### 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 also contact you for additional information.

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

**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**

**Q3** If 'Yes' in Q2, what is your stormwater-related issue(s)? Check all that apply.

- Total Maximum Daily Loads (TMDLs)
- Local businesses
- Residential best management practices (BMPs)
- Pet waste
- Yard waste
- Deicing materials
- Household chemicals
- Construction activities
- Post-construction activities
- Other

If 'Other,' describe: The city has a grant program, the Rainwater Rewards Program, that provides home owners technical resources and funding for the implementation of stormwater on their properties.

**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**

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

- **Yes**
Q6. How did you distribute educational materials or equivalent outreach? [Part III.D.1.a.]

Check all that apply in the table below.

Q7. For the items checked in Q6 below, who is the intended audience? Check all that apply in the table below.

For the items checked in Q6 below, enter the total circulation/audience in the table below (if unknown, use best estimate).

Q8. For the items checked in Q6 below, enter the total circulation/audience in the table below (if unknown, use best estimate).

<table>
<thead>
<tr>
<th>Q6 How did you distribute educational materials or equivalent outreach? Check all that apply:</th>
<th>Q7 Intended audience? Check all that apply:</th>
<th>Q8 Total circulation/audience: (if unknown, best est.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residents</td>
<td>Local businesses</td>
<td>Developers</td>
</tr>
<tr>
<td>Brochure</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Newsletter</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Utility bill insert</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Newspaper ad</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Radio ad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Television ad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cable access channel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater-related event</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>School project or presentation</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Website</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Other (1)
 Describe:

Other (2)
 Describe:

Other (3)
 Describe:

For Q9 and Q10 below, 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)]

<table>
<thead>
<tr>
<th>Q9 Date of Activity</th>
<th>Q10 Description of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/15/2018</td>
<td>MS4 Open house</td>
</tr>
<tr>
<td>4/2/2018</td>
<td>MS4 Annual Meeting, City Council</td>
</tr>
<tr>
<td>3/29/2018</td>
<td>Resilient yards workshop</td>
</tr>
<tr>
<td>4/12/2018</td>
<td>Turf alternatives workshop</td>
</tr>
<tr>
<td>5/5/2018</td>
<td>Annual rain barrel sale</td>
</tr>
<tr>
<td>6/19/2018</td>
<td>Fire Department open house</td>
</tr>
<tr>
<td>6/11/2018</td>
<td>Skate Park grand opening</td>
</tr>
<tr>
<td>6/13/2018</td>
<td>Parktacular</td>
</tr>
</tbody>
</table>

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.]

If 'Yes', describe those modifications:

No

Yes

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
Q13  If 'Yes' in Q12, what was the opportunity that you provided? Check all that apply.

X Public meeting
X Public event
Other

Q14  If 'Public meeting' in Q13, did you hold a stand-alone meeting or combine it with another event?

Stand-alone
Enter the date of the public meeting: 3/15/2018
Enter the number of citizens that attended and were informed about your SWPPP: 

Q15  If 'Public Event' in Q13,

Describe:

Enter the date of the public event: 4/2/2018
Enter the number of citizens that attended and were informed about your SWPPP: 1

Q16  If 'Other' in Q13,

Describe:

Enter the date of the 'other' event: 
Enter the number of citizens that attended and were informed about your SWPPP: 0

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

No

If 'Yes', enter the total number of individuals or organizations that provided comments on your SWPPP: 

Q18  If 'Yes' in Q17, did you modify your SWPPP as a result of written input received? [Part III.D.2.b.(2)]

If 'Yes', describe those modifications:

Q19  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.]

No

If 'Yes', describe those modifications:

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?

Yes

Q21  Did you identify any illicit discharges between January 1, 2018 and December 31, 2018? [Part III.D.3.h.(4)]

Yes

Q22  If 'Yes' in Q21, enter the number of illicit discharges detected:

21

Q23  If 'Yes' in Q21, how did you discover these illicit discharges? Check all that apply.

X Public complaint
X Staff

Q24  If 'Public complaint' in Q23, enter the number discovered by the public:

14

Q25  If 'Staff' in Q23, enter the number discovered by staff:

7
Q26  If 'Yes' in Q21, did any of the discovered illicit discharges result in an enforcement action (this includes verbal warnings)?

Yes

Q27  If 'Yes' in Q26, what type of enforcement action(s) was taken and how many of each action were issued between January 1, 2018 and December 31, 2018?

<table>
<thead>
<tr>
<th>Action</th>
<th>Number Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal warning</td>
<td>11</td>
</tr>
<tr>
<td>Notice of violation</td>
<td>6</td>
</tr>
<tr>
<td>Fine</td>
<td></td>
</tr>
<tr>
<td>Criminal action</td>
<td></td>
</tr>
<tr>
<td>Civil penalty</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

If 'Other', describe:

Q28  If 'Yes' in Q26, did the enforcement action(s) taken sufficiently address the illicit discharge(s)?

Yes

Q29  If 'No' in Q28, why was the enforcement not sufficient to address the illicit discharge(s)?


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

Yes

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

Q32  If 'Yes' in Q31, how did you train your field staff? Check all that apply.

- Email
- Powerpoint
- X Video
- Field Training
- Other

If 'Other', describe:

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

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

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

Q36  Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.]

Yes

Q37  Does your storm sewer map include all receiving waters? [Part III.C.1.d.]

Yes

Q38  In what format is your storm sewer map available?

- GIS
- PDF
- Other

If 'Other', describe:

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.]

No

If 'Yes,' describe those modifications:

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

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
Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.]

Yes

Have you documented each site plan review as required by the Permit? [Part III.D.4.f.]

Yes

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

15

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.

<table>
<thead>
<tr>
<th>Action</th>
<th>Number issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal warning</td>
<td>4</td>
</tr>
<tr>
<td>Notice of violation</td>
<td>3</td>
</tr>
<tr>
<td>Administrative order</td>
<td>0</td>
</tr>
<tr>
<td>Stop-work order</td>
<td>1</td>
</tr>
<tr>
<td>Fine</td>
<td>0</td>
</tr>
<tr>
<td>Forfeit of security bond money</td>
<td>0</td>
</tr>
<tr>
<td>Withholding of certificate of occupancy</td>
<td>0</td>
</tr>
<tr>
<td>Criminal action</td>
<td>0</td>
</tr>
<tr>
<td>Civil penalty</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
</tr>
</tbody>
</table>

If 'Other:', describe:

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

Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2018 and December 31, 2018:

15

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

Yes

If 'Yes' in Q47, 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

If 'Other:', describe:

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

Yes

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

52

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

Inspection frequency is typically every other week, after a 2.5 inch rainfall event, or based on a complaint received.

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

3

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: Erick Francis  
   Organization: City of St. Louis Park  
   Phone (Office): 952-294-2690  
   Phone (Work Cell): 952-294-2690  
   Email: efrancis@stlouispark.org  
   Preferred contact method: email

2. Inspector Name: Luke Ingram  
   Organization: City of St. Louis Park  
   Phone (Office): 952-294-1666  
   Phone (Work Cell): 952-294-1666  
   Email: lingram@stlouispark.org  
   Preferred contact method: email

3. Inspector Name: Jim Vaughn  
   Organization: City of St. Louis Park  
   Phone (Office): 952-294-2690  
   Phone (Work Cell): 952-294-2690  
   Email: jvaughn@stlouispark.org  
   Preferred contact method: email
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.]

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

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.
- Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surface on-site
- Retain the post-construction runoff volume on site for the 95th percentile storm
- Match the predevelopment 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

Q59 Between January 1, 2018 and December 31, 2018, did you modify your BMPs, measurable goals, or future plans for your post-construction site stormwater management program? [Part IV.B.]

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: 17
Outfalls: 220
Ponds: 58

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: 17
Outfalls: 28
Ponds: 33

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?
- No
Q63 Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)]

Yes

Q64 If "Yes," briefly describe the maintenance that was conducted:

Maintenance that occurred on the storm water BMP and outfalls included debris, sediment, and vegetation removals.

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

Yes

Q66 If "Yes" in Q65, did you inspect all stockpiles and storage and material handling areas quarterly? [Part III.D.6.e.(3)]

Yes

Q67 If "Yes" in Q66, based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas?

Yes

Q68 If "Yes" in Q67, briefly describe the maintenance that was conducted:

Sweeping, inlet protection maintenance, mowing, plantings, stockpile maintenance.

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.]

No

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


Q71 Successfully uploaded file: File successfully attached.

Alum or Ferric Chloride Phosphorus Treatment Systems

The following questions refer to Part III.F.3.a. of the Permit. Provide the information below as it pertains to your alum or ferric chloride phosphorus treatment system.

'Alum or Ferric Chloride Phosphorus Treatment Systems' section not required for St Louis Park City MS4.

Q72 Date(s) of operation (mm/dd/yyyy - mm/dd/yyyy)

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
</table>

Q73 Chemical(s) used for treatment:

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
</table>

Q74 Gallons of alum or ferric chloride treatment:

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
</table>

Q75 Gallons of water treated:

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
</table>

Q76 Calculated pounds of phosphorus removed:

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
</table>

="Alum or Ferric Chloride Phosphorus Treatment Systems" section not required for St Louis Park City MS4.
Q77. Any performance issues and corrective action(s), including the date(s) when corrective action(s) were taken, between January 1, 2018 and December 31, 2018:

Partnerships

Q78. Did you rely on any other regulated MS4s to satisfy one or more Permit requirements?

No

Q79. If ‘Yes’ in Q78, describe the agreements you have with other regulated MS4s and which Permit requirements the other regulated MS4s help satisfy: [Part IV.B.6.]

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.

Q80. Successfully uploaded file: No file attached.
Q81. Successfully uploaded file: No file attached.
Q82. Successfully uploaded file: No file attached.
Q83. Optional, describe the file(s) uploaded:

Owner of 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: Erick Francis
Title: Water Resources Manager
Date: 4/5/2019