mail: knelson@ci.winona.mn.us

Minimum Control Measure 7

ADDITIONAL BMP'S

Key to Unique BMP ID Numbers	BMP Summary Sheet Title	Permit Reference
7a-2	Impaired Waters Review Process	
7a-3	Response to TMDL Waste Load Allocation	

Additional BMP Summary Sheet

MS4 Name: City of Winona

Minimum Control Measure: ADDITIONAL BMP'S
Unique BMP Identification Number: 7a-2

BMP Title: Impaired Waters Review Process

BMP Description: The City will review all discharges from our MS4 system to impaired waters, as defined by the current USEPA approved 303(d) list. The steps taken during this review, included this BMP, will be instigated by one or more of the following trigger events:

- Extension of MS4 Permit coverage upon approval of the city's submittal materials and Application by the MPCA Commissioner
- Release of a new 303(d) list of Impaired Waters by the MPCA that is approved by the USEPA.
 - Step 1: The City will review the Impaired Waters List to determine whether there are any impaired waters located within one mile of the City's boundaries that receive discharge from the City's MS4. Such waters will be identified as impaired waters of concern. The City will depend on the 303(d) list of Impaired Waters to make this determination.
 - Step 2: The City will identify the location(s) of discharges(s) from the City's MS4 to the impaired waters of concern identified in Step 1. As part of Step 2, the City will also delineate the watershed area within the City's jurisdiction that discharges to each impaired water of concern identified in Step 1.
 - Step 3: The City will prepare an impaired waters evaluation addressing the hydrology, land use, and other characteristics of each watershed area delineated in Step 2.
 - Step 4: The City will prepare an impaired waters report. This report will address the results of the steps listed above, along with a determination of whether changes to the City's SWPPP are warranted to reduce the impact from the City's MS4 stormwater discharge to each impaired water of concern.
 - Step 5: The City will incorporate the changes identified in the impaired waters report into the City's SWPPP, as per the provisions of the MS4 General Permit regarding SWPPP modifications. The changes to the SWPPP will be reported in the subsequent Annual Report.

Measurable Goals:

- Step 1: Completion of the City's determination whether there are impaired waters of concern
- Step 2: A map showing the locations of discharges and delineated watershed areas
- Step 3: Completion of the impaired waters evaluation
- Step 4: Completion of the impaired waters report
- Step 5: Changes to the City's SWPPP

Timeline/Implementation Schedule:

- Step 1: Within 6 months of a trigger event
- Step 2: Within 6 months of a trigger event
- Step 3: Within 9 months of a trigger event
- Step 4: Within 12 months of a trigger event
- Step 5: Within 18 months of a trigger event

Specific Components and Notes:

- The steps listed in the BMP will be executed in response to the listing of impaired waters.

Responsible Party for this BMP:

Name: Keith A. Nelson
Department: Public Works
Phone: (507) 457-8274
E-mail: knelson@ci.winona.mn.us

Additional BMP Summary Sheet

MS4 Name: City of Winona

Minimum Control Measure: ADDITIONAL BMP'S
Unique BMP Identification Number: 7a-3

BMP Title: Response to TMDL Load Allocation
BMP Description: If a USEPA-approved TMDL is developed and the MPCA determines that the City is within the drainage area of the impaired water and covered by the TMDL Waste Load Allocation, the city will review the adequacy of the SWPPP to determine whether it meets the TMDL's Waste Load Allocation. If the city determines that the SWPPP does not meet the applicable requirements, schedules and objectives of the TMDL, the City will make appropriate modifications to the SWPPP.
Measurable Goals: <ul style="list-style-type: none">• Appropriate modifications to the SWPPP
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Within 18 months after the TMDL Waste Load Allocation is approved by USEPA and the MPCA determines that the City is within the drainage area of the impaired water and covered by the TMDL Waste Load Allocation
Specific Components and Notes: <ul style="list-style-type: none">• The City will rely on information made available by the MPCA regarding the locations, drainage areas, and Waste Load Allocations for TMDL's and impaired waters.
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

H. Modifications to the Storm Water Pollution Prevention Program

1. The MPCA may require this SWPPP to be modified, as needed, in accordance with Minn. R. Ch. 7001, and may consider the following factors:
 - a. Discharges are impacting the quality of receiving waters;
 - b. More stringent requirements to comply with state or federal regulations;
 - c. Measures are necessary to meet the applicable requirements of Appendices C and D of the MS4 permit, or
 - d. Additional conditions deemed necessary to comply with the goals and requirements of the Clean Water Act or water quality standards.
2. All modifications made to the City of Winona SWPPP, other than what is allowed in Part H.3 below, will be submitted to the MPCA for approval. The modification will be submitted in writing and set forth schedules for compliance.
3. This SWPPP may only be modified by the City of Winona, without prior approval from the Commissioner, provided it is in accordance with the following:
 - a. A BMP is added, and none subtracted from the SWPPP; or
 - b. A less effective BMP is replaced with a more effective BMP. The alternative BMP must address the same, or similar, concerns as the ineffective BMP; and
 - c. The MPCA is notified of the modification in the annual report for the year the modification is made.

PART VI. EVALUATING, RECORDKEEPING AND REPORTING

A. Evaluation and Assessment

For each annual report, the City of Winona will evaluate the program compliance, the appropriateness of the BMPs, and the progress towards achieving identified measurable goals.

B. Recordkeeping

Records of the SWPPP are kept at the office of the Assistant City Manager for Public Works. The records will be kept at least three (3) years beyond the expiration of the current MS4 Permit (May 31, 2011).

C. Public Availability

A member of the public can request a copy of the records by contacting the Public Works Department at (507) 457-8274. A copy of the SWPPP is also located on the City of Winona website.

D. Annual Reporting

An annual report will be submitted to the MPCA by June 30 of each permit year. The report will cover the entire previous calendar year. The annual report will summarize:

1. The status of compliance with MS4 Permit conditions, an assessment of the appropriateness of identified BMPs, and progress towards achieving measurable goals;
2. The storm water activities that the City of Winona plans to undertake during the next reporting cycle;
3. Any changes to identified BMPs or measurable goals; and
4. If applicable, a statement that the City of Winona relies on another entity to satisfy some MS4 Permit obligations, and what agreements the City of Winona entered into in support of the effort.

E. Reporting Submittals

The application, annual reports, SWPPP, and other submittals required by the MS4 Permit are submitted to the Storm Water Management Unit of the MPCA.

PART VII. APPENDIX A: STANDARD CONDITIONS

The following are standard conditions from the MS4 Permit and apply to all MS4s. The terms Agency, permit, and permittee refer to the MPCA, MS4 Permit, and permitted MS4s, respectfully. Where used, Commissioner is the Commissioner of the MPCA.

- A. The Agency's issuance of a permit does not release the permittee from any liability, penalty, or duty imposed by Minnesota or federal statutes or rules or local ordinances, except the obligation to obtain the permit.
- B. The Agency's issuance of a permit does not prevent the future adoption by the Agency of pollution control rules, standards, or orders more stringent than those now in existence and does not prevent the enforcement of these rules, standards, or orders against the permittee.
- C. The permit does not convey a property right or an exclusive privilege.
- D. The Agency's issuance of a permit does not obligate the Agency to enforce local laws, rules, or plans beyond that authorized by Minnesota statutes.
- E. The permittee shall perform the actions or conduct the activity authorized by the permit in accordance with the plans and specifications approved by the Agency and in compliance with the conditions of the permit.
- F. The permittee shall at all times properly operate and maintain the facilities and systems of treatment and control and the appurtenances related to them which are installed or used by the permittee to achieve compliance with the conditions of the permit. Proper operation and maintenance included effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls, including appropriate quality assurance procedures. The permittee shall install and maintain appropriate back up or auxiliary facilities if they are necessary to achieve compliance with the conditions of the permit and, for all permits other than hazardous waste facility permits, if these backup or auxiliary facilities are technically and economically feasible.

- G. The permittee may not knowingly make a false or misleading statement, representation, or certification in a record, report, plan, or other document required to be submitted to the Agency or to the Commissioner by the permit. The permittee shall immediately upon discovery report to the Commissioner an error or omission in these records, reports, plans, or other documents.
- H. The permittee shall, when requested by the Commissioner, submit within a reasonable time the information and reports that are relevant to the control of pollution regarding the construction, modification, or operation of the facility covered by the permit or regarding the conduct of the activity covered by the permit.
- I. When authorized by Minn. Stat. §§ 115.04; 115B.17, subd. 4; and 116.091, and upon presentation of proper credentials, the Agency, or an authorized employee or agent of the Agency, shall be allowed by the permittee to enter at reasonable times upon the property of the permittee to examine and copy books, papers, records, or memoranda pertaining to the construction, modification, or operation of the facility covered by the permit or pertaining to the activity covered by the permit; and to conduct surveys and investigations, including sampling or monitoring, pertaining to the construction, modification, or operation of the facility covered by the permit or pertaining to the activity covered by the permit.
- J. If the permittee discovers, through any means, including notification by the Agency, the noncompliance with a condition of the permit has occurred, the permittee shall take all reasonable steps to minimize the adverse impacts on human health, public drinking water supplies, or the environment resulting from the noncompliance.
- K. If the permittee discovers that noncompliance with a condition of the permit has occurred which could endanger human health, public drinking water supplies, or the environment, the permittee shall, within 24 hours of the discovery of the noncompliance, orally notify the Commissioner. Within five days of the discovery of the noncompliance, the permittee shall submit to the Commissioner a written description of the noncompliance; the cause of the noncompliance; the exact dates of the period of the noncompliance if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.
- L. The permittee shall report noncompliance with the permit not reported under item K as part of the next report, which the permittee is required to submit under this permit. If no reports are required within 30 days of the discovery of the noncompliance, the permittee shall submit the information listed in item K within 30 days of the discovery of the noncompliance.
- M. The permittee shall give advance notice to the Commissioner as soon as possible of planned physical alterations or additions to the permitted facility (MS4) or activity that may result in noncompliance with a Minnesota or federal pollution control statute or rule or a condition of the permit.
- N. The permit is not transferable to any person without the express written approval of the Agency after compliance with the requirements of Minn. R. 7001.0190. A person to whom the permit has been transferred shall comply with the conditions of the permit.

- O. The permit authorizes the permittee to perform the activities described in the permit under the conditions of the permit. In issuing the permit, the state and Agency assume no responsibility for damage to persons, property, or the environment caused by the activities of the permittee in the conduct of its actions, including those activities authorized, directed, or undertaken under the permit. To the extent the state and Agency may be liable for the activities of its employees, that liability is explicitly limited to that provided in the Tort Claims Act, Minn. Stat. § 3.736.
- P. This permit incorporates by reference the applicable portions of 40 CFR §§ 122.41 and 122.42 parts (c) and (d) and Minn. R. 7001.1090, which are enforceable parts of this permit.

PART VIII. APPENDIX B: DEFINITIONS

Please see the Minnesota Pollution Control Agency MS4 Permit for definitions.

PART IX. APPENDIX C: LIMITATIONS ON COVERAGE

- A. Discharges to Waters with Prohibited Discharges.** The City of Winona does not discharge to waters with prohibited discharges, DNR designated scientific and natural areas, or a state designated wild river segment. Therefore, Part IX.A of the MS4 Permit is not applicable.
- B. Discharges to Waters with Restricted Discharges.** The City of Winona does not discharge to waters with restricted discharges, federal or state designated scenic or recreational river segments, or calcareous fens. Therefore, Part IX. B of the MS4 Permit is not applicable.
- C. Discharges Adversely Impacting Trout Waters.**
 - 1. This permit does not authorize New or Expanded Discharges adversely impacting Trout Waters unless administrative procedures or other measures to assure the following determinations have been made and document the basis for those decisions:
 - a. That there is no feasible and prudent alternative to the proposed discharge; and
 - b. All prudent and feasible measures needed to avoid or reduce impacts to Trout Waters, and to preserve the existing high quality of the water will be implemented (see 2 below).
 - 2. If the discharge cannot be avoided, measures to protect water quality and prevent temperature increases must be considered. Acceptable measures include: reduce the impervious surfaces, diversion away from the stream and use of filter strips, infiltration, biofiltration, or enhanced grass swales to treat runoff before discharge to the Trout Water. Innovative alternatives to ponds are specifically encouraged for Trout Water discharges if they provide equivalent treatment. The City's storm water ordinance has been adopted to ensure compliance.

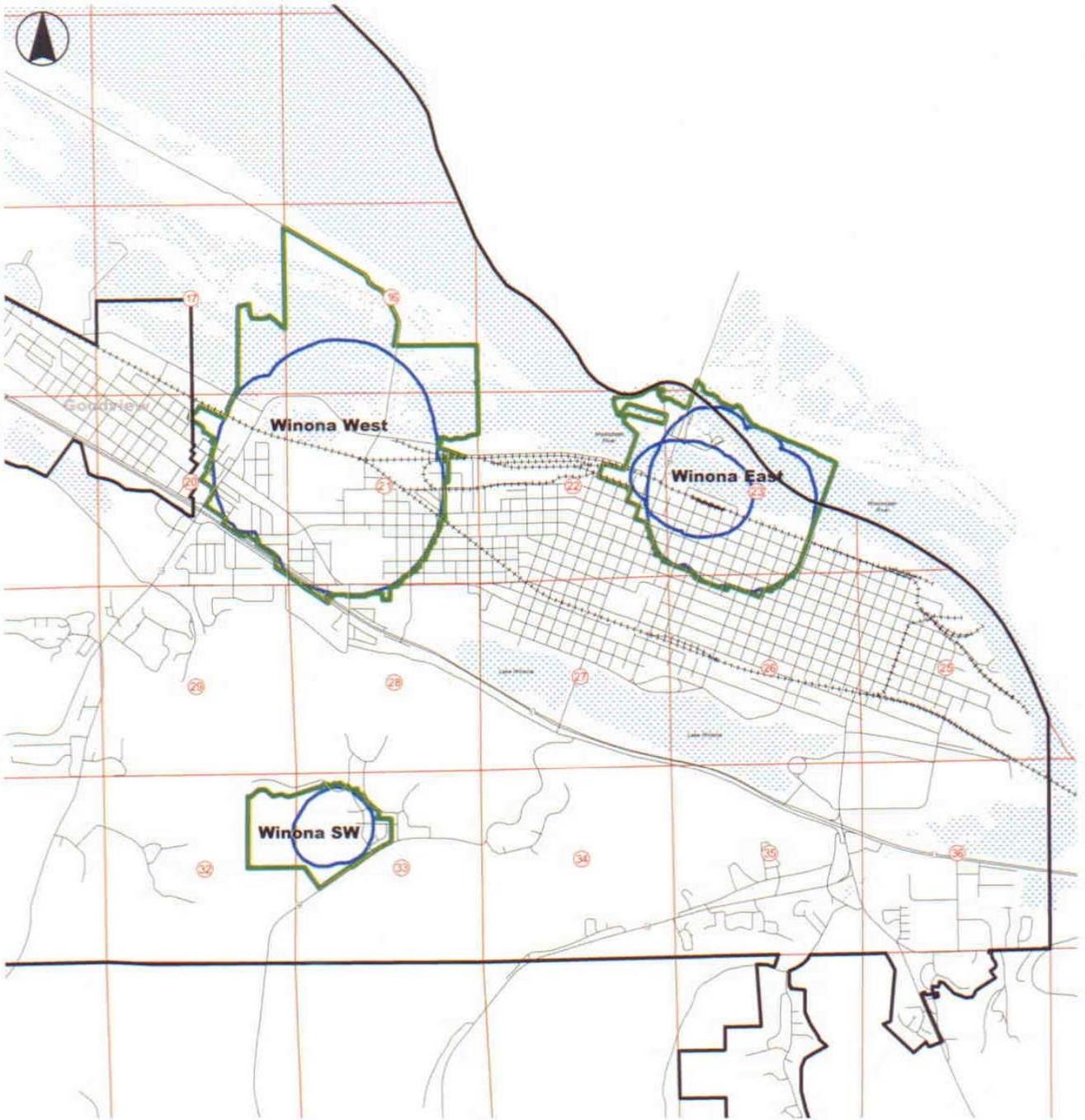
- D. Discharges to Wetlands.** This permit does not authorize Physical Alterations to Wetlands, or other discharge adversely affecting Wetlands, if the alteration will have a significant adverse impact to the designated uses of a Wetland. Any Physical Alterations to Wetlands that will cause a potential for a significant adverse impact to a designated use must be implemented in accordance with the avoidance, minimization and mitigation requirements of Minn. R. 7050.0186 and other applicable rules.
- E. Discharges Requiring Environmental Review.** If a project meets the state or federal requirements for environmental review, an environmental assessment worksheet, environmental assessment or environmental impact statement is completed.
- F. Discharges Affecting Threatened or Endangered Species.** If a project meets the state or federal requirements for environmental review, the environmental assessment worksheet, environmental assessment or environmental impact statement addresses threatened or endangered species.
- G. Discharges Affecting Historic or Archeological Sites.** If a project meets the state or federal requirements for environmental review, the environmental assessment worksheet, environmental assessment or environmental impact statement addresses historic or archeological sites.
- H. Discharges Affecting Source Water Protection Areas**

The City of Winona obtains its drinking water from ten wells at three separate locations. Seven of those wells are in the deep Mt. Simon aquifer and have no hydraulic connection to the area's surface water. Two of the wells (#9 and #11) are 150 feet deep in alluvial sands and gravel and have been documented to be influenced by the Mississippi River. Wells #9 and #11 have been designated as vulnerable and a map showing the Drinking Water Source Management Area (DWSMA) is attached.

The BMPs as designated in the SWPPP are appropriate measures for this designated area of source water vulnerability. Adherence to and enforcement of the SWPPP will work toward the minimization of contamination of the Mississippi River. It is understood that the River is affected by runoff and groundwater throughout an area in a large portion of Minnesota and Wisconsin.

City of Winona Water Utility Wellhead Protection Areas

Figure 1

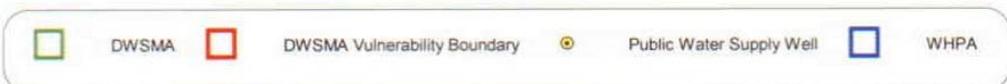


	City Limits		DWSMA		WHPA		Section T 107 N, R 7 W
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City of Winona Water Utility Wellhead Protection Plan Winona East

Figure 2



BMP Summary Sheet
MS4 Name: City of Winona

Minimum Control Measure: NOT APPLICABLE
SEE APPENDIX C, PART H OF THE MS4
PERMIT –DISCHARGES AFFECTING
SOURCE WATER PROTECTION AREAS

Unique BMP Identification Number: Appendix C.H.2

BMP Title: Drinking Water Source Protection
BMP Description: The City of Winona SWPPP helps to protect drinking water from organics, sediment, chemical spills, and pathogens. This BMP Summary Sheet serve as a check to ensure this SWPPP continues to address these specific drinking water protection concerns.
Measurable Goals: <ul style="list-style-type: none">• Include proper disposal of organics, chemicals, and pet wastes in BMP 1c-1 education• Achieve measurable goals for BMP 2d-1• Achieve measurable goals for BMP 4b-1• Achieve measurable goals for BMP 4c-1• Achieve measurable goals for BMP 5a-1• Maintain the Hazardous Material Team• Water Treatment Facility notified in the event a chemical spill occurs
Timeline/Implementation Schedule: <ul style="list-style-type: none">• Year 2007 – Perform audit of measurable goals, determine shortcomings• Year 2007 through- 2011 – BMP fully implemented each year
Specific Components and Notes: <ul style="list-style-type: none">• Chemical spills – Hazmat team, Water Treatment Facility notification• Turbidity/sediment – Comply with permit requirements for new development and redevelopment• Pathogens – Pet waste education, existing sewage and septage dumping ordinance• Organics – Storm water ponds, education in BMP 1c-1
Responsible Party for this BMP: Name: Keith A. Nelson Department: Public Works Phone: (507) 457-8274 E-mail: knelson@ci.winona.mn.us

PART X. APPENDIX D: NONDEGRADATION FOR SELECTED MS4s

The City of Winona is not a Selected MS4. Therefore, Part X of the MS4 permit is not applicable.

PART XI. APPENDIX E: SELECTED MS4s

The City of Winona is not a Selected MS4. Therefore, it does not appear on this list.