

## 2003 Small Municipal Separate Storm Sewer Systems (MS4) Annual Report – Due March 10, 2004

Completing this annual report form, “provides the Minnesota Pollution Control Agency (MPCA) with a summary of your status of compliance with permit conditions, including an assessment of the appropriateness of your identified best management practices and progress towards achieving your identified measurable goals for each of the minimum control measures” as required by your MS4 Permit. Please note that it is not a requirement that this Annual Report be completed before your annual public meeting on your Stormwater Pollution Prevention Program (SWPPP). Use of this form is not mandatory; however, you must address all the questions in a similar format.

<b>Name of MS4:</b> <u>                    City of Proctor                    </u>		
<b>Contact Person:</b> <u>                    John M Foschi, City Administrator                    </u>		
<b>Telephone Number:</b> ( <u>218</u> ) <u>624-3641</u>		
<b>Address:</b> <u>                    Proctor City Hall , 100 Pionk Drive                    </u>		
<u>Proctor</u> (city)	<u>MN</u> (state)	<u>55810</u> (zip code)

Permit Conditions	Yes	No
<b>1.</b> a. Did you hold a public meeting on your Stormwater Pollution Prevention Program (SWPPP)? [Part V.G.1.e] <i>NOTE: You must hold your public meeting before March 10, 2004.</i>	X	
b. What was the date of the public meeting? <u>March 8, 2004</u> c. In what newspaper or publication of general interest did you publish the public notice of your meeting? [Part V.G.1.e.2] <u>Proctor Journal</u> d. On what date was it published? <u>Feb 5, 2004 and Feb 26, 2004</u> <i>NOTE: Please retain a copy of the public notice in your records.</i>		
<b>2.</b> a. During your public meeting, did you receive written and/or oral input on your SWPPP? [Part V.G.2.b.1-3] <i>NOTE: Input must be considered prior to submittal of your annual report.</i>	X	
b. Did you create a record of comments and your response to comments/record of decision (ROD)? <i>NOTE: See note after question 6A; the ROD should be submitted with your revised SWPPP.</i>	X	
c. Have you kept the ROD in accordance with the permit? [Part V.G.2.b]	X	

Permit Conditions	Yes	No
d. Do you plan to incorporate any comments into your next SWPPP update? [Part V.G.2.c] (also see note after question 6 a.)	X	
<b>3.</b> a. Did you identify and inspect <b>all</b> of your structural pollution control devices such as trap manholes, grit chambers, sumps, floatable skimmers and separators, etc.? [Part V.G.6.b.2] Please refer to the MS4 fact sheet on Inspection and Record Keeping on the MPCA Web-site: <a href="http://www.pca.state.mn.us/water/stormwater/stormwaterMS4.html#factsheets">www.pca.state.mn.us/water/stormwater/stormwaterMS4.html#factsheets</a>		X
b. How many structural pollution control devices do you have in your MS4 system? <u>11</u> c. How many structural pollution control devices did you inspect? <u>1</u> d. What percentage is this? <u>10%</u>  <i>NOTE: If less than 100 percent were inspected, please explain why.</i>  Remaining 10 are scheduled to be inspected in 2004		
<b>4.</b> a. Did you repair, replace, or maintain any structural pollution control devices?		X
b. Briefly, summarize any significant unscheduled (not routine) maintenance or improvement activities stemming from inspections of your structural pollution control devices. Attach a separate sheet labeled "4b".		
<b>5.</b> a. Did you identify and inspect at least 20 percent of your outfalls, sediment basins, and ponds? [Part V.G.6.b.3]	X	
b. How many outfalls, basins and ponds do you have? <u>800</u> c. Indicate if this number known or estimated? <u>estimated</u> d. How many of your outfalls, sediment basins, or ponds did you inspect? 346 + ponds (4) e. What percentage is this? <u>43.25%</u> f. Briefly, summarize the dates of completion of major additional protection measures		

triggered by your inspections. [Part V.G.6.b.4]. Attach a separate sheet if necessary labeled "5F".		
<b>6.</b>		
a. Did you make a change to any identified best management practices or measurable goals that were submitted with your permit application? [Part V.G.6.b.1] See note below.	<b>Yes</b>	<b>No</b> X

Note: At this time, it is not necessary to revise your SWPPP to describe all operational and maintenance stormwater activities you plan to undertake during the next reporting cycle. A May 2003 decision by the Minnesota Court of Appeals remanded portions of the MS4 general permit back to the MPCA for modification. The MPCA will modify the permit in spring, 2004. After the modified permit is approved by the MPCA Citizens' Board, MPCA staff will send a letter to MS4 permittees that addresses the process for SWPPP approval and the MPCA state-wide public notice for each MS4 SWPPP. Your revised SWPPP will be due approximately 90 days after the modified permit is issued.

b. Briefly list the best management practices (using their unique identification numbers you used in your permit application) or any measurable goals that will be changed in your updated SWPPP. Attach a separate sheet if necessary Labeled "6b". None		
<b>7.</b> Did you rely on any other entities to satisfy any portion of your SWPPP?	<b>Yes</b>	<b>No</b>
Yes or no (circle one)	X	
<b>8.</b> Do you discharge to waters with a restricted discharge? ( <i>See Appendix C Part B; you may view the applicable rules at <a href="http://www.pca.state.mn.us/water/water_mnrules.html">www.pca.state.mn.us/water/water_mnrules.html</a></i> ) Yes or no (circle one)	<b>Yes</b>	<b>No</b> X

If your answer is no, skip ahead to the certification.  
If your answer is "yes," please attach the following:

- a. A map of the watersheds where your MS4 discharges to the waters with restricted discharge. (*Use a USGS map or equivalent*)
- b. A narrative estimate of the impervious surfaces where your MS4 discharges to the waters with restricted discharge (Estimated total impervious from land use and zoning or existing data can be used if available).
- c. A narrative estimate of the future / projected impervious surfaces where your MS4 discharges to the waters with restricted discharge. (Use available zoning or planning information that may affect your future discharges.).
- d. A narrative estimate of how your SWPPP can be altered to eliminate new or expanded discharges to the waters with restricted discharge. This is your preliminary plan to avoid, divert, or eliminate discharges to restricted waters,

whenever possible.

## Owner or Operator Certification

*The person with overall administrative responsibility for SWPPP implementation must sign the annual report. This person must be duly authorized and should be the person who signed the MS4 permit application or a successor.*

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).

Authorized Signature ( <i>This person must be duly authorized to sign the annual report for the MS4</i> )		Date
Foschi	John M	City Administrator
Last Name	First Name	Title
Proctor City Hall 100 Pionk Drive		
Mailing Address		
Proctor	MN	55810
City	State	Zip Code
(218) 624-3641	cityhall@ci.proctor.mn.us	
Telephone (include area code)	E-Mail Address	

Please submit your annual report by March 10, 2004 to:

MS4 Stormwater Program  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, Minnesota 55155-4194