MINNESOTA POLLUTION CONTROL AGENCY

You are currently logged in as:

Elko New Market City MS4

If this is correct, click the 'Next' button. If this information is incorrect, contact Cole Landgraf (651-757-2880, cole.landgraf@state.mn.us).

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 2021 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 2021 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 2021

Reporting period: January 1, 2021 to December 31, 2021

Due: June 30, 2022

Instructions: Complete this annual report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2021 and December 31, 2021. MPCA staff may contact you for additional information.

Note: The annual report questions remain unchanged from the previous annual report because MS4 permittees were covered under the 2013 MS4 Permit for the majority of 2021. In the next annual report (due June 30, 2023), you will be required to report on activities completed to meet requirements under the 2020 MS4 Permit.

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) or your assigned MPCA staff member listed at https://stormwater.pca.state.mn.us/index.php?title=MS4_staff_contact_information_and_staff_assignments.

MS4 General Contact Information

Full name	Tom Terry
Title	City Administrator
Mailing address	601 Main Street
City	Elko New Market
State	MN
Zip code	55054
Phone	952-461-2777
Email	tterryci.enm.mn.us

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

Full name	Lanol Leichty
Title	MS4 Coordinator
Organization	Bolton & Menk
Mailing address	12224 Nicollet Avenue
City	Burnsville
State	MN
Zip code	55337
Phone	952-890-0509
Email	lanile@bolton-menk.com

MCM 1: Public Education and Outreach

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

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

- (●) Yes
- ( ) No

Q3 What is your stormwater-related issue(s)? Check all that apply.

- [ ] TMDL(s)
- [ ] Local businesses
- [x] Residential BMPs
- [x] Pet waste
- [x] Yard waste
- [x] 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
- [x] Newsletter
- [ ] Utility bill insert
- [ ] Newspaper ad
- [ ] Radio ad
- [ ] Television ad
- [ ] Cable access channel
- [ ] Stormwater-related event
- [ ] School presentation or project
- [x] Website
- [ ] Other (1)
- [ ] Other (2)
- [ ] Other (3)

Q7 Intended audience? Check all that apply.

	Residents	Local Businesses	Developers	Students	Employees	Other
Newsletter	☑	☑	☐	☐	☐	☐
Website	☑	☑	☐	☐	☐	☐

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

Newsletter	1750
Website	1750

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, 2021 to December 31, 2021. [Part III.D.1.c.(4)]

Q9 Date of activity	Q10 Description of activity
Date (mm/dd/yyyy) 10/2/2021	Fall Clean Up Day
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, 2021 and December 31, 2021, 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, 2021 and December 31, 2021? [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

Q16 Other

Describe: Web Based Notification

Enter the date of this action (mm/dd/yyyy): 1/1/2021

Enter the number of citizens that attended and were informed about your SWPPP: 0

Q17 Between January 1, 2021 and December 31, 2021, did you receive any input regarding your SWPPP?

- ○ Yes
- ◉ No

Q19 Between January 1, 2021 and December 31, 2021, 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, 2021 and December 31, 2021? [Part III.D.3.h.(4)]

- ○ Yes
- ◉ No

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

- ◉ Yes
- ○ No

Q31 Between January 1, 2021 and December 31, 2021, did you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges) and reporting illicit discharges for further investigations? [Part III.D.3.e.]

- ○ Yes
- ◉ No

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

Q33 Did you update your storm sewer system map between January 1, 2021 and December 31, 2021? [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, 2021 and December 31, 2021, 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, 2021 and December 31, 2021:

0

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, 2021 to December 31, 2021.

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

Enter the number of verbal warnings issued: 0

Enter the number of notice of violations issued: 0

Enter the number of administrative orders issued: 0

Enter the number of stop-work orders issued: 0

Enter the number of fines issued: 0

Enter the number of forfeitures of security bond money issued: 0

Enter the number of withholdings of certificate of occupancy issued: 0

Enter the number criminal actions issued: 0

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, 2021 and December 31, 2021:

2

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
- [x] 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, 2021 and December 31, 2021:

9

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

Weekly

Q52 Enter the number of trained inspectors that were available for construction site inspections between January 1, 2021 and December 31, 2021:

2

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

(1) Inspector name	Lanol Leichty
Organization	Bolton & Menk
Phone (Office)	952-892-0509
Phone (Work Cell)	612-804-7230
Email	lanile@bolton-menk.com
Preferred contact method	email
(2) Inspector name	Brandon Bohks
Organization	Bolton & Menk
Phone (Office)	952-890-0509
Phone (Work Cell)	50-7469-4626
Email	brandon.bohks@bolton-menk.com
Preferred contact method	email
(3) Inspector name	
Organization	
Phone (Office)	
Phone (Work Cell)	
Email	
Preferred contact method	

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

- [x] 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, 2021 and December 31, 2021, 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.

- [x] 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, 2021 and December 31, 2021, did you modify your BMPs, measurable goals, or future plans for your post-construction stormwater management program? [Part IV.B.]

- ○ Yes
- ◉ No

MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations

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

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

Structural stormwater BMPs	7
Outfalls	8
Ponds	69

Q61 Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2021 to December 31, 2021 within your MS4 (exclude privately owned). [Part III.D.6.e.]

Structural stormwater BMPs	6
Outfalls	0
Ponds	0

Q62 Have you developed an alternative inspection frequency for any structural stormwater BMPs, as allowed in Part III.D.6.e.(1) of the Permit?

- ○ 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

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

- ◉ Yes
- ○ No

Q66 Did you inspect all stockpiles and storage and material handling areas quarterly? [Part III.D.6.e.(3)]

- (●) Yes
- ( ) No

Q67 Based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas?

- ( ) Yes
- (●) No

Q69 Between January 1, 2021 and December 31, 2021, 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_2021AR* 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.

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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).

- [x] Yes

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

Name:	Lanol Leichty
Title:	MS4 Administrator
Date: (mm/dd/yyyy)	4/19/2022

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 2021 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)	tterry@ci.enm.mn.us
Email (2)	Richard.Revering@bolton-menk.com <Richard.Revering@bolton-menk.com>;
Email (3)	

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