MINNESOTA POLLUTION CONTROL AGENCY
520 Lafayette Road North
St. Paul, MN 55155-4194

MS4 Annual Report for 2019

Municipal Separate Storm Sewer Systems (MS4s)

Reporting period January 1, 2019, to December 31, 2019

Due June 30, 2020

Doc Type: Permitting Annual Report

Introduction: This document is a formatted version of the MS4 Annual Report for 2019, which is completed online by each MS4 permittee. This report is a summary of activities completed under the 2013 MS4 Permit (Permit) between January 1, 2019, and December 31, 2019. For more information about the annual report, please visit the Minnesota Pollution Control Agency's (MPCA) MS4 annual report website at https://stormwater.pca.state.mn.us/index.php?title=MS4_Annual_Report.

MS4 general contact information

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MCM 1: Public education and outreach

The following questions refer to Part III.D.1. of the Permit.

For new permittees only: Since this annual report is for a time period prior to the deadline for this minimum control measure (MCM), the following questions are optional.

Q2 Did you select a stormwater-related issue of high priority to be emphasized during this Permit term? [Part III.D.1.a.(1)] Yes

Q3 If "Yes" in Q2, what is your stormwater-related issue(s)?

Q3 Options	Q3 – your answers
Q3:1 TMDL(s)	
Q3:2 Local businesses	
Q3:3 Residential BMPs	Residential BMPs
Q3:4 Pet waste	
Q3:5 Yard waste	
Q3:6 Deicing materials	
Q3:7 Household chemicals	
Q3:8 Construction activities	
Q3:9 Post-construction activities	
Q3:10 Other	

If "Other," describe:

Q4 Have you distributed educational materials or equivalent outreach to the public focused on illicit discharge recognition and reporting? [Part III.D.1.a.(2)] Yes

Q5 Do you have an implementation plan as required by the Permit? [Part III.D.1.b.] Yes

Q6 How did you distribute educational materials or equivalent outreach? [Part III.D.1.a.] [see table below]

Q7 For the items listed in Q6, who is the intended audience? [see table below]

Q8 For the items listed in Q6, enter the total circulation/audience below (if unknown, use best estimate). [see table below]

Options	Q6 – your answers	Q7	Q7	Q7	Q7	Q7	Q7	Q8
		Residents	Local businesses	Developers	Students	Employees	Other	Total
Brochure								
Newsletter	Newsletter	Residents	Local Businesses					1750
Utility bill insert: merge								
Newspaper ad								
Radio ad								
Television ad								
Cable access channel								
Stormwater-related event								
School project or presentation								
Website								
Other (1)								
describe:								
Other (2)								
describe:								
Other (3)								
describe:								

For Q9 and Q10 below, provide a brief description of each activity related to public education and outreach (e.g., rain garden workshop, school presentation, public works open house) held and the date each activity was held from January 1, 2019 to December 31, 2019. [Part III.D.1.c.(4)]

Q9 Date of activity	Q10 Description of activity
6/8/2019	Annual Spring Cleanup

Q11 Between January 1, 2019, and December 31, 2019, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.] No

If "Yes," describe those modifications:

MCM 2: Public participation/involvement

The following questions refer to Part III.D.2.a. of the Permit.

For new permittees only: Since this annual report is for a time period prior to the deadline for this MCM, the following questions are optional.

Q12 You must provide a minimum of one opportunity each year for the public to provide input on the adequacy of your Stormwater Pollution Prevention Program (SWPPP). Did you provide this opportunity between January 1, 2019, and December 31, 2019? [Part III.D.2.a.(1)] Yes

Q13 If 'Yes' in Q12, what was the opportunity that you provided?

Q13 Options	Q13 – your answers
Q13:1 Public meeting	Public meeting
Q13:2 Public event	
Q13:3 Other	

Q14 If 'Public meeting' in Q13, did you hold a stand-alone meeting or combine it with another event? Combined

Date of the public meeting: 5/27/2019

Number of citizens that attended and were informed about your SWPPP: 0

Q15 If "Public event" in **Q13**, describe:

Date of the public event:

Number of citizens that attended and were informed about your SWPPP:

Q16 If "Other" in **Q13**, describe:

Date of this action:

Number of citizens that attended and were informed about your SWPPP:

Q17 Between January 1, 2019, and December 31, 2019, did you receive any input regarding your SWPPP? No

If 'Yes,' enter the total number of individuals or organizations that provided comments on your SWPPP:

Q18 If 'Yes' in Q17, did you modify your SWPPP as a result of written input received? [Part III.D.2.b.(2)]

If "Yes," describe those modifications:

Q19 Between January 1, 2019, and December 31, 2019, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.] No

If "Yes," describe those modifications:

MCM 3: Illicit discharge detection and elimination

The following questions refer to Part III.D.3. of the Permit.

Q20 Do you have a regulatory mechanism which prohibits non-stormwater discharges to your MS4? Yes

For new permittees only: Since this annual report is for a time period prior to the deadline for this MCM, the following questions are optional.

Q21 Did you identify any illicit discharges between January 1, 2019, and December 31, 2019? [Part III.D.3.h.(4)] No

Q22 If 'Yes' in Q21, enter the number of illicit discharges detected:

Q23 If 'Yes' in Q21, how did you discover these illicit discharges:

Q23 Options	Q23 – your answers
Q23:1 Public complaint	
Q23:2 Staff	

Q24 If 'Public complaint' in Q23, enter the number discovered by the public:

Q25 If 'Staff' in Q23, enter the number discovered by staff:

Q26 If 'Yes' in Q21, did any of the discovered illicit discharges result in an enforcement action (this includes verbal warnings)?

Q27 If 'Yes' in Q26, what type of enforcement action(s) was taken and how many of each action were issued between January 1, 2019, and December 31, 2019?

Q27 Options	Q27 – your answers	
Q27:1 Verbal warning		
Q27:2 Notice of violation		
Q27:3 Fine		
Q27:4 Criminal action		
Q27:5 Civil penalty		
Q27:6 Other		

If "Other," describe:

Q28 If 'Yes' in Q26, did the enforcement action(s) taken sufficiently address the illicit discharge(s)? _____

Q29 If 'No' in Q28, why was the enforcement not sufficient to address the illicit discharge(s):

Q30 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.] Yes

Q31 Between January 1, 2019, and December 31, 2019, did you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges) and reporting illicit discharges for further investigations? [Part III.D.3.e.] Yes

Q32 If 'Yes' in Q31, how did you train your field staff?

Q32 Options	Q32 – your answers
Q32:1 Email	
Q32:2 PowerPoint	
Q32:3 Presentation	
Q32:4 Video	Video
Q32:5 Field training	
Q32:6 Other	

If "Other," describe:

The following questions refer to Part III.C.1. of the Permit.

Q33 Did you update your storm sewer system map between January 1, 2019, and December 31, 2019? [Part III.C.1.] No

For new permittees only, the question instead is: Have you developed a storm sewer system map? [Part III.C.1.]

Q34 Does your storm sewer map include all pipes 12 inches or greater in diameter and the direction of stormwater flow in those pipes? [Part III.C.1.a.] Yes

Q35 Does your storm sewer map include outfalls, including a unique identification (ID) number and an associated geographic coordinate? [Part III.C.1.b.] Yes

Q36 Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.] Yes

Q37 Does your storm sewer map include all receiving waters? [Part III.C.1.d.] Yes

Q38 In what format is your storm sewer map available? GIS

If "Other," describe:

Q39 Between January 1, 2019, and December 31, 2019, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program? No

If "Yes," describe those modifications:

MCM 4: Construction site stormwater runoff control

The following questions refer to Part III.D.4. of the Permit.

Q40 Do you have a regulatory mechanism that is at least as stringent as the Agency's general permit to Discharge Stormwater Associated with Construction Activity (CSW Permit) No. MN R100001 (http://www.pca.state.mn.us/index.php/view-document.html?gid=18984) for erosion and sediment controls and waste controls? [Part III.D.4.a.] Yes

Q41 Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.] Yes

Q42 Have you documented each site plan review as required by the Permit? [Part III.D.4.f.] Yes

Q43 Enter the number of site plan reviews conducted for sites an acre or greater between January 1, 2019. and December 31, 2019: 4

Q44 What types of enforcement actions do you have available to compel compliance with your regulatory mechanism? Check all that apply and enter the number of each used from January 1, 2019, to December 31, 2019.

Q44 Options	Q44 – your answers	
Q44:1 Verbal warning	Verbal warnings	0
Q44:2 Notice of violation	Notice of violation	0
Q44:3 Administrative order	Administrative orders	0
Q44:4 Stop-work order	Stop-work orders	0
Q44:5 Fine	Fines	0
Q44:6 Forfeit of security bond money	Forfeit of security of bond money	0
Q44:7 Withholding of certificate of occupancy	Withholding of certificate of occupancy	0
Q44:8 Criminal action	Criminal actions	0
Q44:9 Civil penalty	Civil penalties	0
Q44:10 Other		

If "Other," describe:

Q45 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your construction site stormwater runoff control regulatory mechanism(s)? Yes

Q46 Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2019, and December 31, 2019: 3

Q47 Do you have written procedures for identifying priority sites for inspections? [Part III.D.4.d.(1)] Yes

Q48 If 'Yes' in Q47, how are sites prioritized for inspections?

Q48 Options	Q48 – your answers
Q48:1 Site topography	
Q48:2 Soil characteristics	
Q48:3 Type of receiving water(s)	Types of receiving water(s)
Q48:4 Stage of construction	
Q48:5 Compliance history	
Q48:6 Weather conditions	
Q48:7 Citizen complaints	
Q48:8 Project size	
Q48:9 Other	

If "Other," describe:

Q49 Do you have a checklist or other written means to document site inspections when determining compliance? [Part III.D.4.d.(4)] Yes

Q50 Enter the number of site inspections conducted for sites an acre or greater between January 1, 2019, and December 31, 2019: 105

Q51 Enter the frequency at which site inspections are conducted (e.g. daily, weekly, monthly): [Part III.D.4.d.(2)]:

Weekly

Q52 Enter the number of trained inspectors that were available for construction site inspections between January 1, 2019, and December 31, 2019: 2

Q53 Provide the contact information for the inspector(s) and/or organization that conducts construction stormwater inspections for your MS4. List your primary construction stormwater contact first if you have multiple inspectors.

1	Inspector name:	Bob Flaws
	Organization:	Bolton & Menk, Inc.
	Office phone:	952-890-0509
	Work/Cell phone:	
	Email address:	bobfl@bolton-menk.com
	Preferred contact method:	email
2	Inspector name:	Josh Hrabe
	Organization:	Bolton & Menk, Inc.
	Office phone:	952-890-0509
	Work/Cell phone:	
	Email address:	joshhr@bolton-menk.om
	Preferred contact method:	email
3	Inspector name:	
	Organization:	
	Office phone:	
	Work/Cell phone:	
	Email address:	
	Preferred contact method:	

Q54 What training did inspectors receive?

Q54 Options	Q54 – your answers
Q54:1 University of Minnesota Erosion and Stormwater Management Certification Program	University of Minnesota Erosion and Stormwater Management Certification Program
Q54:2 Qualified Compliance Inspector of Stormwater (QCIS)	
Q54:3 Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor	
Q54:4 Minnesota Utility Contractors Association Erosion Control Training	
Q54:5 Certified Professional in Erosion and Sediment Control (CPESC)	
Q54:6 Certified Professional in Stormwater Quality (CPSWQ)	
Q54:7 Certified Erosion, Sediment and Storm Water Inspector (CESSWI)	
Q54:8 Other	

If “Other,” describe:

Q55 Between January 1, 2019, and December 31, 2019, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.] No

If “Yes,” describe those modifications:

MCM 5: Post construction stormwater management

The following questions refer to Part III.D.5. of the Permit.

Q56 Do you have a regulatory mechanism which meets all requirements as specified in Part III.D.5.a of the Permit? Yes

Q57 What approach are you using to meet the performance standard for Volume, Total Suspended Solids (TSS), and Total Phosphorus (TP) as required by the Permit? [Part III.D.5.a.(2)] Check all that apply. Refer to the MPCA website at http://www.pca.state.mn.us/index.php/view-document.html?gid=17815 for guidance on stormwater management approaches.

Q57 Options	Q57 – your answers
Q57:1 Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surfaces on-site	Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surfaces on-site
Q57:2 Retain the post-construction runoff volume on site for the 95th percentile storm	
Q57:3 Match the pre-development runoff conditions	
Q57:4 Adopt the Minimal Impact Design Standards (MIDS)	
Q57:5 An approach has not been selected	
Q57:6 Other method (Must be technically defensible--e.g., based on modeling, research and acceptable engineering practices)	

If "Other," describe:

Q58 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your post-construction stormwater management regulatory mechanism(s)? [Part III.B.] Yes

Q59 Between January 1, 2019, and December 31, 2019, did you modify your BMPs, measurable goals, or future plans for your post-construction site stormwater management program? [Part IV.B.] No

If "Yes," describe those modifications:

MCM 6: Pollution prevention/good housekeeping for municipal operations

The following questions refer to Part III.D.6. of the Permit.

For new permittees only: Since this annual report is for a time period prior to the deadline for this MCM, the following questions are optional.

Q60 Enter the total number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds within your MS4 (exclude privately owned).

Q60:a Structural stormwater BMPs 6

Q60:b Outfalls 8

Q60:c Ponds 63

Q61 Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2019, to December 31, 2019, within your MS4 (exclude privately owned). [Part III.D.6.e.]

Q61:a Structural stormwater BMPs 6

Q61:b Outfalls 0

Q61:c Ponds 0

Q62 Have you developed an alternative inspection frequency for any structural stormwater BMPs, as allowed in Part III.D.6.e.(1) of the Permit? No

Q63 Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)] No

Q64 If 'Yes,' briefly describe the maintenance that was conducted:

Q65 Do you own or operate any stockpiles, and/or storage and material handling areas? [Part III.D.6.e.(3)] Yes

Q66 If 'Yes' in Q65, did you inspect all stockpiles and storage and material handling areas quarterly? [Part III.D.6.e.(3)] Yes

Q67 If 'Yes' in Q66, based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas? No

Q68 If 'Yes' in Q67, briefly describe the maintenance that was conducted:

Q69 Between January 1, 2019, and December 31, 2019, did you modify your BMPs, measurable goals, or future plans for your pollution prevention/good housekeeping for municipal operations program? [Part IV.B.] No

If 'Yes' in Q69, describe those modifications:

Discharges to impaired waters with an USEPA-approved TMDL that includes an applicable WLA

If required, you must complete the TMDL Annual Report Form, available on the MPCA's website at https://stormwater.pca.state.mn.us/index.php?title=Download_page_with_TMDL_forms.

Attach your completed TMDL Annual Report Form as instructed in the online Annual Report. [Part III.E]

Q71 If a file was successfully uploaded, a reference number will appear:

Alum or Ferric Chloride Phosphorus Treatment Systems (not required)

The following questions refer to Part III.F.3.a. of the Permit. Provide the information below as it pertains to your alum or ferric chloride phosphorus treatment system.

Q72 Date(s) of operation (mm/dd/yyyy - mm/dd/yyyy)

January
February
March
April
May
June
July
August
September
October
November
December

	Q73	Q74	Q75	Q76
Month	Chemical(s) used for treatment	Gallons of alum or ferric chloride treatment	Gallons of water treated	Calculated pounds of phosphorus removed
January				
February				
March				
April				
May				
June				
July				
August				

September				
October				
November				
December				

Q77 Any performance issues and corrective action(s), including the date(s) when corrective action(s) were taken, between January 1, 2019, and December 31, 2019:

Partnerships

Q78 Did you rely on any other regulated MS4s to satisfy one or more Permit requirements? No

Q79 If 'Yes' in Q78, describe the agreements you have with other regulated MS4s and which Permit requirements the other regulated MS4s help satisfy: [Part IV.B.6.]

Additional information

If you would like to provide any additional files to accompany your annual report, use the space below to upload those files. For each space, you may attach one file. You may provide additional explanation and/or information in an email with the subject YourMS4NameHere_2019AR to ms4permitprogram.pca@state.mn.us.

Q80 If a file was successfully uploaded, a reference number will appear:

Q81 If a file was successfully uploaded, a reference number will appear:

Q82 If a file was successfully uploaded, a reference number will appear:

Q83 Optional, describe the file(s) uploaded:

Owner of operator certification

The person with overall administrative responsibility for SWPPP implementation and Permit compliance must certify this MS4 Annual Report. This person must be duly authorized and should be either a principal executive (i.e., Director of Public Works, City Administrator) or ranking elected official (i.e., Mayor, Township Supervisor).

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

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that information can be used for the purpose of processing my MS4 Annual Report.

Name: Lanol Leichty

Title: MS4 Administrator

Date: 4/14/2020