



## STAFF REPORT

DATE: June 5, 2018

**REGULAR**

ITEM #: 11

**AGENDA ITEM:** MS4 Permit Program – Public Meeting and Accept the 2017 Annual Report

**SUBMITTED BY:** Rob Weldon, Public Works Director

**REVIEWED BY:** Kristina Handt, City Administrator  
Jack Griffin, City Engineer  
Ryan Stempski, Project Engineer

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**ISSUE BEFORE COUNCIL:** Should the City Council approve the Annual Report for the MS4 Permit Program?

**BACKGROUND:** The MS4 General Permit is mandated by the federal regulations under the Clean Water Act and administered by the Minnesota Pollution Control Agency. A municipal separate storm sewer system (MS4) is a conveyance or system of conveyances (roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, and storm drains) owned by a municipality. The MS4 program gives owners or operators of MS4's approval to discharge storm water to lakes, rivers and wetlands in Minnesota. The MS4 General Permit focuses on reducing the pollution that enters these public systems and discharges to wetlands, streams and lakes ("waters of the state"). By federal rule, storm water systems in urban areas are labeled Mandatory MS4s. The City of Lake Elmo is a Mandatory MS4 City.

As a MS4 City, Lake Elmo was required to obtain and comply with a National Pollutant Discharge and Elimination System (NPDES) storm water permit. To meet these requirements the City prepared and implemented a five year Storm Water Pollution Prevention Program (SWPPP) beginning in 2006 and extending through 2010. The MPCA reissued a new five year program effective August 1, 2013 that extends to July 31, 2018.

The SWPPP specifies and outlines a series of best management practices intended to satisfy the permit requirements for each of the six minimum control measures. The six minimum control measures are:

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Storm Water Controls
5. Post-Construction Storm Water Management for development and redevelopment
6. Pollution Prevention/Good Housekeeping for Municipal Operations

**PROPOSAL DETAILS/ANALYSIS:** As part of the on-going permit requirements as a mandatory MS4 City, Staff has prepared the 2017 MS4 Annual Report and will present a summary report to the City Council and general public. The City must hold an Annual Public Meeting to encourage public discussion and participation regarding its storm water quality and steps it is taking to address the MS4 Permit requirements. Notice of this meeting was posted at City Hall and published in the Oakdale-Lake Elmo Review on May 9, 2018 (see attachment). Public input received will be considered for updating the City's Storm Water

Pollution Prevention Program (SWPPP) and the meeting minutes will be incorporated into the City's final report. The 2017 MS4 Annual Report must be submitted to the MPCA by June 30, 2018. A copy of the City's Storm Water Pollution Prevention Program (SWPPP) is available on the City website.

**RECOMMENDATION:** Staff is recommending that the City Council conduct the Annual Public Meeting required by the MS4 Permit and receive public input and comments. After receiving a staff presentation and public comment, it is recommended that the City Council accept the MS4 Annual Report for 2017 and authorize staff to submit this report to the MPCA by June 30, 2018. The recommended motion for the action is as follows:

***“Move to accept the MS4 Annual Report for 2017 and authorize staff to submit the Report to the MPCA.”***

**ATTACHMENTS:**

1. Notice of MS4 Annual Public Meeting.
2. EMWREP Annual Report – Executive Summary (full report available upon request).
3. City of Lake Elmo 2017 MS4 Annual Report.

**CITY OF LAKE ELMO**  
**NOTICE OF ANNUAL PUBLIC MEETING**  
**ON THE CITY STORM WATER POLLUTION PREVENTION PROGRAM**

Notice is hereby given that the City Council of Lake Elmo will meet at City Hall at 7:00 p.m. on Tuesday, June 5, 2018, to conduct a public meeting to encourage public discussion and participation regarding its storm water quality and Storm Water Pollution Prevention Program (SWPPP).

A 1987 Amendment to the Federal Clean Water Act required implementation of a two-phase comprehensive national program to reduce pollution from storm water runoff. A National Pollutant Discharge Elimination System (NPDES) permit from the Minnesota Pollution Control Agency (MPCA) is required as part of this program. The permit identifies a number of measures that must be met or implemented by each community. The six minimum measures are:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Storm Water Controls
- Post-Construction Storm Water Management for development and redevelopment
- Pollution Prevention/Good Housekeeping for Municipal Operations

The City's Storm Water Pollution Prevention Program specifies best management practices intended to satisfy the permit requirements for each of the minimum measures. As part of this program, the City is required to hold an annual meeting to encourage public discussion and participation regarding its storm water quality and steps it is taking to address the six minimum control measures. A copy of the SWPPP is available on the City website or by contacting the City Engineer. An annual report will be submitted to the MPCA in June 2018. The minutes of the annual public meeting will be incorporated into the City's annual report.

The meeting will be held as part of the regular City Council Meeting at City Hall. The agenda for this meeting will include:

- 1) A Presentation about implementation of the City's Surface Water Pollution Prevention Program in 2017,
- 2) Affording interested persons the opportunity to make oral statements concerning the Storm Water Pollution Prevention Program,
- 3) Consideration of relevant written materials that interested persons submit concerning the Storm Water Pollution Prevention Program; and,
- 4) Consideration of public input in making adjustments to the 2018 implementation plan for the Storm Water Pollution Prevention Program.

**DATED:** May 5, 2018

**BY ORDER OF THE LAKE ELMO CITY CLERK**  
**Julie Johnson, City Clerk**

*(Published in the Oakdale-Lake Elmo Review on May 9, 2018)*

## 2017 Executive Summary

**Public Education and Engagement:** EMWREP continues to lead water education efforts in the East Metro area through outreach, community engagement, public education, and media communications. Highlights from 2017 include:

1. **Public education:** Eight (8) landscaping workshops; four (4) backyard tours; ten (10) family nature events; and 15+ community events.
  - **Highlights:**
    - i. Landscaping workshops in North St. Paul, St. Paul Park, Oakdale, Hugo, Forest Lake and Woodbury
    - ii. Raingarden maintenance workshops in Stillwater and Forest Lake
    - iii. AIS Identification workshops in Forest Lake, Big Marine and Lake Elmo
    - iv. Clean the Croix – river clean up and buckthorn pull with 60 participants
    - v. BCWD 20<sup>th</sup> Anniversary & WCD 75<sup>th</sup> Anniversary events
2. **Volunteer engagement:**
  - **Master Water Stewards:** With state funding, EMWREP recruited eight citizens to become Master Water Stewards and will be recruiting 12 additional stewards in 2018. Stewards complete 50-hours of training and a capstone project to become certified and volunteer 25-50 hours per year to support local watershed work.
  - **AIS Detectors:** We used county funds to train nine local residents as aquatic invasive species “AIS Detectors”, through a partnership with University of MN.
  - EMWREP continues to work in partnership with Washington County Master Gardeners and to provide support for education initiatives led by St. Croix Watershed Stewards.
3. **Youth education:** Staff taught lessons about groundwater and watersheds to more than a dozen 4<sup>th</sup> and 5<sup>th</sup> grade classes; led activities at Cottage Grove and Woodbury Safety Camps; and provided support to Ramsey-Washington Metro Watershed District to engage 500 students in planting a raingarden at Woodbury Elementary.
4. **Media and communications:** Angie Hong continued to write weekly articles about water and conservation for local newspapers ([www.eastmetrowater.areavoices.com](http://www.eastmetrowater.areavoices.com)). Through Watershed Partners, we created a new blog-style website ([www.cleanwatermn.org](http://www.cleanwatermn.org)) with monthly articles about local water heroes.

**Outreach Support for Project Implementation:** EMWREP staff provide support for Clean Water grants and other partner projects, in addition to promoting cost-share incentive programs. Examples from 2017 include:

- **Green Communities:** Completing a three-year grant project to conduct audience research and install stormwater reduction practices at five Homeowners’ Associations (HOAs) in Washington County
- Helping Brown’s Creek WD to plan and promote its 20th anniversary event
- Organizing a neighborhood gathering at Hay Lake in Carnelian-Marine-St. Croix WD
- Conducting a raingarden maintenance training for cost-share recipients in Comfort Lake – Forest Lake WD and Rice Creek WD
- Helping Middle St. Croix WMO to develop a community engagement plan for Lily Lake
- Helping Ramsey-Washington WD staff to plant a raingarden at Woodbury Elementary

- Meeting with landscape architects to develop a vision for new park space and an interpretive center at South Washington WD's Glacial Valley Park in Woodbury.
- Working with Valley Branch WD and City of Maplewood to design and install four interpretive signs at Joy Park on Silver Lake
- Providing education support for Washington CD outreach to farmers
- Helping Washington County to develop education activities for its Groundwater Plan

In addition, outreach and education helped to support:

- 257 landowner site visits with Conservation District staff
- 57 new projects installed with watershed cost-share grants
- 79.18 pounds of phosphorus (P) kept out of surface waters (all projects combined)

**Professional Trainings for Business and Local Government:** EMWREP provides professional training for businesses and local government through Stormwater U, NEMO, and other partnerships. Training partners include Minnesota Extension, the University of Minnesota Erosion and Stormwater Management Certification Program, the Minnesota Erosion Control Association (MECA), Fortin Consulting, St. Croix River Association, and the Minnesota Department of Natural Resources (DNR). Professional trainings in 2017 included:

- Turfgrass management & Winter maintenance workshops
- Illicit discharge detection and elimination (IDDE) workshop and presentations
- Stormwater volume control & bioretention design workshop
- Shoreline workshops for realtors
- Business BBQ
- Watershed Partners monthly meetings
- St. Croix River Workshop on the Water

**New Materials and Resources:** During 2017, EMWREP created [new materials and resources](#) to support water education. Highlights include:

1. **Neighborhood Clean-up Engagement Kit:** This kit, developed in partnership with Metro Watershed Partners includes doorhangers, sign-up forms, step-by-step instructions and other materials to help local residents and community groups organize neighborhood "storm drain" clean-up events.
2. **Yard Signs:** "This yard is part of the solution" - These signs come in four different colors and designs and are sold for \$3 each or two for \$5.
3. **NEW High quality photos:** Through the Watershed Partners new media campaign we now have a collection of more than 100 new high quality photos to help illustrate common water education topics (ie. lawn care, winter salting, native plants, raking leaves out of the street, pet poop, etc.). The collection also includes in-action and people photos.
4. **Table-top banners:** EMWREP has four new table-top pop-up banners available for partners to borrow: AIS, Pollinators, Lawn Care, and Ag Practices for Soil Health. The banners are light-weight and retract to fit in small carrying bags.
5. **Interactive groundwater displays:** Two new groundwater displays developed in 2016 got lots of use in 2017. One features information about groundwater resources in Washington County, while the other focuses on water conservation. Both are hands-on and fold-up into wooden suitcases with wheels and handle for easy transport.
6. **Green Communities Guidebook:** This short [guidebook](#) summarizes feedback from focus groups conducted with homeowner association (HOA) residents, property management companies, and lawn care professionals and provides advice for engaging HOAs in clean water projects.



You are currently logged in as:

Lake Elmo City MS4

If this is correct, click the 'Next' button. If this information is incorrect, contact Cole Landgraf (651-757-2880, [cole.landgraf@state.mn.us](mailto:cole.landgraf@state.mn.us)) or Megan Handt ([megan.handt@state.mn.us](mailto:megan.handt@state.mn.us), 651-757-2843).

## Before you begin...

A fillable Microsoft Word document with all of the questions is available at [https://stormwater.pca.state.mn.us/index.php?title=MS4\\_Annual\\_Report](https://stormwater.pca.state.mn.us/index.php?title=MS4_Annual_Report) (for personal use only, not for submittal).

The MS4 Annual Report for 2017 will automatically save your answers when you hit the 'Next' button at the bottom of each page.

If you wish to leave the MS4 Annual Report for 2017 and complete the document at another time, you may do so by clicking 'Next' at the bottom of your current page to save your progress before exiting the document. Return to the survey by following the previously used web link, and again login using your email and assigned password credentials. Once you successfully log in, your previous answers will appear.

**The MPCA will email a PDF of your MS4 Annual Report for 2017 information to you in a confirmation email within three business days after you submit this form.**

You may print a copy of the MS4 Annual Report for 2017 for your records at any time by pressing the 'Print' button at the bottom of the page.

Additionally, it is possible to save a PDF copy of the MS4 Annual Report for 2017 if you are working on a computer with OneNote (a program often included in Microsoft Office packages). Detailed saving instructions are available at [stormwater.pca.state.mn.us/index.php/Guidance\\_for\\_saving\\_MS4\\_annual\\_reports](https://stormwater.pca.state.mn.us/index.php/Guidance_for_saving_MS4_annual_reports).

## MS4 Annual Report for 2017

**Reporting period:** January 1, 2017 to December 31, 2017

**Due:** June 30, 2018

**Instructions:** Complete this annual report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2017 and December 31, 2017. MPCA staff may contact you for additional information.

Fillable document available at [https://stormwater.pca.state.mn.us/index.php?title=MS4\\_Annual\\_Report](https://stormwater.pca.state.mn.us/index.php?title=MS4_Annual_Report) (for personal use only, not for submittal).

**Questions:** Contact Cole Landgraf (cole.landgraf@state.mn.us, 651-757-2880) or Megan Handt (megan.handt@state.mn.us, 651-757-2843)

### MS4 General Contact Information

Full name	Rob Weldon
Title	Public Works Director
Mailing address	3880 Laverne Avenue N
City	Lake Elmo
State	MN
Zip code	55042
Phone	651.747.3941
Email	rweldon@lakeelmo.org

### Preparer Contact Information (if different from the MS4 General Contact)

Full name	Ryan Stempski
Title	Project Engineer
Organization	FOCUS Engineering, Inc.
Mailing address	3880 Laverne Avenue N
City	Lake Elmo
State	MN
Zip code	55042
Phone	651.300.4267
Email	ryan.stempski@focusengineeringinc.com

### MCM 1: Public Education and Outreach

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

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  
☒ No

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  
☒ No

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

- ☒ Yes  
☐ No

Q6 How did you distribute educational materials or equivalent outreach? Check all that apply and provide circulation/audience associated with each item. [Part III.D.1.a.]

- ☒ Brochure  
☒ Newsletter  
☐ Utility bill insert  
☒ Newspaper ad  
☐ Radio ad  
☒ Television ad  
☐ Cable access channel  
☒ Stormwater-related event  
☒ School presentation or project  
☒ Website  
☐ Other (1)  
☐ Other (2)  
☐ Other (3)

Q7 Intended audience? Check all that apply.

	Residents	Local Businesses	Developers	Students	Employees	Other
Brochure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Newsletter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Newspaper ad	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Television ad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stormwater-related event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School presentation or project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Website	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Q8 Enter the total circulation/audience (if unknown, use best estimate):**

Brochure	1,000
Newsletter	8,000
Newspaper ad	11,066
Television ad	4,000
Stormwater-related event	1,000
School presentation or project	1,000
Website	12,000

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, 2017 to December 31, 2017. [Part III.D.1.c.(4)]

**Q9 Date of activity****Q10 Description of activity**

Date (mm/dd/yyyy) 7/15/2017

Family Nature Event (campfire program at Lake Elmo Park Reserve)

Date (mm/dd/yyyy) 4/28/2017

Tree Sale in Lake Elmo

Date (mm/dd/yyyy) 5/21/2017

Master Gardener Plant Sale in Lake Elmo

Date (mm/dd/yyyy) 8/15/2017

Aquatic Invasive Species Identification Workshop (Tri-Lakes Area)

Date (mm/dd/yyyy) 8/2/2017

Washington County Fair Community Event

Date (mm/dd/yyyy) 9/17/2017

Washington Conservation District 75th Anniversary Community Event

Date (mm/dd/yyyy) Date (mm/dd/yyyy) 

**Q11** Between January 1, 2017 and December 31, 2017, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.]

- ☐ Yes  
☒ No

**MCM 2: Public Participation/Involvement**

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

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, 2017 and December 31, 2017? [Part III.D.2.a.(1)]

- ☒ Yes  
☐ No

Q13 What was the opportunity that you provided? Check all that apply.

- ☒ Public meeting  
☐ Public event  
☐ Other

Q14 Did you hold a stand-alone meeting or combine it with another event?

- ☐ Stand-alone  
☒ Combined

Enter the date  
of the public  
meeting  
(mm/dd/yyyy):

6/6/2017

Enter the  
number of  
citizens that  
attended and  
were  
informed  
about your  
SWPPP:

0

Q17 Between January 1, 2017 and December 31, 2017, did you receive any input regarding your SWPPP?

- ☐ Yes  
☒ No

Q19 Between January 1, 2017 and December 31, 2017, did you modify your BMPs, measurable goals, or future plans for your public participation/involvement program? [Part IV.B.]

- ☐ Yes  
☒ No

### 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? [Part III.D.3.b.]

- ☒ Yes  
☐ No

- Q21 Did you identify any illicit discharges between January 1, 2017 and December 31, 2017? [Part III.D.3.h.(4)]
- ☐ Yes  
☒ No
- Q30 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.]
- ☒ Yes  
☐ No
- Q31 Between January 1, 2017 and December 31, 2017, 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  
☒ No

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

- Q33 Did you update your storm sewer system map between January 1, 2017 and December 31, 2017? [Part III.C.1.]
- ☒ Yes  
☐ No
- 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  
☐ No
- 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  
☐ No
- Q36 Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.]
- ☒ Yes  
☐ No
- Q37 Does your storm sewer map include all receiving waters? [Part III.C.1.d.]
- ☒ Yes  
☐ No
- Q38 In what format is your storm sewer map available?
- ☐ Hardcopy only  
☐ GIS  
☒ CAD  
☐ Other

- Q39 Between January 1, 2017 and December 31, 2017, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program? [Part IV.B.]
- ☐ Yes  
☒ No

#### 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  
☐ No
- Q41 Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.]
- ☒ Yes  
☐ No
- Q42 Have you documented each site plan review as required by the Permit? [Part III.D.4.f.]
- ☒ Yes  
☐ No
- Q43 Enter the number of site plan reviews conducted for sites an acre or greater of soil disturbance between January 1, 2017 and December 31, 2017:
- 15
- 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, 2017 to December 31, 2017.
- ☒ Verbal warnings
  - ☒ Notice of violation
  - ☐ Administrative orders
  - ☒ Stop-work orders
  - ☐ Fines
  - ☒ Forfeit of security of bond money
  - ☐ Withholding of certificate of occupancy
  - ☐ Criminal actions
  - ☐ Civil penalties
  - ☐ Other

Enter the  
number  
of verbal  
warnings  
issued:

Enter the  
number  
of notice  
of  
violations  
issued:

Enter the  
number  
of stop-  
work  
orders  
issued:

Enter the  
number  
of  
forfeitures  
of  
security  
bond  
money  
issued:

Q45 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your construction site stormwater runoff control regulatory mechanism(s)? [Part III.B.]

- ☒ Yes  
☐ No

Q46 Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2017 and December 31, 2017:

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

- ☐ Yes  
☒ No

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

- ☒ Yes  
☐ No

Q50 Enter the number of site inspections conducted for sites an acre or greater between January 1, 2017 and December 31, 2017:

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, 2017 and December 31, 2017:

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**

Dave Klocker

Organization

Hyperion Consulting, Inc.

Phone  
(Office)

Phone  
(Work Cell)

651.300.9302

Email

dmklocker@gmail.com

Preferred  
contact  
method

phone

(2)

**Inspector  
name**

Amanda Groh

Organization

FOCUS Engineering, Inc.

Phone  
(Office)

Phone  
(Work Cell)

952.479.0324

Email

amanda.groh@focusengineeringinc.com

Preferred  
contact  
method

email

(3)

**Inspector  
name**

Organization

Phone  
(Office)

Phone  
(Work Cell)

Email

Preferred  
contact  
method

Q54 What training did inspectors receive? Check all that apply.

- ☒ University of Minnesota Erosion and Stormwater Management Certification Program
- ☐ Qualified Compliance Inspector of Stormwater (QCIS)
- ☐ Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor
- ☐ Minnesota Utility Contractors Association Erosion Control Training
- ☐ Certified Professional in Erosion and Sediment Control (CPESC)
- ☐ Certified Professional in Stormwater Quality (CPSWQ)
- ☐ Certified Erosion, Sediment and Storm Water Inspector (CESSWI)
- ☐ Other

Q55 Between January 1, 2017 and December 31, 2017, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.]

- ☐ Yes
- ☒ No

## 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
- ☐ No

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 link <http://www.pca.state.mn.us/index.php/view-document.html?gid=17815> for guidance on stormwater management approaches.

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

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
- ☐ No

Q59 Between January 1, 2017 and December 31, 2017, did you modify your BMPs, measurable goals, or future plans for your post-construction stormwater management program? [Part IV.B.]

- ☐ Yes  
☒ No

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

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

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

Structural stormwater BMPs	7
Outfalls	118
Ponds	79

Q61 Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2017 to December 31, 2017 within your MS4 (exclude privately owned). [Part III.D.6.e.]

Structural stormwater BMPs	0
Outfalls	0
Ponds	20

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?

- ☐ Yes  
☒ No

Q63 Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)]

- ☒ Yes  
☐ No

Q64 Briefly describe the maintenance that was conducted:

Eden Park Outfall Repair Outfall Cleaning at 8335 22nd Street N

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

- ☒ Yes  
☐ No

- Q66 Did you inspect all stockpiles and storage and material handling areas quarterly? [Part III.D.6.e.(3)]
- ☐ Yes  
☒ No
- Q67 Based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas?
- ☐ Yes  
☒ No
- Q69 Between January 1, 2017 and December 31, 2017, did you modify your BMPs, measurable goals, or future plans for your pollution prevention/good housekeeping for municipal operations program? [Part IV.B.]
- ☐ Yes  
☒ No

### Discharges to Impaired Waters with a USEPA-Approved TMDL that Includes an Applicable WLA

You must complete the **TMDL Annual Report Form**, available at:

[https://stormwater.pca.state.mn.us/index.php?title=Download\\_page\\_with\\_TMDL\\_forms](https://stormwater.pca.state.mn.us/index.php?title=Download_page_with_TMDL_forms).

Attach your completed TMDL Annual Report Form to this Annual Report as instructed below. [Part III.E.]

- Q71 Click the "up arrow" icon below to upload your TMDL Annual report form. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.

ref:0000000070:Q71

### Partnerships

- Q78 Did you rely on any other regulated MS4s to satisfy one or more Permit requirements?
- ☒ Yes  
☐ No
- Q79 Describe the agreements you have with other regulated MS4s and which Permit requirements the other regulated MS4s help satisfy: [Part IV.B.6.]

EMWREP - The City continues to extend their contract with EMWREP to address MCM's 1 & 2. New Development - Watersheds (VBWD & SWWD) have rules and regulations in place (MIDS) for land development permitting that is required per City Ordinance.

### 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\_2017AR* to [ms4permitprogram.pca@state.mn.us](mailto:ms4permitprogram.pca@state.mn.us).

- Q80 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.



- Q81 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.



- Q82 Click the "up arrow" icon below to upload a file. When it has uploaded successfully, a unique ID will appear in the box. Only files less than 10 MB in size will upload.



- Q83 Optional, describe the file(s) uploaded:

## Optional Question

The MPCA is attempting to identify potential sources of water quality data. Answering this question will help the MPCA and interested stakeholders obtain a more comprehensive understanding of sources of data that may be shared and ultimately aid in understanding the extent to which stormwater management practices result in water quality improvements.

- Q84 Are you collecting water quality data (e.g., from surface waters, outfalls, best management practices, etc.) that is not associated with a waste water treatment plant?

- ☐ Yes  
☒ No

## Owner or 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:   
Title:   
Date:   
(mm/dd/yyyy)

**When you are ready to submit, you must click the 'Submit' button at the bottom of this page.**

Provide the email(s) of the individual(s) you would like to receive the MS4 Annual Report for 2017 submittal confirmation email from the MPCA. After you click the Submit button below, please allow up to three business days to receive this email.

Email (1)   
Email (2)   
Email (3)

**Print or save a copy of your completed MS4 Annual Report for 2017 for your records. The MPCA will email a PDF of your MS4 Annual Report for 2017 information in a confirmation email within three business days after you submit this form to the email(s) you provided above.**

You may print a copy of the MS4 Annual Report for 2017 for your records by pressing the 'Print' button at the bottom of the page.

Additionally, it is possible to save a PDF copy of the MS4 Annual Report for 2017 if you are working on a computer with OneNote (a program often included in Microsoft Office packages). Detailed saving instructions are available at [stormwater.pca.state.mn.us/index.php/Guidance\\_for\\_saving\\_MS4\\_annual\\_reports](https://stormwater.pca.state.mn.us/index.php/Guidance_for_saving_MS4_annual_reports).

If you have any questions, contact MPCA staff Cole Landgraf (cole.landgraf@state.mn.us, 651-757-2880) or Megan Handt (megan.handt@state.mn.us, 651-757-2843).