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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](https://stormwater.pca.state.mn.us/index.php?title=MS4_Annual_Report) (for personal use only, not for submittal).

The MS4 Annual Report for 2018 will automatically save your answers when you hit the 'Next' button at the bottom of each page.

If you wish to leave the MS4 Annual Report for 2018 and complete the document at another time, you may do so by clicking 'Next' at the bottom of your current page to save your progress before exiting the document. Return to the survey by following the previously used web link, and again login using your email and assigned password credentials. Once you successfully log in, your previous answers will appear.

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## MS4 Annual Report for 2018

**Reporting period:** January 1, 2018 to December 31, 2018

**Due:** June 30, 2019

**Instructions:** Complete this annual report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2018 and December 31, 2018. MPCA staff may contact you for additional information.

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

**Questions:** Contact Cole Landgraf (cole.landgraf@state.mn.us, 651-757-2880)

### MS4 General Contact Information

Full name	Trevor Walter
Title	Public Works Director / City Engineer
Mailing address	P.O. Box 2626
City	Baxter
State	MN
Zip code	56425
Phone	218.454.5110
Email	twalter@baxtermn.gov

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

Full name	Trevor Thompson
Title	Assistant City Engineer
Organization	City of Baxter
Mailing address	P.O. Box 2626
City	Baxter
State	MN
Zip code	56425
Phone	218.454.5179
Email	tthompson@baxtermn.gov

## MCM 1: Public Education and Outreach

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

- Q2 Did you select a stormwater-related issue of high priority to be emphasized during this Permit term? [Part III.D.1.a.(1)]
- Yes  
 No

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

- Yes  
 No

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

- Yes  
 No

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

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

Q7 Intended audience? Check all that apply.

	Residents	Local Businesses	Developers	Students	Employees	Other
Newsletter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Newspaper ad	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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):

Newsletter	<input type="text" value="3,791"/>
Newspaper ad	<input type="text" value="8,900"/>
Website	<input type="text" value="158"/>

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, 2018 to December 31, 2018. [Part III.D.1.c.(4)]

## Q9 Date of activity

## Q10 Description of activity

Date  
(mm/dd/yyyy)

Date  
(mm/dd/yyyy)

Date  
(mm/dd/yyyy)

Date  
(mm/dd/yyyy)

Date  
(mm/dd/yyyy)

Date  
(mm/dd/yyyy)

Date  
(mm/dd/yyyy)

Date  
(mm/dd/yyyy)

Q11 Between January 1, 2018 and December 31, 2018, 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, 2018 and December 31, 2018? [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):

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

Q17 Between January 1, 2018 and December 31, 2018, did you receive any input regarding your SWPPP?

- Yes  
 No

Q19 Between January 1, 2018 and December 31, 2018, 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, 2018 and December 31, 2018? [Part III.D.3.h.(4)]

- Yes  
 No

Q22 Enter the number of illicit discharges detected:

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:

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, 2018 and December 31, 2018? Check all that apply.

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

Enter the number of verbal warnings issued:

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, 2018 and December 31, 2018, 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

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

Q33 Did you update your storm sewer system map between January 1, 2018 and December 31, 2018? [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, 2018 and December 31, 2018, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program? [Part IV.B.]
- Yes  
 No

Describe those modifications:

Stormwater Facilities Maintenance Agreement requirement of all commercial projects. Implemented monthly inspection of good house keeping practices at the Public Works Facility site.

#### **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, 2018 and December 31, 2018:

6

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, 2018 to December 31, 2018.

- Verbal warnings
- Notice of violation
- Administrative orders
- Stop-work orders
- Fines
- Forfeit of security of bond money
- Withholding of certificate of occupancy
- Criminal actions
- Civil penalties
- Other

Enter the number of verbal warnings issued:

0

Enter the number of notice of violations issued:

25

Enter the number of stop-work orders issued:

0

Enter the number of withholdings of certificate of occupancy issued:

6

Enter the number of civil penalties issued:

0



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, 2018 and December 31, 2018:

11

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

- Yes  
 No

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

- Yes  
 No

Q50 Enter the number of site inspections conducted for sites an acre or greater between January 1, 2018 and December 31, 2018:

13

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

Monthly

Q52 Enter the number of trained inspectors that were available for construction site inspections between January 1, 2018 and December 31, 2018:

1

**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**   
 Organization   
 Phone (Office)   
 Phone (Work Cell)   
 Email   
 Preferred contact method

**(2)**  
**Inspector name**   
 Organization   
 Phone (Office)   
 Phone (Work Cell)   
 Email   
 Preferred contact method

**(3)**  
**Inspector name**   
 Organization   
 Phone (Office)   
 Phone (Work Cell)   
 Email   
 Preferred contact method

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

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

- Q55 Between January 1, 2018 and December 31, 2018, 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)

Other, describe:

Require 100 year stormwater design on all new commercial construction.

- 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, 2018 and December 31, 2018, 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	0
Outfalls	48
Ponds	230

Q61 Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2018 to December 31, 2018 within your MS4 (exclude privately owned). [Part III.D.6.e.]

Structural stormwater BMPs	0
Outfalls	48
Ponds	40

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:

Cleaned stormwater ponds and repaired catch basins.

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

- Yes  
 No

Q69 Between January 1, 2018 and December 31, 2018, 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

## 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\_2018AR* to [ms4permitprogram.pca@state.mn.us](mailto:ms4permitprogram.pca@state.mn.us).

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



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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:

## 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 2018 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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