



**Minnesota Pollution  
Control Agency**

520 Lafayette Road North  
St. Paul, MN 55155-4194

# MS4 SWPPP Application for Reauthorization

**for the NPDES/SDS General Small Municipal Separate  
Storm Sewer System (MS4) Permit MNR040000  
reissued with an effective date of August 1, 2013  
Stormwater Pollution Prevention Program (SWPPP) Document**

Doc Type: Permit Application

**Instructions:** This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

**Submittal:** This MS4 SWPPP Application for Reauthorization form must be submitted electronically via e-mail to the MPCA at [ms4permitprogram.pca@state.mn.us](mailto:ms4permitprogram.pca@state.mn.us) from the person that is duly authorized to certify this form. All questions with an asterisk (\*) are required fields. All applications will be returned if required fields are not completed.

**Questions:** Contact Claudia Hochstein at 651-757-2881 or [claudia.hochstein@state.mn.us](mailto:claudia.hochstein@state.mn.us), Dan Miller at 651-757-2246 or [daniel.miller@state.mn.us](mailto:daniel.miller@state.mn.us), or call toll-free at 800-657-3864.

## General Contact Information (\*Required fields)

### MS4 Owner (with ownership or operational responsibility, or control of the MS4)

\*MS4 permittee name: City of Glencoe \*County: McLeod  
(city, county, municipality, government agency or other entity)  
\*Mailing address: 1107 11<sup>th</sup> Street East Suite 107  
\*City: Glencoe \*State: MN \*Zip code: 55336  
\*Phone (including area code): 320.864.5586 \*E-mail: mlarson@ci.glencoe.mn.us

### MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

\*Last name: Larson \*First name: Mark  
(department head, MS4 coordinator, consultant, etc.)  
\*Title: City Administrator  
\*Mailing address: 1107 11<sup>th</sup> Street East Suite 107  
\*City: Glencoe \*State: MN \*Zip code: 55336  
\*Phone (including area code): 320.864.6500 \*E-mail: mlarson@ci.glencoe.mn.us

### Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Schreifels First name: Gary  
(department head, MS4 coordinator, consultant, etc.)  
Title: Public Works Director  
Mailing address: 1107 11<sup>th</sup> Street East Suite 107  
City: Glencoe State: MN Zip code: 55336  
Phone (including area code): 320.864.6954 E-mail: gschreifels@ci.glencoe.mn.us

## Verification

- I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this MS4 SWPPP Application for Reauthorization form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). ☒ Yes
- I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. ☒ Yes

## Certification (All fields are required)

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- ☒ Yes - 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.

*I certify that 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.*

*I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.*

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

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 this information can be used for the purpose of processing my application.

Name: Mark Larson

*(This document has been electronically signed)*

Title: City Administrator Date (mm/dd/yyyy): 10/29/2013

Mailing address: 1107 11th Street East Suite 107

City: Glencoe State: MN Zip code: 55336

Phone (including area code): 320.864.5586 E-mail: mlarson@ci.glencoe.mn.us

**Note:** The application will not be  
processed without certification.

# Stormwater Pollution Prevention Program Document

## I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

☐ No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
Minnesota Department of Transportation	
Works with the Minnesota Department of Transportation in managing/maintaining the storm water conveyance system along Hwy 212.	MCM # 6

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere\_Partnerships*.

*The City does not currently partner with any other MS4s to address permit requirements. The city does work and shares information with the following non-MS4 entities; Buffalo Creek Watershed District, Crow River Organization of Water, and McLeod County. The city will continue to look for opportunities to partner with both regulated MS4s and non-MS4 entities to help enhance their MS4 program.*

## II. Description of Regulatory Mechanisms: (Part II.D.2)

### Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? ☒ Yes ☐ No

#### 1. If yes:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language  
☐ Policy/Standards ☐ Permits  
☐ Rules  
☐ Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

*Ordinance No. 576 an Ordinance Amending No. 316 Regarding the use of streets sidewalks and storm sewers.*

Direct link:

☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_IDDEreg*.

#### 2. If no:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

*The City's current ordinance (Ordinance 576, amending 316) prohibits non-stormwater discharges into the storm sewer system or natural water way. The City will review and evaluate the current ordinance and make amendments if necessary to meet permit requirements (Part III.A & III.D.3). This effort will be completed within 12 months of the date permit coverage is extended.*

### Construction site stormwater runoff control

- A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? ☒ Yes ☐ No

1. If yes:

- a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language  
☐ Policy/Standards ☒ Permits  
☐ Rules  
☐ Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

*Ordinance No. 532, Chapter 529*

Direct link:

☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_CSWreg.*

- B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? ☐ Yes ☒ No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The City will update their construction site stormwater regulatory mechanism to be at least as stringent as the MPCA CSW permit in accordance with the permit (Part III.D.4.a). The City will use the MPCA model ESC ordinance and the EPA model ordinance as a guide and reference. This effort will be completed within 12 months of the date permit coverage is extended.*

- C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- |  |   |
|--|---|
| 1. Best Management Practices (BMPs) to minimize erosion.   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 3. BMPs for dewatering activities.   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 4. Site inspections and records of rainfall events   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 5. BMP maintenance   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 8. Criteria for the use of temporary sediment basins.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*C.1. The City currently has requirements for stabilizing exposed soils, temporary driveways, and site construction entrances. The city will amend the regulatory mechanism to require owners and operators of construction activity to incorporate into site plans BMPs to minimize erosion which are at least as stringent as the MPCA CSW permit. This effort will be completed within 12 months of the date permit coverage is extended.*

*C.2. The City currently has requirements for silt fence, and alternative sediment control measures. The city will amend the regulatory mechanism to require owners and operators of construction activity to incorporate into site plans BMPs to minimize the discharge of sediment and other pollutants which are at least as stringent as the MPCA CSW Permit.*

This effort will be completed within 12 months of the date permit coverage is extended.

C.3. The City will amend the regulatory mechanism to require owners and operators of construction activity to incorporate into site plans BMPs for dewatering activities which are at least as stringent as the MPCA CSW Permit. This effort will be completed within 12 months of the date permit coverage is extended.

C.4. The City will amend the regulatory mechanism to require owners and operators of construction activity to conduct and document site inspections and document rainfall events to a level which is at least as stringent as the MPCA CSW Permit. This effort will be completed within 12 months of the date permit coverage is extended.

C.5. The City currently has requirements for maintenance of silt fence, construction entrances, and sediment tracking. The city will amend the regulatory mechanism to require owners and operators of construction activity to conduct BMP maintenance to a level which is at least as stringent as the MPCA CSW Permit. This effort will be completed within 12 months of the date permit coverage is extended.

C.6. The City currently has requirements for debris containment. The city will amend the regulatory mechanism to require owners and operators of construction activity to manage solid and hazardous waste on site to a level which is at least as stringent as the MPCA CSW Permit. This effort will be completed within 12 months of the date permit coverage is extended.

C.7. The City currently has requirements for stabilizing exposed soils. The city will amend the regulatory mechanism to require owners and operators of construction activity to conduct final stabilization to a level which is at least as stringent as the MPCA CSW Permit. This effort will be completed within 12 months of the date permit coverage is extended.

C.8. The City will amend the regulatory mechanism to include criteria for the use of temporary sediment basins to a level which is at least as stringent as the MPCA CSW Permit. This effort will be completed within 12 months of the date permit coverage is extended.

### Post-construction stormwater management

- A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?  
☒ Yes ☐ No

1. If yes:

- a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language  
☒ Policy/Standards ☒ Permits  
☐ Rules  
☐ Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

509 District Provisions: 509.05 Special Uses; (vii) Development Standards and Performance Criteria

510 Performance Standards: 510.09 Drainage

523 Preliminary Plan

524 Final Plat

525 Design Standards

527 Required Improvements: 527.07 Drainage Facilities

Direct link:

- ☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: MS4NameHere\_PostCSWreg.

- B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. ☒ Yes ☐ No
2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a

construction activity to the Maximum Extent Practicable (MEP):

- a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
- 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
  - 2) Stormwater discharges of Total Suspended Solids (TSS).
  - 3) Stormwater discharges of Total Phosphorus (TP).
- b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
- 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
  - 2) Stormwater discharges of TSS.
  - 3) Stormwater discharges of TP.

3. **Stormwater management limitations and exceptions:**

- a. Limitations
- 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: ☐ Yes ☒ No
- a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
  - b) Where vehicle fueling and maintenance occur.
  - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
  - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
- 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: ☐ Yes ☒ No
- a) With predominately Hydrologic Soil Group D (clay) soils.
  - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
  - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
  - d) Where soil infiltration rates are more than 8.3 inches per hour.
- 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process. ☐ Yes ☒ No

4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:

- a. Mitigation project areas are selected in the following order of preference: ☐ Yes ☒ No
- 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
  - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
  - 3) Locations in the next adjacent DNR catchment area up-stream
  - 4) Locations anywhere within the permittee's jurisdiction.
- b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. ☐ Yes ☒ No
- c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. ☐ Yes ☒ No
- d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. ☐ Yes ☒ No
- e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. ☐ Yes ☒ No

- f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). ☐ Yes ☒ No

5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:

- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. ☐ Yes ☒ No
- b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. ☐ Yes ☒ No
- c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

*B.2.a, B.2.b: The City currently requires that drainage design and stormwater management meet the regulations of the Buffalo Creek Watershed District, Department of Natural Resources, the Army Corps of Engineers, and other regulatory authorities. The city will update the regulatory mechanism to include requirements for post construction management of volume, total suspended solids, and total phosphorous in accordance with the Permit (Part III.D.5.a(3)(a)1). This effort will be completed within 12 months of the date permit coverage is extended.*

*B.3.a.1-3: The City will amend the current regulatory mechanism to include limitations (prohibiting, restricting, and exceptions) for infiltration to address post-construction stormwater management, in accordance with the Permit (Part III.D.5.a(3)). This effort will be completed within 12 months of the date permit coverage is extended.*

*B.4.a-f: The City will amend the current regulatory mechanism to include mitigation provisions for post construction stormwater management of TSS and/or TP in accordance with the Permit (Part III.D.5.a(4)). This effort will be completed within 12 months of the date permit coverage is extended.*

*B.5.a-c: The City will amend the current regulatory mechanism or create a new regulatory mechanism to include provisions for the long term maintenance of structural BMPs directly connected to the city's storm sewer system and not owned or operated by the city, to meet permit requirements (Part III.D.5.a(5)). This effort will be completed within 12 months of the date permit coverage is extended.*

### III. Enforcement Response Procedures (ERPs): (Part II.D.3)

- A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? ☐ Yes ☒ No

1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere\_ERPs*.
2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

*The City currently has written Enforcement Response Procedures to enforce its ESC Ordinance, minimal written ERP's for its IDDE Ordinance and no ERP's for its Post Construction Stormwater Management Ordinance. The City will update / develop ERPs in accordance with the Permit (Part III.B). This effort will be completed within 12 months of the date permit coverage is extended.*

- B. Describe your ERPs:

*ESC Ordinance ERP*

*Any responsible party who shall violate the provisions of the ordinance shall be guilty of a civil offence. If upon*

*subsequent warnings and prescribed and documented communication, the violation remains substantially unresolved, the violator shall be guilty of a misdemeanor and subject to penalties accordingly.*

#### *Sequence of Violations*

- *Written Notice of Violation*
- *Stop Work Order & \$50 fine per day*
- *After 7 days the City can correct the issue and assess the costs to responsible party.*
- *Criminal Charges*

#### *IDDE Ordinance ERP*

*Any person violating municipal code chapter 316 shall be guilty of a misdemeanor and subject to penalties accordingly.*

#### *Post Construction Stormwater Management ERP*

*None*

## **IV. Storm Sewer System Map and Inventory: (Part II.D.4.)**

### **A. Describe how you manage your storm sewer system map and inventory:**

*The City works with a private engineering firm to update and maintain their stormwater system map. The map is currently maintained in an AutoCAD format and includes stormwater conveyance system, ponds, water bodies, wetlands, structural pollution control devices, and outfalls. The map is reviewed and updated annually.*

### **B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:**

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. ☒ Yes ☐ No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. ☒ Yes ☐ No
3. Structural stormwater BMPs that are part of the permittee's small MS4. ☐ Yes ☒ No
4. All receiving waters. ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*B.3-4: The City's current map includes some of the City's structural stormwater BMPs and receiving waters. The city will review the map for accuracy and completeness and update as necessary to meet permit requirements (Part III.C.1). This effort will be completed within 12 months of the date permit coverage is extended.*

### **C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:**

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. ☐ Yes ☒ No
2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. ☐ Yes ☒ No

### **D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.**

1. A unique identification (ID) number assigned by the permittee. ☐ Yes ☒ No
2. A geographic coordinate. ☐ Yes ☒ No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. ☐ Yes ☒ No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*C.1-2 & D1-3: The City will update their inventory of all municipally owned stormwater treatment ponds, wetlands, and lakes within the City's jurisdiction to include unique identifications numbers, geographic coordinates, type of feature, and to meet permit requirements (Part III.C.2). This effort will be completed within 12 months of the date permit*

coverage is extended.

- E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA ☐ Yes ☒ No on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere\_inventory*.

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

## V. Minimum Control Measures (MCMs) (Part II.D.5)

### A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

*The City's educational program consists of a wide range of activities to educated city residents, community groups, business owners, city staff, elected officials, developers, and contractors on a wide range of water resources and stormwater management topics. The city will evaluate its education program annually and make updates as needed. The city does not anticipate the need for new BMPs, rather current BMPs will be refined and update as necessary to meet permit requirements. Current program activities include:*

*The city distributes and tracks educational information through the following activities:*

- *Maintain, update, and post educational material at city hall.*
- *Distribute educational material at city events and through direct mailings.*
- *Distribute educational material with grading permits, building permits, and to prospective contractors and/or developers as initial contact is made with city.*
- *Distribute educational material at the annual public hearing.*

*The city maintains a city website which includes water resources information and links.*

- *Post articles pertaining to water resources and stormwater management.*
- *Maintain links to city ordinances and city codes related to water resources and stormwater management.*
- *Maintain links to water resources web pages.*

*The city utilizes the local paper to publish various information and articles pertaining to water resources and stormwater management.*

*The city broadcasts council meetings and the annual public meeting.*

*The city holds various meetings and trainings through the year where water resources and stormwater items are discussed.*

*The city marks catch basin castings with "drains to creek".*

*Education efforts currently emphasizes illicit discharges, construction site runoff, and post-construction stormwater management. The city will review these areas and revise their program to focus on specifically identified areas of high priority to the city.*

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Distribution of Educational Material	Distribute and track educational information annually.
City Website	Update information on an ongoing and as needed basis.
Local Paper	Publish information on an annual basis.
Local Cable Access Station	Broadcasts council meetings and annual public meeting.
Meetings / Training	Hold annual public meeting, annual contractors meeting, regular department head meetings, and annual staff training event.
Storm Drain Stenciling	Maintain marked catch basins annually.
BMP categories to be implemented	Measurable goals and timeframes
	Update information to include links to Crow River Organization of Water, Buffalo Creek watershed District, McLeod County, MPCA, and Center for Watershed Protection.
City Website	
Curbside Leave Pick-up Program	Implement leaf pick-up program.

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*City Administrator*

## B. MCM2: Public participation and involvement

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

*The city holds an annual public meeting to review program details and program progress with the public. The meeting also provides an opportunity for the public to give input and/or ask questions. The meeting is noticed in the local paper following applicable public notice requirements and broadcast on the local cable access station. The city takes into consideration both written and verbal forms of public input at the meeting and throughout the year. The city maintains a phone line for use by the public to report illicit discharges, report stormwater noncompliance concerns, and/or provide input, give comments, and/or ask questions about the MS4 program. Call numbers are forwarded to an email account creating a log and record to be followed-up by city staff.*

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Meetings	Hold public meeting annually following applicable public notice requirements.
Local Cable Access Station	Broadcast annual public meeting.
Call Line	Maintain phone line for use by the public. Track calls and document followed-up actions
BMP categories to be implemented	Measurable goals and timeframes
	Maintain links to the city's SWPPP and MS4 program information. Include information on how the public can report noncompliance concerns, provide input, give comments, and/or ask questions about the MS4 program.
City Website	

3. Do you have a process for receiving and documenting citizen input? ☒ Yes ☐ No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*City Administrator*

**C. MCM 3: Illicit discharge detection and elimination**

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

*The City maintains and annually updates a stormwater system and inventory map. The map is currently maintained in an AutoCAD format and includes stormwater conveyance system, ponds, water bodies, wetlands, structural pollution control devices, and outfalls..*

*The City's current ordinance (Ordinance 576, amending 316) prohibits non-stormwater discharges into the storm sewer system or natural water way. The City will review and evaluate the current regulatory mechanism and make amendments if necessary to meet permit requirements (Part III.A & III.D.3).*

*The city conducts regular inspections of its stormwater system and continually explores opportunities to expand existing inspection programs to identify illicit connections and illegal dumping. City staff is watchful for signs of illicit discharges while conducting daily activities and conduct inspections when reports of illicit discharge are received. The city maintains a phone line for use by the public to report illicit discharges, report stormwater noncompliance concerns, and/or provide input, give comments, and/or ask questions about the MS4 program. Reports are directed to the public works department for response and follow-up.*

*The city annually reviews sources of non-stormwater discharges to evaluate the pollution potential to the stormwater system.*

*The city holds annual employee training to discuss spill prevention and control and illicit discharge and response. The city also discusses illicit discharge and response at regular department head meetings.*

*The City contracts with Waste Management for Hazardous Waste collection and disposal..*

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- |   |   |
|---|---|
| a. Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.)Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation).   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools.  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| c. Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation.   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| d. Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge.    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| e. Procedures for the timely response to known, suspected, and reported illicit discharges.   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| f. Procedures for investigating, locating, and eliminating the source of illicit discharges.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s).   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*C.2.d The city will expand its annual identification and evaluation of non-stormwater discharges to include the identification of priority areas likely to have illicit discharges in accordance with the permit (Part III.D.3.f). This effort will be completed*

within 12 months of the date permit coverage is extended.

*C.2.e-h The city will develop procedures for the timely response to known, suspected, and reported illicit discharges to meet permit requirements (Part III.D.3.g). This effort will be completed within 12 months of the date permit coverage is extended.*

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

**If you have more than five categories, hit the tab key after the last line to generate a new row.**

Established BMP categories	Measurable goals and timeframes
Storm Sewer Map	Annually review, maintain, and update the stormwater system map.
Regulatory Mechanism	Review the regulatory mechanism and consider updates on a yearly basis.
Detection and Elimination	Continually explore opportunities to expand existing inspection programs. Document signs of illicit discharges, reports of illicit discharge, and inspections.
Training	Hold regular department head meetings, and annual staff training.
Hazardous Waste, Recycling, and Clean-up Programs	Contract with Waste Management.
Identification of Non-Stormwater Discharges	Review sources of non-stormwater discharges annually.
Reporting Phone Line	Maintain phone line for use by the public. Track calls and document followed-up actions.
BMP categories to be implemented	Measurable goals and timeframes
Storm Sewer Map	Update the stormwater system map in accordance with the permit (Part III.C.1) within 12 months of the date permit coverage is extended
Regulatory Mechanism	Evaluate the current regulatory mechanism and consider amendments in accordance with the permit (Part III.A & Part III.D.3.b) within 12 months of the date permit coverage is extended.
Identification of Priority Areas	Expand annual identification and evaluation of non-stormwater discharges to include the identification of priority areas in accordance with the permit (Part III.D.3.f) within 12 months of the date permit coverage is extended.
City Website	Include information on how the public can report illicit discharges.

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h)? ☐ Yes ☒ No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

*C.4. The city will review their record keeping and documentation process and make updates as necessary to meet permit requirements (Part III.D.3.h). This effort will be completed within 12 months of the date permit coverage is extended.*

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*City Administrator, Street Superintendent*

#### **D. MCM 4: Construction site stormwater runoff control**

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

*The city's construction site stormwater runoff control program includes regulatory mechanisms for erosion and sediment control and waste controls. The City will update their construction site stormwater regulatory mechanism to be at least as stringent as the MPCA CSW permit in accordance with the permit (Part III.D.4.a).*

*The city reviews all proposals for land disturbing activities for compliance with City Code. The city contracts with SEH Inc.*

to complete reviews of larger development projects. Projects are inspected by contracted MNSPEC.

The city maintains a phone line for use by the public to report illicit discharges, report stormwater noncompliance concerns, and/or provide input, give comments, and/or ask questions about the MS4 program. Reports are directed to the public works department for response and follow-up.

The city requires developer/applicants to apply for a building permit. Prior to the issuance of a building permit, MNSPEC conducts a pre-construction inspection to verify that ESC measures are in place. MNSPEC also reviews sites for compliance with city code and permit requirements.

The city distributes information describing development requirements for stormwater management, storm sewer, sanitary sewer, ESC, and other utilities to potential developers and conducts annual contractor meetings.

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
- a. Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? ☐ Yes ☒ No
  - b. Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to Discharge Stormwater Associated with Construction Activity No. MN R100001? ☐ Yes ☒ No
  - c. Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? ☐ Yes ☒ No
  - d. Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
    - 1) Does your program include procedures for identifying priority sites for inspection? ☐ Yes ☒ No
    - 2) Does your program identify a frequency at which you will conduct construction site inspections? ☐ Yes ☒ No
    - 3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? ☒ Yes ☐ No
    - 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance? ☒ Yes ☐ No
  - e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? ☒ Yes ☐ No
  - f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? ☐ Yes ☒ No
  - g. Does your program retain construction site inspection checklists or other written materials used to document site inspections? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

*D.2.a & b The city will updated its site plan review process to include written procedures, notifications, and documentation requirements to meet permit requirements (Part III.D.4.b & f). This effort will be completed within 12 months of the date permit coverage is extended.*

*D.2.b The city maintains a phone line for use by the public to report illicit discharges, report stormwater noncompliance concerns, and/or to provide input, give comments, and/or ask questions about the MS4 program. Call numbers are forwarded to an email account creating a log and record to be followed-up by city staff. The city will update its program for receipt and consideration of public stormwater reports to include written procedures to meet permit requirements (Part III.D.4.c). This effort will be completed within 12 months of the date permit coverage is extended.*

*D.2. d.1-4 f The city will work with MNSPEC to update its program to include written procedures for site inspections to meet permit requirements (Part III.D.4.d). This effort will be completed within 12 months of the date permit coverage is extended.*

*D.2.f The city will update its program to include documentation requirements to support project or approval or denial to meet permit requirements (Part III.D.4.f). This effort will be completed within 12 months of the date permit coverage is extended.*

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories

Measurable goals and timeframes

Regulatory Mechanism	Review the regulatory mechanism and consider updates on a yearly basis.
Site Plan Review	Contract with MNSPEC to review site plans for compliance with city code and permit requirements.
Call Line	Maintain phone line for use by the public. Track calls and document followed-up actions
Inspections	Contract with MNSPEC for conducting pre-inspection prior to approval of building permit and for inspection of active construction site
Education / Distribute Information	Distribute information booklets to prospective developers. Hold annual contractor meeting.
<b>BMP categories to be implemented</b>	<b>Measurable goals and timeframes</b>
Regulatory Mechanism	Evaluate the current codes and consider amendments in accordance with the permit (Part III.A & Part III.D.4.a) within 12 months of the date permit coverage is extended.
Site Plan Review	Updated site plan review process to include written procedures and to meet permit requirements (Part III.D.4.b & f) within 12 months of the date permit coverage is extended.
Receipt and Consideration of Pubic Reports	Update process to include written procedures to meet permit requirements (Part III.D.4.c) within 12 months of the date permit coverage is extended.
Inspections	Update program to include written procedures for site inspections to meet permit requirements (Part III.D.4.d) within 12 months of the date permit coverage is extended.

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

City Administrator, Street Superintendent

#### E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

*The city's post construction site stormwater management program includes regulatory mechanisms post construction stormwater management. The City currently requires that drainage design and stormwater management meet the regulations of the Buffalo Creek Watershed District, Department of Natural Resources, the Army Corps of Engineers, and other regulatory authorities. The City will review and update their post construction site stormwater management regulatory mechanism(s) as necessary to meet permit requirements (Part III.D.5.a).*

*The city provides to developers at the first point of contact regarding a new project their "General development requirements and street and utility specification & detail drawings" manual. The city reviews all proposals for land disturbing activities for compliance with City Code. The city contracts with SEH Inc. to complete reviews of larger development projects. Projects are inspected by contracted MNSPEC.*

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? ☐ Yes ☒ No
3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
- a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? ☐ Yes ☒ No
- b. All supporting documentation associated with mitigation projects that you authorize? ☐ Yes ☒ No
- c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? ☐ Yes ☒ No
- d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

*E.2 The city will updated its site plan review process to include written procedures to meet permit requirements (Part III.D.5.b). This effort will be completed within 12 months of the date permit coverage is extended.*

E.3.a-d The city will updated its program to include documentation in accordance with the permit (Part III.D.5.c). This effort will be completed within 12 months of the date permit coverage is extended.

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Regulatory Mechanism	Review regulatory mechanisms and consider updates on a yearly basis.
Site Plan Review	Review site plans for compliance with city code and permit requirements.
Education / Distribute Information	Distribute "General development requirements and street and utility specification & detail drawings" manual to developers at the first point of contact regarding a new project.

BMP categories to be implemented	Measurable goals and timeframes
Regulator Mechanism	Evaluate the current regulatory mechanisms and consider amendments in accordance with the permit (Part III.A & Part III.D.5.a) within 12 months of the date permit coverage is extended.
Site Plan Review	Updated site plan review process to include written procedures to meet permit requirements (Part III.D.5.b) within 12 months of the date permit coverage is extended.
Documentation	Updated program to include documentation requirements to meet permit requirements (Part III.D.5.c).

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

City Administrator

#### F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

*The city currently holds regular department head meetings to discuss a wide range of topics relating to public works operations and maintenance. The city also trains staff annually covering topics such as IDDE, BMP management, new construction and storm sewer system maintenance along with other resources, and stormwater items are discussed.*

*The city implements a street sweeping program for vehicle safety, pedestrian safety, and water quality and environmental reasons. Street sweeping is conducted at least twice annually and on an as needed basis.*

*The city conducts annual inspections of structural pollution control devices, outfalls and ponds are inspected at a minimum every 5 years. Maintenance is completed as needed based on inspection findings. The city currently records system inspection and significant maintenance efforts in a paper format. The city will explore options for developing a detailed database management system for tracking BMPs, condition of system components, and inspection and maintenance efforts.*

*The city operates a compost site, which is regularly inspected.*

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)?

☐ Yes ☒ No

3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

*F.3 The city will review and update its current facility inventory to include city-owned facilities which contribute pollutants to stormwater discharges to meet permit requirements (Part III.6.a). This effort will be completed within 12 months of the date permit coverage is extended.*

4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Training	Hold regular department head meetings and complete yearly employee training. Explore opportunities to combine training efforts with other local MS4s (e.g. Hutchinson).
Street Sweeping	Track hours and/or miles of roadway swept.
Inspection / Maintenance	Annually inspect structural BMPs. Inspect outfalls and ponds at a minimum every years. Inspect compost site regularly. Conduct maintenance as soon as possible after discovery.
BMP categories to be implemented	Measurable goals and timeframes
Training	Complete annual training for existing employees and complete training for new and seasonal employees.
Database Management System	Explore options to develop a comprehensive database.
Facility Inventory	Update facility inventory to meet permit requirements (Part III.D.6.a) within 12 months of the date permit coverage is extended.
Pond Assessment	Develop procedures and schedule to determine pond effectiveness to meet the permit (Part III.D.6.d) within 12 months of the date permit coverage is extended.
Documentation	Update program to include documentation requirements to meet permit requirements (Part III.D.6.h).

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? ☐ Yes ☒ No
- a. If **no**, continue to 6.
- b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:
- 1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? ☐ Yes ☐ No
- 2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? ☐ Yes ☐ No
- c. Have you developed and implemented BMPs to protect any of the above drinking water sources? ☐ Yes ☐ No
6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? ☐ Yes ☒ No
7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? ☐ Yes ☒ No
8. Have you developed and implemented a stormwater management training program commensurate with each

employee's job duties that:

- a. Addresses the importance of protecting water quality? ☐ Yes ☒ No
- b. Covers the requirements of the permit relevant to the duties of the employee? ☐ Yes ☒ No
- c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? ☐ Yes ☒ No

9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*F.6 The city will develop procedures and schedules for determining the TSS and TP effectiveness of city owned/operated ponds to meet the permit (Part III.D.6.d). This effort will be completed within 12 months of the date permit coverage is extended.*

*F.7 The city will update its current inspection program as needed to meet the permit requirements (Part III.D.6.e.(3)). This effort will be completed within 12 months of the date permit coverage is extended.*

*F.8.a-c The city will update its current training program to meet the permit requirements (Part III.D.6.g). This effort will be completed within 12 months of the date permit coverage is extended.*

*F.9 The city will updated its program to include documentation requirements in accordance with the permit (Part III.D.6.h). This effort will be completed within 12 months of the date permit coverage is extended.*

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*City Administrator, Public Works Director*

## VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? ☐ Yes ☒ No

- 1. If **no**, continue to section VII.
- 2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere\_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

## VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? ☐ Yes ☒ No

- 1. If **no**, this section requires no further information.
- 2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere\_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

## VIII. Add any Additional Comments to Describe Your Program

315.03 Any person convicted of violating the provision of this ordinance shall be guilty of a misdemeanor and shall be punishable by a fine not to exceed \$100.00 or to imprisonment for a period not to exceed 90 days. (See Uniform Misdemeanor Violation Penalties in General Regulation Section of Code.)

(Source: Section 315.01 from Ordinance No. 186 adopted June 5, 1961; Sections 315.02 and 315.03 from Ordinance No. 209 adopted August 7, 1967.)

### 316. USE OF STREETS AND SIDEWALKS

316.01 It shall be illegal for any individual, partnership, cooperative, or corporation to drag upon any street in the City of Glencoe, any trees, brush, buildings or any other materials or structures of a like nature.

316.02 That no person shall park, encumber or obstruct any street, sidewalk or alley within the City of Glencoe that is open to the public by either placing thereon of any object whatsoever, and no person shall dig, remove or carry away from any street, alley or public ground in the City of Glencoe any earth, bituminous surfacing nor in any matter change or damage the grade or surface of any street or alley without the authority of the City Council. The following shall be exceptions to this section:

- a. Properly licensed motor vehicles, as defined under Minnesota Statutes, which are lawfully parked under the parking regulations provided by State Statutes and the Glencoe Municipal Code. Property licensed lawful trailers, provided they are attached to a property licensed motor vehicle which is legally parked shall be deemed to be part of the motor vehicle.
- b. Construction trailers, construction equipment, debris receptacles or dumpsters, and similar items provided the owner thereof has secured from the City Administrator, and after approval by the Chief of Police, a temporary permit for location of such items with a specific location and for a limited duration. The City Administrator shall promulgate an application therefore and such permits shall be granted provided reasonable necessity can be shown. In the case of any object permitted to be left on a street, sidewalk or alley for a temporary period of time adequate safety precautions shall be taken as are deemed appropriate in each case including: reflectors, warning lights, fences or signs, as the Chief of Police determines is necessary given the location to protect the public safety.
- c. Lawful trailers properly licensed may be parked unattached from motor vehicles upon public streets between the hours of sunrise and sunset, and subject to all other parking regulations. In any case a trailer so parked which uses any form of jack,

dolly or other supporting device, adequate precautions shall be taken to prevent damage to any roadway surface.

316.03 That no person shall throw shavings, straw, wood, stone, manure, ashes, refuse or rubbish of any kind on or into any street, alley, sidewalk or other public place.

316.04 That no person shall place or suffer to be placed upon any sidewalk any goods, merchandise, boxes, barrels, or kegs for show or sale.

316.045 PUBLIC STORM SEWER. A public storm sewer is one that is located entirely within publicly owned land or easements.

316.046 PROHIBITED DISCHARGE. Non-storm water discharge is prohibited from being discharged into the storm water system or a natural water way, including, but not limited to:

- (1) Debris or other materials such as grass clippings, vegetative materials, tree branches, earth fill, rocks, concrete chunks, metal, other demolition or construction materials, or structures.
- (2) The disposal or misuse of chemicals or any other materials that would degrade the quality of waters within the system, including, but not limited to chemicals (fertilizers, herbicides, pesticides, etc.) or petroleum based products (gasoline, oil, fuels, solvents, paints, etc.)
- (3) Erosion and sediment originating from a property and deposited onto city streets, private properties or into the storm water conveyance system, including those areas not specifically covered under an approved storm water management plan or storm sewer permit.
- (4) Failure to remove sediments transported or tracked onto city streets by vehicles or construction traffic within 24 hours of it being deposited on the street.
- (5) For the purposed of this chapter, PROHIBITED DISCHARGES do not include the following, unless information is available to indicate otherwise:
  - (a) Water line flushing;
  - (b) Landscape irrigation
  - (c) Diverted Stream flows
  - (d) Rising Ground Water
  - (e) Uncontaminated ground water infiltration
  - (f) Uncontaminated pumped ground water
  - (g) Discharges from potable water sources
  - (h) Foundation Drains
  - (i) Air conditioning condensation
  - (j) Irrigation Water
  - (k) Springs
  - (l) Water from crawl space pumps
  - (m) Footing Drains
  - (n) Lawn Watering

- (o) Individual residential car washing
- (p) Flows for riparian habitats and wetlands
- (q) De-chlorinated swimming pool discharges
- (r) Street wash water

Section 3: This ordinance shall take force and be in effect from and after its passage and publication

316.05 That no person shall allow any cellar door, grating or fastening owned or used by him to rise above the sidewalk in which the same is placed, and no person shall construct or maintain any flight of stairs descending from any sidewalk in said village, unless he shall construct and maintain on the side thereof a substantial wooden or an iron railing at least two and one-half feet high.

316.06 No person shall use any sidewalk, boulevard, public street, alleyway, public park, or any other public property whatsoever to repair, restore, remodel, overhaul, maintain or service any motor vehicle, including but not limited to automobiles, trucks, motorcycles, snowmobiles, motorscooters or other motorized equipment or contrivances. This provision shall not prevent emergency repairs necessary to either remove or restart a vehicle which has been rendered inoperable during lawful use on a public street, provided such restarting or removal may be accomplished without extensive repairs or replacement, and further provided no parts, tools, or fluids such as lubricating oil, fuel, antifreeze, or transmission fluids are left or deposited upon public property.

316.07 Any person violating the provisions of municipal code chapter 316 shall be guilty of a misdemeanor and subject to penalties accordingly.

(Source: Sections 316.01 and 316.06, Ordinance No. 149 adopted September 7, 1954; Section 316.02 through 316.05, Ordinance No. 6 adopted March 29, 1894; Sections 310.10, 316.06 and 316.07 amended by Ordinance No. 437 adopted June 2, 1997; Section 316.02 amended by Ordinance No. 447 adopted May 4, 1998; Section 316.045 added to Section 316 by Ordinance No. 576 adopted September 4, 2012.)

## 320. DESIGNATION OF STREET NAMES AND NUMBERING SYSTEM

320.01 That all North and South streets in said City shall be designated as Avenues and that all East and West streets in said City shall be designated as Streets.

320.02 That henceforth the names of all streets and avenues within the corporate limits of the City of Glencoe or any subsequent extension thereof shall be as follows:

requirements of this ordinance have been fully complied with.

#### 528.03 Validity

If any section, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

#### 528.04 Violations

Any person violating any provision of this ordinance shall be guilty of a misdemeanor, punishable by a fine of not more than one hundred dollars or by imprisonment not exceeding 90 days. (See Uniform Misdemeanor Violation penalties in General Regulations Section and also appropriate state statute.)

(**Source:** Ordinance No. 193 adopted November 5, 1962; Section 522.02(b) amended by Ordinance No. 286 adopted November 5, 1979; Section 525.01 amended by Ordinance No. 324 adopted July 15, 1985; Section 526 amended by Ordinance No. 278 adopted February 6, 1978; Section 527.103 amended by Ordinance No. 286 adopted November 5, 1979; Sections 523.07, 525B.02, and 527.07 amended by Ordinance No. 401 adopted December 7, 1992; Section 525E amended by Ordinance No. 483 adopted September 3, 2002; Section 526 amended by Ordinance No. 488 adopted November 4, 2002; Sections 523.01, 523.02 (b), Section 523.8 amended by Ordinance No. 490 adopted April 7, 2003; Section 526 amended by Ordinance No. 504 adopted May 3, 2004.)

### **SEDIMENT AND EROSION CONTROL**

The City Council of the City of Glencoe ordains:

Section 1: That the following Chapter 529 is added to the Glencoe Municipal Code and shall read as follows:

**“Purpose:** This ordinance is adopted for the purpose of 1) regulating the movement of sediment and the installation/maintenance of approved Best Management Practices (BMP’s) as well as 2) regulating uncontained debris, at building and construction sites within the jurisdiction of the City of Glencoe. The objective of the City in adopting this ordinance is to provide for a uniform method of regulating the runoff of soil, dirt or other organic or inorganic material into Waters of the State as well as regulating wind borne or otherwise uncontrolled construction debris.

**Scope:** These standards are derived from and in agreement with National Pollutant Discharge Elimination System (NPDES) standards and other local Water Resource Management Rules. The provisions of this ordinance shall be in effect from the first land disturbance to the establishment of permanent yard or ground cover.

## Section 1. DEFINITIONS.

**CONSTRUCTION ENTRANCE** - A strictly construction related access to a construction site or property not considered a driveway due to it not being in front of a house or garage.

**APPROVED METHOD** - A practice or widely used process that is recognized and accepted throughout the industry or, an acceptable alternative able to achieve or exceed the standards of the prescribed method.

**BEST MANAGEMENT PRACTICE (BMP)** - Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing degradation of surface water.

**BOARD OF APPEALS** - The Planning and Industrial Commission.

**CITY** - City of Glencoe.

**CODE OFFICIAL** - The Sediment and Erosion Control Inspector, Building Official, Code Enforcement officer, or other designated authority charged by the Glencoe City Council, County or State with the duties of administration and enforcement of this ordinance, or a duly authorized representative.

**DAY** - Any calendar day or portion thereof.

**EROSION CONTROL** - Measures employed to prevent erosion including but not limited to: soil stabilization practices, limited grading, mulch, temporary or permanent cover, and construction phasing. See also sediment control.

**JURISDICTION** - Municipal limits of the City of Glencoe.

**MPCA** - The Minnesota Pollution Control Agency.

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)** - The program for issuing, modifying, revoking, terminating, monitoring, and enforcing permits under the Clean Water Act as administered by the MPCA.

**PERMANENT YARD or GROUND COVER** - 70% density vegetation or permanent ground cover over 100% of the pervious area.

**E.S.C.** - Erosion and Sediment Control.

**SEDIMENT CONTROL** - Methods employed to prevent sediment from leaving the site including but not limited to: silt fence, sediment traps, earth dikes, storm drain inlet protection. See also erosion control.

THIS ORDINANCE - All the provisions of this document as adopted, signed and dated.

WATERS of the STATE (As defined in Minn. Stat. 115.01, subd. 22) All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems, and all other bodies or accumulation of water, surface or underground, natural or artificial, public or private, which are contained in, flow through, or border upon the state or any portion thereof.

## Section 2. PENALTIES.

- 2.1 Any responsible party who shall violate any of the provisions of this Ordinance or fails to comply therewith, or who shall violate or fail to comply with any order made thereunder, or who shall fail to comply with such an order as affirmed or modified by the City Council or by a court of competent jurisdiction, within the time fixed herein or therein, shall be guilty of a Civil offense. If upon subsequent warnings and prescribed and documented communication, the violation remains substantially unresolved, the violator shall be guilty of a misdemeanor and subject to the provisions of State Statute regulating the administration thereof.

2.2 The sequence of violations and penalties:

- 2.2.1 When a violation is noted, the responsible party will be given notice of the violation in writing at the place of business, and will be notified by phone, fax, or e-mail. A reasonable amount of time, not to exceed 24 hours, will be given to abate the violation.
- 2.2.2. If the violation noted is not abated or addressed upon re-inspection, a STOP WORK ORDER WILL BE posted, and a \$50 fine will be levied for each day of the violation including the day of first notification through the day of satisfactory follow-up inspection. The responsible party shall remedy the violation, and call for a follow-up inspection. Upon satisfactory re-inspection, the responsible party will be required to pay the fine prior to the removal of the Stop Work Order.
- 2.2.3 If the violation continues, the Stop Work Order shall remain on the premises and the fine will continue to accrue for each calendar day the violation is present. After seven (7) days of non-compliance, the City will have the option of correcting the violation and assessing all costs to the responsible party. All fines and costs must be paid prior to the removal of the Stop Work Order. At this time all of the prior civil judgments will be due and the City will have the option of filing Criminal charges. Criminal Charges being defined as a misdemeanor and subject to State Statute regulating the enforcement of such penalties.

Section 3. ENFORCEMENT.

- 3.1 The E.S.C. Inspector, Building Official, Code Enforcement Official or their representatives or other authority designated by the city is authorized to administer and enforce the provisions of this ordinance.
- 3.2 The authority for enforcement of this ordinance rests exclusively with the City of Glencoe.

In addition to the requirements of this ordinance, projects meeting the thresholds with the NPDES construction storm water permit shall obtain permit coverage from MPCA and have proof of covering on-site at all times, and fully comply with the requirement of the permit.

Section 4. SEDIMENT CONTROL MEASURES

- 4.1 Silt Fences: Silt fences shall be inspected and maintained to these standards:
  - 4.1.1 Silt Fences shall be established at down slope perimeters prior to disturbing upslope areas, shall be maintained to the standards of this ordinance and shall not be removed until the site has been permanently re-established with lawn or 70% permanent vegetative growth or other approved permanent ground cover.
  - 4.1.2 Be entrenched a minimum of six (6) inches unless such trenching will substantially

damage tree roots or other natural resources. Alternatives such as berming the silt fence shall be used to prevent such damage.

- 4.1.3 Be of construction substantial enough to hold all sheet flow run-off generated at an individual site until it can either infiltrate or seep through silt fence pores.
- 4.1.4 Receive maintenance within 24 hours when silt has filled 1/3 of silt fence height.
- 4.1.5 Shall be re-stretched or re-established within 24 hours when allowed to sag more than 1/3 its intended height.
- 4.1.6 Silt fencing damaged or removed due to construction practices shall be repaired or re-installed within 24 hours of the conclusion of the practice.

4.2 Alternative Sediment Control Methods:

Alternative Sediment Control Methods such as shredded wood mulch or compost shall be temporarily allowed when conditions make it infeasible or impractical to erect silt fences. Silt Fences or an approved Sediment Control method shall be installed prior to disturbing upslope areas, and maintained according to this ordinance.

Section 5. EROSION CONTROL MEASURES

5.1 Ground Cover

- 5.1.1 Time frames for temporary and permanent vegetation for all exposed pervious areas shall be as follows: 21 days for slopes 10:1 and flatter, 14 days for slopes between 10:1 and 3:1, and 7 days for slopes 3:1 and steeper. If sod or permanent seed and mulch cannot be applied within the given time frame, temporary ground cover of type one mulch (straw/hay) shall be applied within the given time frame until permanent cover/vegetation is established.

Temporary driveways or site construction entrances shall be established and maintained throughout the construction process or until a permanent driveway is established. Driveways and construction entrances shall meet and be maintained according to the following standards:

6.1 Design:

- 6.1.1 The temporary driveway and/or site access avenue(s) shall be constructed to eliminate the passage or tracking of mud or other material from the site to a public road, street, sidewalk or right of way.

- 6.1.2 The drive shall be constructed of aggregate 1" to 3" in diameter and shall be a minimum of 6" thick. The aggregate shall extend the full width of the entrance/exit. The E.S.C. inspector or other code official shall have the authority to increase the required width as necessary on a case by case basis.
- 6.1.3 The utilization of an alternative method shall meet or exceed the requirements and intent of the 1" to 3" aggregate method described in 6.1.2 and shall meet the definition of "Approved Methods" as described in the definitions section of this ordinance.
- 6.2 Maintenance:
  - 6.2.1 The temporary driveway shall be maintained in such a way that vehicles will not rut the area and that mud, dirt, clay or other material will not be conveyed to the street, road, sidewalk or right of way. This may include regular maintenance and topdressing of the material as it accumulates sediment from traffic.
  - 6.2.2 Streets, sidewalks, and curbs shall be swept or scraped whenever sediment tracking occurs and at the completion of each work day.
  - 6.2.3 Curbs, gutters and sidewalks shall be protected from damage due to construction related activities.

## Section 7. GENERAL SITE MAINTENANCE

- 7.1 Debris Containment: It shall be the responsibility of the contractor to maintain the construction site in a such manner that it does not detract from or interfere with the adjoining neighborhood.
  - 7.1.1 All construction sites shall have an adequate and approved method for the containment of construction debris.
  - 7.1.2 Dumpsters and trailers shall be sized appropriately for the project and shall be emptied at intervals that do not allow for the accumulation of debris above the recommended limit of the container.
  - 7.1.3 Fenced areas used as debris containment shall be permitted so long as they are properly maintained and emptied as needed. The Inspector shall have the authority, after sufficient warning, to require the removal of the fenced area and require a dumpster or other means of commercial debris removal should the fenced area not be maintained adequately and regularly.
  - 7.1.4 Dumpsters, trailers or other approved containers shall be maintained in such a way as to prevent the contents from becoming wind borne. Any debris blown out of the container or otherwise blown from the construction site shall be immediately retrieved and secured properly.

7.2 Storage of Construction Debris or Byproducts:

- 7.2.1 Construction debris or byproducts shall not be allowed to accumulate on construction sites or adjacent lots. Items such as pallets, used lumber, discarded excess concrete or other material shall be properly disposed of in a timely manner according to state and local laws.

7.3 Weeds or Underbrush

- 7.3.1 Weeds or underbrush shall not be allowed to propagate on a construction site. Measures shall be taken to mitigate tall weeds or underbrush that may harbor rats, mice or other animals.

Section 8. APPEALS.

- 8.1 When it is claimed that the provisions of this ordinance have been wrongly applied or interpreted by the E.S.C. Inspector, Building Official or Code Enforcement Officer, the aggrieved person may appeal the decision of the code official as provided in this section.
- 8.2 The aggrieved person must first request the code official to reconsider his decision. The request to reconsider must be made within ten (10) days from the date of the code official's initial decision and must submit in writing the reasons for the request for reconsideration.
- 8.3 A person aggrieved by the final decision of the code official may appeal the decision to the Planning and Industrial Commission. The appeal must be in writing and made within ten (10) days of the date of the final decision of the code official.
- 8.4 All requests and appeals specified in this section shall be made in writing. An aggrieved party who does not appeal within the time limits specified shall be deemed to have waived his right to appeal and shall be bound by the latest decision in the appeal process."

Section 2: This Ordinance shall be in full force and effect from and after the date of its passage and publication according to law.

(Source: Ordinance No. 532 adopted March 6, 2007)

