



MS4 Annual Report for 2015

Reporting period: January 1, 2015 to December 31, 2015

Due: June 30, 2016

Instructions: Complete this annual report to provide a summary of your activities under the 2013 MS4 Permit (Permit) between January 1, 2015 and December 31, 2015. MPCA staff may also contact you for additional information.

Questions: Contact Cole Landgraf at 651-757-2880 or cole.landgraf@state.mn.us or Rachel Stangl at 651-757-2879 or rachel.stangl@state.mn.us.

MS4 General Contact Information

Full Name:	Jeff Hulsether
Title:	City Engineer
Mailing Address:	501 Laurel Street
City:	Brainerd
State:	Minnesota
Zip Code:	56401
Phone:	218-828-2309
Email:	jhulsether@ci.brainerd.mn.us

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

Full Name:	
Title:	
Organization:	
Mailing Address:	
City:	
State:	
Zip Code:	
Phone:	
Email:	



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)]

No

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:

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 education 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, what is the intended audience? Check all that apply in the table below.

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

Q6 How did you distribute educational materials? (Check all that apply):		Q7 Intended audience. (Check all that apply):					Q8 Total circulation /audience:
		Residents	Local businesses	Developers	Students	Employees	
X	Brochure	X	X	X		X	100
X	Newsletter	X	X	X			500
X	Utility bill insert	X	X	X			5000
	Newspaper ad						
	Radio ad						
	Television ad						
	Cable access channel						
	Stormwater-related event						
	School project or presentation						
X	Website	X	X	X		X	Unknown
	Other Describe:						
	Other 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, 2015 to December 31, 2015. [Part III.D.1.c.(4)]

Q9 Date of Activity	Q10 Description of Activity
9/28/2015	Worked with CWCSWCD on a Little Buffalo Creek restoration project with removal of a box culvert and re-alignment of the creek to reduce erosion and sedimentation problems in the creek on private land.
7/31/2015	Installed rain gardens at Lum Park and Gregory Park to treat runoff from the tennis courts at Gregory Park before it enters the storm sewer and at Lum Park before it enters Rice Lake.

Q11 Between January 1, 2015 and December 31, 2015, 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



Minnesota Pollution Control Agency

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, 2015 and December 31, 2015? [Part III.D.2.a.(1)]

Yes

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

- Public meeting
- Public event
- Other

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

Combined

Enter the date of the public meeting:

3/2/2015

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 meeting:

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

Q16 If 'Other' in **Q13**,

Describe:

Enter the date of the public meeting:

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

Q17 Between January 1, 2015 and December 31, 2015, did you receive any input regarding your SWPPP?

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, 2015 and December 31, 2015, 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:



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MCM 3: Illicit Discharge Detection and Elimination

The following questions refer to Part III.D.3. of the Permit.

Q20 As of December 31, 2015, have you enacted a regulatory mechanism(s) which prohibits non-stormwater discharges to your MS4?

Q21 If 'Yes' in **Q20**, Provide either a website address to the above regulatory mechanism or upload a copy. How will you provide this regulatory mechanism?

Q22 If 'Website address' in **Q21**, provide the link here:

Q23 If 'Upload' in **Q21**, upload the appropriate document to the Annual Report form. Only files 10 MB or less will upload. Successful upload?

Q24 Did you identify any illicit discharges between January 1, 2015 and December 31, 2015? [Part III.D.3.h.(4)]

Q25 If 'Yes' in **Q24**, enter the number of illicit discharges detected:

Q26 If 'Yes' in **Q24**, how did you discover these illicit discharges? Check all that apply.

<input checked="" type="checkbox"/>	Public complaint
<input type="checkbox"/>	Staff

Q27 If 'Public complaint' in **Q26**, enter the number discovered by the public:

Q28 If 'Staff' in **Q26**, enter the number discovered by staff:

Q29 If 'Yes' in **Q24**, did any of the discovered illicit discharges result in an enforcement action (this includes verbal warnings)?

Q30 If 'Yes' in **Q29**, what type of enforcement action(s) was taken and how many of each action were issued between January 1, 2015 and December 31, 2015? Check all that apply.

	Number issued:
<input checked="" type="checkbox"/> Verbal warning	<input type="text" value="1"/>
<input type="checkbox"/> Notice of violation	<input type="text"/>
<input type="checkbox"/> Fine	<input type="text"/>
<input type="checkbox"/> Criminal action	<input type="text"/>
<input type="checkbox"/> Civil penalty	<input type="text"/>
<input type="checkbox"/> Other	<input type="text"/>

If 'Other,' describe:

Q31 If 'Yes' in Q29, did the enforcement action(s) taken sufficiently address the illicit discharge(s)?

Yes

Q32 If 'No' in Q31, why was the enforcement not sufficient to address the illicit discharge(s)?

[Empty text box]

Q33 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.]

Yes

Q34 If 'Yes' in Q33, provide either a website address to the above ERPs or upload a copy.

How will you provide this regulatory mechanism?

Upload

Q35 If 'Website address' in Q34, provide the link here:

[Empty text box]

Q36 If 'Upload' in Q34, upload the appropriate document to the Annual Report form. Only files 10 MB or less will upload.

Successful upload? File successfully attached.

Q37 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.]

No

Q38 If 'Yes' in Q37, how did you train your field staff? Check all that apply.

- Email
- Powerpoint
- Presentation
- Video
- Field Training
- Other

If 'Other,' describe:

[Empty text box]

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

Q39 Did you update your storm sewer system map between January 1, 2015 and December 31, 2015? [Part III.C.1.]

Yes

Q40 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

Q41 Does your storm sewer map include outfalls, including a unique identification (ID) number and an associated geographic coordinate? [Part III.C.1.b.]

Yes

Q42 Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.]

No

Q43 Does your storm sewer map include all receiving waters? [Part III.C.1.d.]

No

Q44 In what format is your storm sewer map available?

GIS

If 'Other,' describe:

[Empty text box]

Q45 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program?

[Part IV.B.]

Yes

If 'Yes,' describe those modifications:

Adopted Standard Operating Procedures for Illicit Discharge Detection and Elimination and Spill Response. Adopted the Enforcement Response Plan seen attached. Copies of the SOP's for Illicit Discharge Detection and Elimination and Spill Response are provided at the end of this report.



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MCM 4: Construction Site Stormwater Runoff Control

The following questions refer to Part III.D.4. of the Permit.

Q46 As of December 31, 2015, have you enacted 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

Q47 Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.]

Yes

Q48 Have you documented each site plan review as required by the Permit? [Part III.D.4.f.]

Yes

Q49 Enter the number of site plan reviews conducted for sites an acre or greater between January 1, 2015 and December 31, 2015:

3

Q50 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, 2015 to December 31, 2015.

	Number issued:
<input checked="" type="checkbox"/> Verbal warning	2
<input type="checkbox"/> Notice of violation	0
<input type="checkbox"/> Administrative order	0
<input type="checkbox"/> Stop-work order	0
<input type="checkbox"/> Fine	0
<input type="checkbox"/> Forfeit of security bond money	0
<input type="checkbox"/> Withholding of certificate of occupancy	0
<input type="checkbox"/> Criminal action	0
<input type="checkbox"/> Civil penalty	0
<input type="checkbox"/> Other	0

If 'Other,' describe:

Q51 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your construction site stormwater runoff control regulatory mechanisms?

[Part III.B.]

Yes

Q52 Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2015 and December 31, 2015:

3

Q53 Do you have written procedures for identifying priority sites? [Part III.D.4.d.(1)]

Yes

Q54 If 'Yes' in Q53, how are sites prioritized? Check all that apply.

<input type="checkbox"/> Site topography
<input type="checkbox"/> Soil characteristics
<input type="checkbox"/> Types of receiving water(s)
<input checked="" type="checkbox"/> Stage of construction
<input checked="" type="checkbox"/> Compliance history
<input checked="" type="checkbox"/> Weather conditions
<input type="checkbox"/> Other

If 'Other,' describe:

Q55 Do you have a checklist or other written means to document site inspections when determining compliance? [Part III.D.4.d.(4)]

Yes

Q56 Enter the number of site inspections conducted for sites an acre or greater between January 1, 2015 and December 31, 2015:

4

Q57 Enter the frequency at which site inspections are conducted (e.g. daily, weekly, monthly): [Part III.D.4.d.(2)]

Monthly or as needed.

Q58 Enter the number of trained inspectors that were available for construction site inspections between January 1, 2015 and December 31, 2015:

3

Q59 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	Paul Sandy
Organization	City of Brainerd
Phone (Office)	218-828-2309
Phone (Work Cell)	
Email	psandy@ci.brainerd.mn.us
Preferred contact method	Email
2 Inspector Name	Chuck Arvidson
Organization	City of Brainerd
Phone (Office)	218-828-2309
Phone (Work Cell)	
Email	carvidson@ci.brainerd.mn.us
Preferred contact method	Email
3 Inspector Name	Eric Pratt
Organization	City of Brainerd
Phone (Office)	218-828-2309
Phone (Work Cell)	
Email	epratt@ci.brainerd.mn.us
Preferred contact method	

Q60 What training did inspectors receive? Check all that apply.

<input checked="" type="checkbox"/> University of Minnesota Erosion and Stormwater Management Certification Program
<input type="checkbox"/> Qualified Compliance Inspector of Stormwater (QCIS)
<input type="checkbox"/> Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor
<input type="checkbox"/> Minnesota Utility Contractors Association Erosion Control Training
<input type="checkbox"/> Certified Professional in Erosion and Sediment Control (CPESC)
<input type="checkbox"/> Certified Professional in Stormwater Quality (CPSWQ)
<input type="checkbox"/> Certified Erosion Sediment and Storm Water Inspector (CESSWI)
<input type="checkbox"/> Other

If 'Other,' describe:

Q61 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.]

Yes

If 'Yes,' describe those modifications:

Updated section 425 of Brainerd City Code pertaining to erosion and sediment control to reflect changes in the permit. Adopted standard operating procedures for plan review, site inspections, and training. Adopted enforcement response procedures to enforce sediment and erosion control on construction sites.



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MCM 5: Post-Construction Stormwater Management

The following questions refer to Part III.D.5. of the Permit.

Q62 As of December 31, 2015, have you enacted a regulatory mechanism to incorporate all requirements as specified in Part III.D.5.a of the Permit?

Yes

Q63 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.

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surface on-site |
| <input type="checkbox"/> | Retain the post-construction runoff volume on site for the 95th percentile storm |
| <input checked="" type="checkbox"/> | Match the predevelopment runoff conditions |
| <input type="checkbox"/> | Adopt the Minimal Impact Design Standards (MIDS) |
| <input type="checkbox"/> | An approach has not been selected |
| <input type="checkbox"/> | Other method (Must be technically defensible - e.g., based on modeling, research and acceptable engineering practices) |

If 'Other,' describe:

Q64 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your post-construction stormwater management regulatory mechanism(s)? [Part III.B.]

Yes

Q65 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your post-construction site stormwater management program? [Part IV.B.]

Yes

If 'Yes,' describe those modifications:

Updated section 725 of Brainerd City Code pertaining to stormwater management to reflect changes in the permit. Adopted standard operating procedures pertaining to post construction stormwater management. Adopted enforcement response procedures to enforce post construction stormwater standards.



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MCM 6: Pollution Prevention/Good Housekeeping for Municipal Operations

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

Q66 Enter the total number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds within your MS4 (exclude privately owned).

Structural stormwater BMPs	19
Outfalls	84
Ponds	43

Q67 Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2015 to December 31, 2015 within your MS4 (exclude privately owned). [Part III.D.6.e.]

Structural stormwater BMPs	19
Outfalls	44
Ponds	13

Q68 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

Q69 Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)]

Yes

Q70 If 'Yes,' briefly describe the maintenance that was conducted:

Rain gardens were cleaned twice throughout the year to remove sediment and debris buildup that occurred.

Q71 Do you own or operate any stockpiles, and/or storage and material handling areas? [Part III.D.6.e.(3)]

Yes

Q72 If 'Yes' in Q71, did you inspect all stockpiles and storage and material handling areas quarterly? [Part III.D.6.e.(3)]

No

Q73 If 'Yes' in Q72, based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas?

Yes

Q74 If 'Yes' in Q73, briefly describe the maintenance that was conducted:

We inspected our stockpiles 3 times throughout the year 2015 (missed 1 inspection cycle or do not have documentation of the inspection). We did not conduct any maintenance because our findings were not noted of being out of compliance (all sites are self contained).

Q75 Between January 1, 2015 and December 31, 2015, did you modify your BMPs, measurable goals, or future plans for your pollution prevention/good housekeeping for municipal operations program? [Part IV.B.]

Yes

If 'Yes,' describe those modifications:

Adopted standard operating procedures for municipal good housekeeping practices. We have yet to train staff on the procedures, which is what our goal is this year.



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

If required, you must complete the TMDL Annual Report Form, available at: http://stormwater.pca.state.mn.us/index.php/Upload_page_with_TMDL_forms. Attach your completed TMDL Annual Report Form to this Annual Report as instructed below. [Part III.E]

Q77 Successfully uploaded file:

TMDL form not required for Brainerd City MS4.



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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 Brainerd City MS4.

Q78 Date(s) of operation (mm/dd/yyyy - mm/dd/yyyy)

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

	Q79 Chemical(s) used for treatment:	Q 80 Gallons of alum or ferric chloride treatment:	Q81 Gallons of water treated:	Q82 Calculated pounds of phosphorus removed:
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Q83 Any performance issues and corrective action(s), including the date(s) when corrective action(s) were taken, between January 1, 2015 and December 31, 2015:



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Partnerships

Q84 Did you rely on any other regulated MS4s to satisfy one or more Permit requirements?

No

Q85 If 'Yes' in Q84, describe the agreements you have with other regulated MS4s and which Permit requirements the other regulated MS4s help satisfy: [Part IV.B.6.]



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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_2015AR to ms4permitprogram.pca@state.mn.us.

Q86 Successfully uploaded file:

Q87 Successfully uploaded file:

Q88 Successfully uploaded file:

Q89 Optional, describe the file(s) uploaded:

Attached are the Standard Operating Procedures for Illicit Discharge Detection and Elimination, Spill Response, and Erosion/Sediment Control and Post Construction Stormwater Management. The SOP's for Pollution Prevention and Good Municipal Housekeeping are available upon request.



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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

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: