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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 (for personal use only, not for submittal).

The MS4 Annual Report for 2020 will automatically save your answers when you hit the 'Next' button at the bottom of each page.

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MS4 Annual Report for 2020

*e-mailed
2-16-21
@ 1610 Hrs
SVS*

Reporting period: January 1, 2020 to December 31, 2020

Due: June 30, 2021

Instructions: Complete this annual report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2020 and December 31, 2020. MPCA staff may contact you for additional information.

Fillable document available at 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)

MS4 General Contact Information

Full name	Gary Schreifels
Title	Public Works Director
Mailing address	1107 11th Street East Suite 107
City	Glencoe
State	MN
Zip code	55336
Phone	320-864-6954
Email	gschreifels@ci.glencoe.mn.us

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

Full name	Gary Schreifels
Title	Public Works Director
Organization	City of Glencoe
Mailing address	1107 11th Street East Suite 107
City	Glencoe
State	MN
Zip code	55336
Phone	320-864-6954
Email	gschreifels@ci.glencoe.mn.us

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
- Q3 What is your stormwater-related issue(s)? Check all that apply.
- ☐ TMDL(s)
☒ Local businesses
☒ Residential BMPs
☒ Pet waste
☒ Yard waste
☒ Deicing materials
☐ Household chemicals
☒ Construction activities
☒ Post-construction activities
☐ Other
- 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Newsletter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utility bill insert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Radio ad	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cable access channel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Website	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Brochure	2,700
Newsletter	2,700
Utility bill insert	2,700
Radio ad	70,000
Cable access channel	1,100
Website	35,000

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, 2020 to December 31, 2020.
[Part III.D.1.c.(4)]

Q9 Date of activity

Q10 Description of activity

Date
(mm/dd/yyyy) 5/15/2020

Rain Barrels

Date
(mm/dd/yyyy) 5/4/2020

MS4 flyer on web-site and City Center
bulletin board and flyer shelf

Date
(mm/dd/yyyy) 1/1/2020


MPCA educational material located on flyer
shelf at City Center

Date
(mm/dd/yyyy) 1/1/2020


Public Service announcement on local radio
station by City Administrator (weekly)

Date
(mm/dd/yyyy) 1/1/2020

Local State news articles (StarTribune)

Date
(mm/dd/yyyy) 

Date
(mm/dd/yyyy) 

Date
(mm/dd/yyyy) 

Q11 Between January 1, 2020 and December 31, 2020, 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, 2020 and December 31, 2020? [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):

3/2/2020

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

17

Q17 Between January 1, 2020 and December 31, 2020, did you receive any input regarding your SWPPP?

- ☐ Yes
☒ No

Q19 Between January 1, 2020 and December 31, 2020, 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, 2020 and December 31, 2020? [Part III.D.3.h.(4)]

- ☒ Yes
☐ No

Q22 Enter the number of illicit discharges detected:

5

Q23 How did you discover these illicit discharges? Check all that apply and enter the number of illicit discharges discovered by each category.

- ☐ Public complaint
☒ Staff

Q25 Enter the number discovered by staff:

5

Q26 Did any of the discovered illicit discharges result in an enforcement action (this includes verbal warnings)?

- ☒ Yes
☐ No

Q27 What type of enforcement action(s) was taken and how many of each action were issued between January 1, 2020 and December 31, 2020? Check all that apply.

- ☒ Verbal warning
☒ Notice of violation
☐ Fines
☐ Criminal action
☐ Civil penalties
☐ Other

Enter the
number
of verbal
warnings
issued:

5

Enter the
number
of notice
of
violations
issued:

2

Q28 Did the enforcement action(s) taken sufficiently address the illicit discharge(s)?

- ☒ 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, 2020 and December 31, 2020, 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

Q32 How did you train your field staff? Check all that apply.

- ☒ Email
☒ PowerPoint
☒ Presentation
☒ Video
☒ Field Training
☒ Other

Other, describe:

Sent out MS4 flyer to staff covering untreated storm water run off to lakes, streams, and wet lands. Sent staff to Salt Symposium 8-2020

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

Q33 Did you update your storm sewer system map between January 1, 2020 and December 31, 2020? [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, 2020 and December 31, 2020, 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, 2020 and December 31, 2020:

3

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, 2020 to December 31, 2020.

- ☒ 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

Other, describe:

MNSPEC on site inspection of property during construction period.

Enter the
number of
verbal
warnings
issued:

Enter the
number of
notice of
violations
issued:

Enter the
number of
administrative
orders
issued:

Enter the
number of
stop-work
orders
issued:

Enter the
number of
fines issued:

Enter the
number of
withholdings
of certificate
of occupancy
issued:

Enter the
number of
civil penalties
issued:

Enter the
number of
'other' 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, 2020 and December 31, 2020:

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

☒ Yes

☐ No

Q48 How are sites prioritized for inspections? Check all that apply.

☒ Site topography

☒ Soil characteristics

☐ Types of receiving water(s)

☒ Stage of construction

☒ Compliance history

☒ Weather conditions

☒ Citizen complaints

☒ Project size

☐ Other

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, 2020 and December 31, 2020:

208

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

Depending on the site---the inspections could be done daily; weekly; monthly determination was made by activity/post rain or snow events by inspector.

Q52 Enter the number of trained inspectors that were available for construction site inspections between January 1, 2020 and December 31, 2020:

10

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 David Rahn

Organization MNSPECT

Phone (Office) 888-446-1801

Phone (Work Cell) 612-619-5829

Email david@mnspect.com

Preferred contact method Cell or E-mail

(2)

Inspector name Barry Brainard

Organization MNSPECT

Phone (Office) 888-446-1801

Phone (Work Cell) 651-757-8012

Email barry@mnspect.com

Preferred contact method Cell or E-mail

(3)

Inspector name Jack Nelson

Organization MNSPECT

Phone (Office) 888-446-1801

Phone (Work Cell) 865-223-3883

Email jack@mnspect.com

Preferred contact method Cell or E-mail

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, 2020 and December 31, 2020, 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, 2020 and December 31, 2020, 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	<input type="text" value="1595"/>
Outfalls	<input type="text" value="23"/>
Ponds	<input type="text" value="34"/>

Q61 Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2020 to December 31, 2020 within your MS4 (exclude privately owned). [Part III.D.6.e.]

Structural stormwater BMPs	<input type="text" value="399"/>
Outfalls	<input type="text" value="23"/>
Ponds	<input type="text" value="34"/>

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:

Jetting of storm sewer pipe within the City limits---Inlets & outlets were inspected and brush removed/flail two times/each structure during the year. No controlled burns in 2020. 9th Street pond added concrete apron/catch basin/sanitary sewer man hole riser to end of Loudon Ave. 13th Street pond installed trees/hydro seeded/installed tile to keep bottom of pond dry to prevent erosion. Replaced catch basins (6X) in City limits---Replaced storm sewer pipe on Greeley Ave. between 9th and 10th Street. Replaced road access to Hub Cap sanitary sewer man hole along Buffalo Creek and improved storm sewer discharge from Stevens Ave. inlet to Buffalo Creek. Removed wood structure on East Ind. Park pond inlet. Storm sewer man holes 5X needed casting adjustment to prevent snow plow damage. Repaired storm sewer man on Golf Course behind 202 Fairway Drive.

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

Q68 Briefly describe the maintenance that was conducted:

Installed erosion logs around street sweeping stock pile at Street Department. City Yard Waste Site was graded to control run off during wet periods of the year. Mounding of stock piles on a regular bases. Recycling of organic stock piles to Creekside---brush 447 tons; grass & leaves 751 tons. Clay stock pile for BMX Track installed erosion logs. Black dirt stock pile in East Industrial Park removed 1320 yards then leveled with dozer to prevent erosion.

Q69 Between January 1, 2020 and December 31, 2020, 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

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.]

BCWD permits for SWAPP plans greater than one acre/vegetation planting to prevent erosion issues in water shed district. BCWD permit to allow reconstruction of road by sanitary sewer man hole (Hub Cap) along Buffalo Creek for erosion control. Rain barrel program with City of Hutchinson & Otsego. ASCS tree planting/restoring washouts/inlets along storm water conveyance system around City.

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_2020AR* to 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:

N/A

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 2020 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)

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