



# **City of Cloquet Stormwater Pollution Prevention Plan (SWPPP)**

Permit No. MNR 040000

April 9, 2021

**The City of Cloquet is a RSPT Team Member City**



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City of Cloquet, Minnesota



**Section I**  
**NPDES – MS4 General Permit Application**  
**(Parts 1 and 2)**



520 Lafayette Road North  
St. Paul, MN 55155-4194

# Part 1 Application for MS4 General Stormwater Permit

Authorization to discharge stormwater associated with  
small Municipal Separate Storm Sewer Systems (MS4)

Doc Type: Permit Application

**Instructions:** Submitting this application confirms your intent to receive authorization to discharge stormwater under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) MS4 General Stormwater Permit (MNR040000).

**Submittal:** Send completed form to: **Attn: Fiscal Services – 6<sup>th</sup> floor**  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, MN 55155-4194

**Questions:** Contact Caroline McFadden at 651-757-2075 or [caroline.mcfadden@state.mn.us](mailto:caroline.mcfadden@state.mn.us), Cole Landgraf at 651-757-2880 or [cole.landgraf@state.mn.us](mailto:cole.landgraf@state.mn.us), Megan Handt at 651-757-2843 or [megan.handt@state.mn.us](mailto:megan.handt@state.mn.us), or call toll-free at 800-657-3864.

## I. MS4 Information

### A. MS4 Owner

(City, county, community, municipality, government agency or other party/entity) with ownership or operational responsibility, or control of the MS4.

MS4 owner: City of Cloquet County: St. Louis  
*(City, county, municipality, government agency or other entity)*

Mailing address: 1307 Cloquet Avenue

City: Cloquet State: MN Zip code: 55720

### B. MS4 General contact

(Director, department head, MS4 coordinator, consultant or other person with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility) for all general correspondence about MS4 General Stormwater Permit compliance issues between the MPCA and your organization/entity.

Last name: Anderson First name: John  
*(Department head, MS4 coordinator, consultant, etc.)*

Title: Assistant City Engineer

Mailing address: 1307 Cloquet Avenue

City: Cloquet State: MN Zip code: 55720

Phone (including area code): 218-879-6758 Email: janderson@cloquetmn.gov

## II. Application fees

Minnesota Rules require an application fee of \$400 for coverage under an MS4 General Stormwater Permit (Minn. R. 7002.0254). Check the box to indicate the application fee has been enclosed.

Application fee in enclosed

Make checks payable to: **Minnesota Pollution Control Agency.**

*Applications received without the required fee will be returned to the sender.*


### III. Owner or Operator certification

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The person with ultimate legal responsibility for the MS4 must sign the application. This person shall be duly authorized to sign the application and may be either a principal executive officer or ranking elected official (Minn. R. 7001.0060).

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).

**Authorized signature of the person with ultimate legal responsibility for the MS4 (principal executive officer or a ranking elected official):**

Signature:   
Last name: Peterson First name: Caleb  
Title: Public Works Director Date (mm/dd/yyyy): 12/12/17  
Mailing address: 1307 Cloquet Avenue  
City: Cloquet State: MN Zip code: 55720  
Phone (including area code): 218-879-6758 Email: cpeterson@cloquetmn.gov

**Note: The application will not be processed without certification.**

# MS4 Part 2 Permit Application

## Authorization to discharge stormwater associated with small Municipal Separate Storm Sewer System (MS4)

Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

**Instructions:** Submitting this application confirms your intent to receive authorization to discharge stormwater under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) MS4 General Permit (MNR040000). This application is due within 150 days from the issuance date of the MS4 General Permit (MNR040000). Throughout this application there are text fields with a typical maximum limit of four lines. If you need to provide information in a text field that exceeds the maximum limit, please submit an attachment(s) with supplemental information that is labeled with the corresponding field number (e.g., 9.J).

**Submittal:** This application form and any associated documents (i.e., total maximum daily load (TMDL) application, any supplemental information) must be submitted electronically. To submit this form electronically, open the form using Internet Explorer Web browser or Adobe Acrobat Reader in order for the submit button to work properly. (If you do not have Acrobat Reader, you can download a free version at <https://get.adobe.com/reader/>.) Send the form to the Minnesota Pollution Control Agency (MPCA) by clicking the submit button at the end of the form (a "send email" window should open with the form attached), you can click on "Send" and then close the form. If you do not see a "send email", save the form to your computer and attach the form to an email message, using "MS4 Part 2 Permit Application" as the subject line to [ms4permitprogram.pca@state.mn.us](mailto:ms4permitprogram.pca@state.mn.us).

**Review/Public Notice process:** The MPCA will review the application for completeness. Incomplete applications will be returned. If the MPCA determines the application is complete, the MPCA will make a preliminary determination to issue permit coverage and place the application on public notice for 30 days. Once the applicant addresses any applicable comments or hearing requests, the MPCA will make a final determination to issue permit coverage to the applicant.

Please note, this application is intended to provide information about an applicant's existing SWPPP. An applicant that receives permit coverage is responsible for complying with all new applicable requirements set forth in the MS4 General Permit (MNR040000) by deadlines specified in Appendix B of the reissued permit.

**Questions:** If you have any questions, need additional information, contact MPCA staff. To find the staff assigned to your MS4, refer to the [https://stormwater.pca.state.mn.us/index.php?title=MS4\\_staff\\_contact\\_information\\_and\\_staff\\_assignments](https://stormwater.pca.state.mn.us/index.php?title=MS4_staff_contact_information_and_staff_assignments); or see the staff contact information on the MPCA's MS4 webpage at <https://www.pca.state.mn.us/water/municipal-stormwater-ms4>.

**Note:** All questions with an asterisk(\*) are required fields, and the form will not submit without the fields completed.

### General contact information

1. **MS4 Owner** (with ownership or operational responsibility, or control of the MS4)

\*MS4 permittee name: 1.A. City of Cloquet \*County: 1.B. Carlton  
*(City, county, municipality, government agency or other entity)*

\*Mailing address: 1.C. 101 14th Street

\*City: 1.D. Cloquet \*State: 1.E. MN \*Zip code: 1.F. 55720

2. **MS4 General contact** (with SWPPP implementation responsibility)

\*Last name: 2.A. Peterson \*First name: 2.B. Caleb  
*(Department head, MS4 coordinator, consultant, etc.)*

\*Title: 2.C. Public Works Director

\*Mailing address: 2.D. 101 14th Street

\*City: 2.E. Cloquet \*State: 2.F. MN \*Zip code: 2.G. 55720

\*Phone (including area code): 2.H. (218) 879-6758 \*Email: 2.I. cpeterson@cloquetmn.gov

3. **Preparer information** (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: 3.A. Anderson First name: 3.B. John  
*(Department head, MS4 coordinator, consultant, etc.)*

Title: 3.C. Assistant City Engineer Organization: 3.D. City of Cloquet

Mailing address: 3.E. 101 14th Street

City: 3.F. Cloquet State: 3.G. MN Zip code: 3.H. 55720

Phone (including area code): 3.I. (218) 879-6758 Email: 3.J. janderson@cloquetmn.gov

4. Certification (All fields are required)

\*Yes - 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 ensure that qualified personnel properly gathered and evaluated the information submitted.

I certify that 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.

I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.

I have read, understood, and accepted all terms and conditions of the NPDES/SDS MS4 General Permit.

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing/signing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

\*Signature: 4.A. \_\_\_\_\_

(This document has been electronically signed)

\*Title: 4.B. Public Works Director \_\_\_\_\_

\*Date: 4.C. \_\_\_\_\_

\*Mailing address: 4.D. 101 14th Street \_\_\_\_\_

\*City: 4.E. Cloquet \_\_\_\_\_

\*State: 4.F. MN \_\_\_\_\_

\*Zip code: 4.G. 55720 \_\_\_\_\_

\*Phone (including area code): 4.H. (218) 879-6758 \_\_\_\_\_

\*Email: 4.I. cpeterson@cloquetmn.gov \_\_\_\_\_

**Note:** The application will not be processed without certification.

\*5. Which type of MS4 do you represent? (Check one)

- 5.A.  City
- 5.B.  County
- 5.C.  Corrections
- 5.D.  Education
- 5.E.  Healthcare
- 5.F.  Township
- 5.G.  Transportation (i.e., Minnesota Department of Transportation (MnDOT))
- 5.H.  Watershed District

\*6. Permit item 12.3: Do you have any partnerships with another regulated small MS4(s) to satisfy one or more requirements of the General Permit?

- Yes
- No (skip to Q8)

7. If yes in Q6, provide a description of the partnership(s): (Maximum 10 lines of text)

- The City of Cloquet participates in the Regional Stormwater Protection team whos mission is as follows.
- Incorporate stormwater pollution prevention measures into local jurisdiction and agency programs and planning.
  - Avoid a piecemeal approach to stormwater pollution prevention and program development
  - Share resources for stormwater pollution prevention projects.
  - Provide consistent and regionally appropriate environmental messages.
  - Improve communication and interrelationships between agencies and local jurisdictions.
  - Support existing RSPT member agency and entity missions and partnership agreements.
  - Reduce stormwater peak flows and pollutant loads within the Western Lake Superior Watershed.
  - Work to enhance citizen knowledge about stormwater pollution prevention.



## MCM 1: Public education and outreach

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- \*8. **Permit item 16.3:** Do you distribute educational materials or equivalent outreach focused on at least two (2) specifically selected stormwater-related issues of high priority? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

Yes  
 No (skip to Q11)

9. If yes in Q8, what are your high-priority topics? (Check all that apply)

9.A.  Specific TMDL reduction targets  
9.B.  Changing local business practices  
9.C.  Promoting adoption of residential best management practices (BMPs)  
9.D.  Lake improvements through lake associations  
9.E.  Household chemicals  
9.F.  Yard waste  
9.G.  Construction activities  
9.H.  Post-construction activities  
9.I.  Other (describe below):  
9.J. trash and litter

Additional information for checked items (optional):

9.K.

10. If yes in Q8, how do you educate the public about stormwater-related issues? (Check all that apply)

10.A.  Brochure  
10.B.  Newsletter  
10.C.  Utility bill insert  
10.D.  Newspaper ad  
10.E.  Radio ad  
10.F.  Television ad  
10.G.  Cable access channel  
10.H.  Website  
10.I.  Stormwater-related event  
10.J.  Other (describe below):  
10.K. social media

Additional information for checked items (optional):

10.L.

- \*11. **Permit item 16.4:** At least once each calendar year, do you distribute educational outreach focused on illicit discharge recognition and reporting illicit discharges? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

Yes  
 No (skip to Q13)

12. If yes in Q11, how do you educate the public about illicit discharge recognition and reporting? (Check all that apply)

12.A.  Brochure  
12.B.  Newsletter  
12.C.  Utility bill insert

- 12.D.  Newspaper ad
- 12.E.  Radio ad
- 12.F.  Television ad
- 12.G.  Cable access channel
- 12.H.  Website
- 12.I.  Stormwater-related event
- 12.J.  Other (describe below):
- 12.K. social media

Additional information for checked items (optional):

12.L.

**If you represent a city or township, please answer questions 13-16; if you do not represent a city or township, skip to question 17**

13. **Permit item 16.5:** At least once each calendar year, do you distribute educational materials or equivalent outreach to residents, businesses, commercial facilities, and institutions, focused on deicing salt use? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

- Yes
- No (skip to Q15)

14. **If yes in Q13, what does your education or outreach cover?** (Check all that apply)

- 14.A.  The impacts of salt use on receiving waters
- 14.B.  Methods to reduce salt use
- 14.C.  Proper storage of salt or other deicing materials
- 14.D.  Other (describe below):
- 14.E.

Additional information for checked items (optional):

14.F.

15. **Permit item 16.6:** At least once each calendar year, do you distribute educational materials or equivalent outreach focused on pet waste? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

- Yes
- No (skip to Q17)

16. **If yes in Q15, what do your educational materials or equivalent outreach on pet waste include?** (Check all that apply)

- 16.A.  Impacts of pet waste on receiving waters
- 16.B.  Proper management of pet waste
- 16.C.  Any existing regulatory mechanism(s) for pet waste
- 16.D.  Other (describe below):
- 16.E.

Additional information for checked items (optional):  
16.F.

\*17. **Permit item 16.7:** Do you have an education and outreach plan?

- Yes  
 No (skip to Q19)

18. **If yes in Q17, which components does your education and outreach plan include?** (Check all that apply)

18.A.  Target audience(s) (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*) If checked, specify your target audiences:

- 18.A.1.  Residents  
18.A.2.  Businesses  
18.A.3.  Commercial facilities  
18.A.4.  Institutions  
18.A.5.  Local organizations  
18.A.6.  Low income residents  
18.A.7.  People of color  
18.A.8.  Non-native English speaking residents  
18.A.9.  Other (describe below):  
18.A.10.

18.B.  Name or position title of responsible person(s) for overall plan implementation.

18.B.1. If checked, specify the name(s) or position title(s):  
Assistant City Engineer

18.C.  Specific activities and schedules to reach each target audience.

18.C.1. If checked, provide any additional information (optional):

18.D.  A description of any coordination with and/or use of stormwater education and outreach programs implemented by other entities, if applicable.

18.D.1. If checked, provide any additional information (optional):  
The education and outreach plan is provided through the work of RSPT

\*19. **Permit item 16.8:** Do you document information relating to MCM 1?

- Yes  
 No (skip to Q21)

20. **If yes in Q19, what do you document?** (Check all that apply)

- 20.A.  A description of all specific stormwater-related issues you identified in item 16.3  
20.B.  All information required under your education and outreach plan in item 16.7  
20.C.  Activities held, including dates, to reach each target audience  
20.D.  Quantities and descriptions of educational materials distributed, including dates distributed  
20.E.  Estimated audience (e.g., number of participants, viewers, readers, listeners, etc.) for each completed education and outreach activity (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

- \*21. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):  
John Anderson - Assistant City Engineer
22. **Provide any additional information about your current education and outreach program that you would like to share (optional): (Maximum 10 lines of text)**

## MCM 2: Public participation/involvement

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- \*23. **Permit item 17.3:** Do you provide a minimum of one (1) annual opportunity for the public to provide input on the adequacy of the SWPPP?  
 Yes  
 No (skip to Q25)
24. **If yes in Q23, describe the opportunity(ies):**  
 annual comment period (1 week in duration), advertised in the local paper, requesting input on the City's SWPPP, residents can submit comments via telephone, email, US Mail, or in person
- \*25. **Permit item 17.4:** Do you provide access to the SWPPP Document, annual reports, and other documentation that supports or describes the SWPPP (e.g., regulatory mechanism(s), etc.) for public review, upon request?  
 Yes  
 No (skip to Q27)
26. **If yes in Q25, how can the public access this information? (Check all that apply)**  
 26.A.  Hardcopy upon request  
 26.B.  Our website  
 26.C.  Available at public event  
 26.D.  Other (describe below):  
 26.E.
- \*27. **Permit item 17.5:** Do you consider oral and written input regarding the SWPPP submitted by the public?  
 Yes  
 No
- \*28. **Permit item 17.6:** Each calendar year, do you provide a minimum of one (1) public involvement activity that includes a pollution prevention or water quality theme? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*  
 Yes  
 No (skip to Q30)
29. **If yes in Q28, what are the themes of your public involvement activity/activities? (Check all that apply)**  
 29.A.  Rain barrel distribution event  
 29.B.  Rain garden workshop  
 29.C.  Cleanup event  
 29.D.  Storm drain stenciling

- 29.E.  Volunteer water quality monitoring  
 29.F.  Adopt a storm drain program  
 29.G.  Household hazardous waste collection day  
 29.H.  Other (describe below):  
 29.I. this activity is provided through RSPT and varies annually, it has included storm drain stenciling, clean up events, adopt a storm drain as well as others

Additional information for checked items (optional)

29.J.

- \*30. **Permit item 17.7:** Do you document information relating to MCM 2?  
 Yes  
 No (skip to Q32)
31. **If yes in Q30, what do you document?** (Check all that apply)  
 31.A.  All relevant written input submitted by persons regarding the SWPPP  
 31.B.  All of your responses to written input received regarding the SWPPP, including any modifications made to the SWPPP as a result of the written input received  
 31.C.  Date(s), location(s), and estimated number of participants at events held for purposes of compliance with permit item 17.3  
 31.D.  Notices provided to the public of any events scheduled to meet permit item 17.3, including any electronic correspondence (e.g., website, email distribution lists, notices, etc.)  
 31.E.  Date(s), location(s), description of activities, and estimated number of participants at events held for the purpose of compliance with permit item 17.6 (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)
- \*32. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):  
 Assistant City Engineer
33. **Provide any additional information about your current public participation/involvement program that you would like to share (optional):** (Maximum 10 lines of text)

### MCM 3: Illicit Discharge Detection and Elimination (IDDE)

- \*34. **Permit item 18.3:** Do you maintain a storm sewer system map?  
 Yes  
 No (skip to Q36)
35. **If yes in Q34, which of the following does your storm sewer map include?** (Check all that apply)  
 35.A.  All pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes  
 35.B.  Outfalls, including a unique identification (ID) number, and an associated geographic coordinate  
 35.C.  Structural stormwater BMPs that are part of your small MS4  
 35.D.  All receiving waters

\*36. **Permit item 18.4:** Do you have a regulatory mechanism(s) that prohibits non-stormwater discharges into your MS4?

- Yes  
 No (skip to Q39)

37. **If yes in Q36, what does your regulatory mechanism(s) consist of?** (Check all that apply)

- 37.A.  Contract language  
37.B.  Ordinance  
37.C.  Permits  
37.D.  Standards  
37.E.  Written policies  
37.F.  Operational plans  
37.G.  Legal agreements  
37.H.  Other mechanism(s) (describe below):  
37.I.

38. **If yes in Q36, provide a website address to the regulatory mechanism(s).** If the regulatory mechanism is not available online, briefly describe how a copy of the regulatory mechanism can be obtained:

Section 18.3: Waste Controls and Prohibited Discharges - city of Cloquet Website  
<https://www.cloquetmn.gov/home/showpublisheddocument?id=156>

*If you represent a city, township, or county please answer question 39. If you do not represent a city, township, or county skip to question 42.*

39. **Permit item 18.5:** Do you have a regulatory mechanism(s) that requires owners or custodians of pets to remove and properly dispose of feces from permittee owned land areas? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

- Yes  
 No

*If you represent a city or township, please answer questions 40-41. If you do not represent a city or township, skip to question 42.*

40. **Permit item 18.6:** Do you have a regulatory mechanism(s) that requires proper salt storage at commercial, institutional, and non-NPDES permitted industrial facilities? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

- Yes  
 No (Skip to Q42)

41. **If yes in Q40, what does your regulatory mechanism(s) require?** (Check all that apply)

- 41.A.  Designated salt storage areas must be covered or indoors  
41.B.  Designated salt storage areas must be located on an impervious surface  
41.C.  Implementation of practices to reduce exposure when transferring material in designated salt storage areas (e.g., sweeping, diversions, and containment)  
41.D.  Other (describe below):  
41.E.

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\*42. **Permit item 18.7:** Do you incorporate illicit discharge detection into all inspection and maintenance activities conducted in permit items 21.9, 21.10, and 21.11?

- Yes  
 No (Skip to Q44)

43. **If yes in Q42:** where feasible, do you conduct illicit discharge inspections during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation)?

- Yes  
 No

- \*44. **Permit item 18.8:** At least once each calendar year, do you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

Yes  
 No (Skip to Q47)

45. If yes in Q44, which field staff do you train? (Check all that apply)

45.A.  Police  
45.B.  Fire department  
45.C.  Public works  
45.D.  Parks staff  
45.E.  Other (describe below):  
45.F.

46. If yes in Q44, how do you train staff? (Check all that apply)

46.A.  Videos  
46.B.  In-person presentations  
46.C.  Webinars  
46.D.  Training documents  
46.E.  Emails  
46.F.  Other (describe below):  
46.G.

- \*47. **Permit item 18.9:** Do you ensure that individuals receive training commensurate with their responsibilities as they relate to your IDDE program? Individuals includes, but is not limited to, individuals responsible for investigating, locating, eliminating illicit discharges, and/or enforcement. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

Yes  
 No (Skip to Q50)

48. If yes in Q47, how are these individuals trained? (Check all that apply)

48.A.  Videos  
48.B.  In-person presentations  
48.C.  Webinars  
48.D.  Training documents  
48.E.  Emails  
48.F.  Other (describe below):  
48.G.

49. If yes in Q47, do previously trained individuals attend a refresher-training every three (3) calendar years following the initial training?

Yes  
 No

- \*50. **Permit item 18.10:** Do you maintain a written or mapped inventory of priority areas you identify as having a higher likelihood for illicit discharges? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

Yes  
 No

- \*51. **Permit item 18.11:** To the extent allowable under state or local law, do you conduct additional illicit discharge inspections in priority areas?  
 Yes  
 No (Skip to Q53)

52. If yes in Q51, how often do you conduct illicit discharge inspections in priority areas:

- \*53. **Permit item 18.12:** Do you have written procedures for investigating, locating, and eliminating the source of illicit discharges? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

- Yes  
 No (Skip to Q55)

54. If yes in Q53, what do your procedures include? Check all that apply: (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

54.A.  A timeframe in which you will investigate a reported illicit discharge

54.A.1. If checked, describe:  
within one week of the illicit discharge report

54.B.  Use of visual inspections to detect and track the source of an illicit discharge

54.C.  Tools to investigate and locate an illicit discharge  
If checked, what tools do you use? (Check all that apply)

- 54.C.1.  Mobile cameras  
54.C.2.  Collecting and analyzing water samples  
54.C.3.  Smoke testing  
54.C.4.  Dye testing  
54.C.5.  Other (describe below):  
54.C.6

54.D.  Cleanup methods to remove an illicit discharge or spill:

54.D.1. If checked, describe:  
contain spill, use of dry absorbent material to collect, proper disposal of material collected

54.E.  Name or position title of responsible person(s) for investigating, locating, and eliminating an illicit discharge

54.E.1. If checked, specify the name(s) or position title(s):  
Assistant City Engineer

- \*55. **Permit item 18.13:** Do you have written procedures for responding to spills, including emergency response procedures to prevent spills from entering the MS4?

- Yes  
 No (Skip to Q57)

56. If yes in Q55, do your written procedures include the immediate notification of the Minnesota Department of Public Safety Duty Officer at 1-800-422-0798 (toll free) or 651-649-5451 (Metro area), if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061?

- Yes  
 No



- \*57. **Permit item 18.14:** Do you maintain written enforcement response procedures (ERPs) to compel compliance with your regulatory mechanism(s) in Section 18? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- Yes  
 No (Skip to Q60)
58. **If yes in Q57, which of the following enforcement tools are available to you?** (Check all that apply)
- 58.A.  Verbal warning  
58.B.  Notice of violation  
58.C.  Fine  
58.D.  Criminal action  
58.E.  Civil penalty  
58.F.  Other (describe below):  
58.G. withhold building / zoning permits
59. **If yes in Q57, do your ERPs include the following?** (Check all that apply)
- 59.A.  Timeframes to complete corrective actions  
59.B.  Name or position title of responsible person(s) for conducting enforcement
- \*60. **Permit item 18.15:** Do you document information relating to MCM 3?
- Yes  
 No (Skip to Q62)
61. **If yes in Q60, what do you document?** (Check all that apply)
- 61.A.  Date(s) and location(s) of IDDE inspections conducted in accordance with permit items 18.7 and 18.11  
61.B.  Reports of alleged illicit discharges received, including date(s) of the report(s), and any follow-up action(s) you take  
61.C.  Date(s) of discovery of all illicit discharges  
61.D.  Identification of outfalls, or other areas, where illicit discharges have been discovered  
61.E.  Sources (including a description and the responsible party) of illicit discharges (if known)  
61.F.  Action(s) you take, including date(s), to address discovered illicit discharges
- \*62. **Permit item 18.16:** Do you document training relating to permit item 18.8 and 18.9?
- Yes  
 No (Skip to Q64)
63. **If yes in Q62, what training information do you document?** (Check all that apply)
- 63.A.  General subject matter covered  
63.B.  Names and departments of individuals in attendance  
*(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*  
63.C.  Date of each event
- \*64. **Permit item 18.17:** Do you document enforcement conducted pursuant to the ERPs in item 18.14, including verbal warnings?
- Yes  
 No (Skip to Q66)
65. **If yes in Q64, what do you document relating to ERPs for MCM 3?** (Check all that apply)
- 65.A.  Name of the person responsible for violating the terms and conditions of your regulatory mechanism(s)  
65.B.  Date(s) and location(s) of the observed violation(s)  
65.C.  Description of the violation(s)  
65.D.  Corrective action(s) (including completion schedule) that you issued  
65.E.  Referrals to other regulatory organizations (if any)  
65.F.  Date(s) violation(s) resolved
- \*66. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):  
John Anderson - Assistant City Engineer

67. Provide any additional information about your current illicit discharge detection and elimination program that you would like to share (optional): (Maximum 10 lines of text)

#### MCM 4: Construction site stormwater runoff control

- \*68. Permit item 19.3: Do you have a regulatory mechanism(s) that establishes requirements for erosion, sediment, and waste controls?
- Yes  
 No (skip to Q73)
69. If yes in Q68, what does your regulatory mechanism(s) consist of? (Check all that apply)
- 69.A.  Contract language  
69.B.  Ordinance  
69.C.  Permits  
69.D.  Standards  
69.E.  Written policies  
69.F.  Operational plans  
69.G.  Legal agreements  
69.H.  Other mechanism(s) (describe below):  
69.I.
70. If yes in Q68, provide a website address to the regulatory mechanism(s). If the regulatory mechanism is not available online, briefly describe how a copy of the regulatory mechanism can be obtained:
- Section 18.5: Construction Site Management and the National Pollution Discharge Elimination System (NPDES) Construction General Permit - City Website  
<https://www.cloquetmn.gov/home/showpublisheddocument?id=156>
71. If yes in Q68, is your regulatory mechanism(s) at least as stringent as the MPCA's most current Construction Stormwater General Permit (MNR100001) for erosion, sediment, and waste controls by incorporating the Construction Stormwater General Permit by reference, or by incorporating all items in Q72?
- Yes (skip to Q73)  
 No
72. If no in Q71, which of the following requirements are incorporated into your regulatory mechanism(s)? (Check all that apply)
- 72.A. Erosion prevention practices:
- 72.A.1.  Before work begins, owner(s)/operator(s) must delineate the location of areas not to be disturbed.
- 72.A.2.  Owner(s)/operator(s) must minimize the need for disturbance of portions of the project with steep slopes. When steep slopes must be disturbed, owner(s)/operator(s) must use techniques such as phasing and stabilization practices designed for steep slopes (e.g., slope draining and terracing).
- 72.A.3.  Owner(s)/operator(s) must stabilize all exposed soil areas, including stockpiles. Stabilization must be initiated immediately to limit soil erosion when construction activity has permanently or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed no later than 14 calendar days after the construction activity has ceased. Stabilization is not required on constructed base components of roads, parking lots and similar surfaces. Stabilization is not required on temporary stockpiles without significant silt, clay or organic components (e.g., clean aggregate stockpiles, demolition concrete stockpiles, sand stockpiles) but owner(s)/operator(s) must provide sediment controls at the base of the stockpile.

- 72.A.4.  For Public Waters that the Minnesota Department of Natural Resources (DNR) has promulgated "work in water restrictions" during specified fish spawning time frames, owner(s)/operator(s) must complete stabilization of all exposed soil areas within 200 feet of the water's edge, and that drain to these waters, within 24 hours during the restriction period.
- 72.A.5.  Owner(s)/operator(s) must stabilize the normal wetted perimeter of the last 200 linear feet of temporary or permanent drainage ditches or swales that drain water from the site within 24 hours after connecting to a surface water or property edge. Owner(s)/operator(s) must complete stabilization of the remaining portions of temporary or permanent ditches or swales within 14 calendar days after connecting to a surface water or property edge and construction in that portion of the ditch temporarily or permanently ceases.
- 72.A.6.  Temporary or permanent ditches or swales that are being used as a sediment containment system during construction (with properly designed rock-ditch checks, bio rolls, silt dikes, etc.) do not need to be stabilized. Owner(s)/operator(s) must stabilize these areas within 24 hours after their use as a sediment containment system ceases.
- 72.A.7.  Owner(s)/operator(s) must not use mulch, hydromulch, tackifier, polyacrylamide or similar erosion prevention practices within any portion of the normal wetted perimeter of a temporary or permanent drainage ditch or swale section with a continuous slope of greater than two percent.
- 72.A.8.  Owner(s)/operator(s) must provide temporary or permanent energy dissipation at all pipe outlets within 24 hours after connection to a surface water or permanent stormwater treatment system.
- 72.A.9.  Owner(s)/operator(s) must not disturb more land (i.e., phasing) than can be effectively inspected and maintained.

**72.B. Sediment control practices:**

- 72.B.1.  Owner(s)/operator(s) must establish sediment control BMPs on all down gradient perimeters of the site and downgradient areas of the site that drain to any surface water, including curb and gutter systems. Owner(s)/operator(s) must locate sediment control practices upgradient of any buffer zones. Owner(s)/operator(s) must install sediment control practices before any upgradient land-disturbing activities begin and must keep the sediment control practices in place until they establish permanent cover.
- 72.B.2.  If the downgradient sediment controls are overloaded, based on frequent failure or excessive maintenance requirements, owner(s)/operator(s) must install additional upgradient sediment control practices or redundant BMPs to eliminate the overloading and amend the site plans to identify these additional practices.
- 72.B.3.  Temporary or permanent drainage ditches and sediment basins designed as part of a sediment containment system (e.g., ditches with rock-check dams) require sediment control practices only as appropriate for site conditions.
- 72.B.4.  A floating silt curtain placed in the water is not a sediment control BMP to satisfy perimeter control requirements in this part except when working on a shoreline or below the waterline. Immediately after the short term construction activity (e.g. installation of rip rap along the shoreline) in that area is complete, owner(s)/operator(s) must install an upland perimeter control practice if exposed soils still drain to a surface water.
- 72.B.5.  Owner(s)/operator(s) must re-install all sediment control practices adjusted or removed to accommodate short-term activities such as clearing or grubbing, or passage of vehicles, immediately after the short-term activity is completed. Owner(s)/operator(s) must re-install sediment control practices before the next precipitation event even if the short-term activity is not complete.
- 72.B.6.  Owner(s)/operator(s) must protect all storm drain inlets using appropriate BMPs during construction until they establish permanent cover on all areas with potential for discharging to the inlet.
- 72.B.7.  Owner(s)/operator(s) may remove inlet protection for a particular inlet if a specific safety concern (e.g., street flooding/freezing) is identified by owner(s)/operator(s) or the jurisdictional authority (e.g., city/county/township/MnDOT engineer). Owner(s)/operator(s) must document the need for removal in the site plans.
- 72.B.8.  Owner(s)/operator(s) must provide silt fence or other effective sediment controls at the base of stockpiles on the downgradient perimeter.
- 72.B.9.  Owner(s)/operator(s) must locate stockpiles outside of natural buffers or surface waters, including stormwater conveyances such as curb and gutter systems unless there is a bypass in place for the stormwater.
- 72.B.10.  Owner(s)/operator(s) must install a vehicle tracking BMP to minimize the track out of sediment from the construction site or onto paved roads within the site.
- 72.B.11.  Owner(s)/operator(s) must use street sweeping if vehicle tracking BMPs are not adequate to prevent sediment tracking onto the street.
- 72.B.12.  In any areas of the site where final vegetative stabilization will occur, owner(s)/operator(s) must restrict vehicle and equipment use to minimize soil compaction.
- 72.B.13.  Owner(s)/operator(s) must preserve topsoil on the site, unless infeasible.
- 72.B.14.  Owner(s)/operator(s) must direct discharges from BMPs to vegetated areas unless infeasible.
- 72.B.15.  Owner(s)/operator(s) must preserve a 50 foot natural buffer or, if a buffer is infeasible on the site, provide redundant (double) perimeter sediment controls when a surface water is located within 50 feet of the project's earth disturbances and stormwater flows to the surface water. Owner(s)/operator(s) must install

perimeter sediment controls at least 5 feet apart unless limited by lack of available space. Natural buffers are not required adjacent to road ditches, judicial ditches, county ditches, stormwater conveyance channels, storm drain inlets, and sediment basins. If preserving the buffer is infeasible, owner(s)/operator(s) must document the reasons in the site plans. Sheet piling is a redundant perimeter control if installed in a manner that retains all stormwater.

- 72.B.16.  Owner(s)/operator(s) must use polymers, flocculants, or other sedimentation treatment chemicals in accordance with accepted engineering practices, dosing specifications and sediment removal design specifications provided by the manufacturer or supplier. Owner(s)/operator(s) must use conventional erosion and sediment controls prior to chemical addition and must direct treated stormwater to a sediment control system for filtration or settlement of the floc prior to discharge.

**72.C. Dewatering and basin draining:**

- 72.C.1.  Owner(s)/operator(s) must discharge turbid or sediment-laden waters related to dewatering or basin draining (e.g., pumped discharges, trench/ditch cuts for drainage) to a temporary or permanent sediment basin on the project site unless infeasible. Owner(s)/operator(s) may dewater to surface waters if they visually check to ensure adequate treatment has been obtained and nuisance conditions (see Minn. R. 7050.0210, subp. 2) will not result from the discharge. If owner(s)/operator(s) cannot discharge the water to a sedimentation basin prior to entering a surface water, owner(s)/operator(s) must treat it with appropriate BMPs such that the discharge does not adversely affect the surface water or downstream properties.
- 72.C.2.  If owner(s)/operator(s) must discharge water that contains oil or grease, owner(s)/operator(s) must use an oil-water separator or suitable filtration device (e.g. cartridge filters, absorbents pads) prior to discharge.
- 72.C.3.  Owner(s)/operator(s) must discharge all water from dewatering or basin-draining activities in a manner that does not cause erosion or scour in the immediate vicinity of discharge points or inundation of wetlands in the immediate vicinity of discharge points that causes significant adverse impact to the wetland.
- 72.C.4.  If owner(s)/operator(s) use filters with backwash water, they must haul the backwash water away for disposal, return the backwash water to the beginning of the treatment process, or incorporate the backwash water into the site in a manner that does not cause erosion.

**72.D. Inspection and maintenance:**

- 72.D.1.  Owner(s)/operator(s) must ensure that a trained person will inspect the entire construction site at least once every seven (7) days during active construction and within 24 hours after a rainfall event greater than one-half inch in 24 hours.
- 72.D.2.  Owner(s)/operator(s) must inspect and maintain all permanent stormwater treatment BMPs.
- 72.D.3.  Owner(s)/operator(s) must inspect all erosion prevention and sediment control BMPs and Pollution Prevention Management Measures to ensure integrity and effectiveness. Owner(s)/operator(s) must repair, replace, or supplement all nonfunctional BMPs with functional BMPs by the end of the next business day after discovery unless another time frame is specified below. Owner(s)/operator(s) may take additional time if field conditions prevent access to the area.
- 72.D.4.  During each inspection, owner(s)/operator(s) must inspect surface waters, including drainage ditches and conveyance systems but not curb and gutter systems, for evidence of erosion and sediment deposition. Owner(s)/operator(s) must remove all deltas and sediment deposited in surface waters, including drainage ways, catch basins, and other drainage systems and restabilize the areas where sediment removal results in exposed soil. Owner(s)/operator(s) must complete removal and stabilization within seven (7) calendar days of discovery unless precluded by legal, regulatory, or physical access constraints. Owner(s)/operator(s) must use all reasonable efforts to obtain access. If precluded, removal and stabilization must take place within seven (7) calendar days of obtaining access. Owner(s)/operator(s) are responsible for contacting all local, regional, state and federal authorities and receiving any applicable permits, prior to conducting any work in surface waters.
- 72.D.5.  Owner(s)/operator(s) must inspect construction site vehicle exit locations, streets and curb and gutter systems within and adjacent to the project for sedimentation from erosion or tracked sediment from vehicles. Owner(s)/operator(s) must remove sediment from all paved surfaces within one (1) calendar day of discovery or, if applicable, within a shorter time to avoid a safety hazard to users of public streets.
- 72.D.6.  Owner(s)/operator(s) must repair, replace, or supplement all perimeter control devices when they become nonfunctional or the sediment reaches one-half of the height of the device.
- 72.D.7.  Owner(s)/operator(s) must drain temporary and permanent sedimentation basins and remove the sediment when the depth of sediment collected in the basin reaches one-half of the storage volume.
- 72.D.8.  Owner(s)/operator(s) must ensure that at least one individual present on the site (or available to the project site in three (3) calendar days) is trained in the job duties of overseeing the implementation of, revising and/or amending the site plans and performing inspections for the project.
- 72.D.9.  Owner(s)/operator(s) may adjust the inspection schedule as follows:
- a. inspections of areas with permanent cover can be reduced to once per month, even if construction activity continues on other portions of the site; or
  - b. where construction sites have permanent cover on all exposed soil areas and no construction activity is occurring anywhere on the site, inspections can be reduced to once per month and, after 12 months, may be suspended completely until construction activity resumes. The MPCA may require inspections to resume if conditions warrant; or

- c. where construction activity has been suspended due to frozen ground conditions, inspections may be suspended. Inspections must resume within 24 hours of runoff occurring, or upon resuming construction, whichever comes first.
- 72.D.10  Owner(s)/operator(s) must record all inspections and maintenance activities within 24 hours of being conducted and these records must be retained with the site plans. These records must include:
- a. date and time of inspections; and
  - b. name of person(s) conducting inspections; and
  - c. accurate findings of inspections, including the specific location where corrective actions are needed; and
  - d. corrective actions taken (including dates, times, and party completing maintenance activities); and
  - e. date of all rainfall events greater than one-half inch in 24 hours, and the amount of rainfall for each event. Owner(s)/operator(s) must obtain rainfall amounts by either a properly maintained rain gauge installed onsite, a weather station that is within one (1) mile of owner(s)/operator(s) location, or a weather reporting system that provides site specific rainfall data from radar summaries; and
  - f. if owner(s)/operator(s) observe a discharge during the inspection, they must record and should photograph and describe the location of the discharge (i.e., color, odor, settled or suspended solids, oil sheen, and other obvious indicators of pollutants); and
  - g. any amendments to the site plans proposed as a result of the inspection must be documented within seven (7) calendar days.

**72.E. Inspection and maintenance:**

- 72.E.1.  Owner(s)/operator(s) must place building products and landscape materials under cover (e.g., plastic sheeting or temporary roofs) or protect them by similarly effective means designed to minimize contact with stormwater. Owner(s)/operator(s) are not required to cover or protect products which are either not a source of contamination to stormwater or are designed to be exposed to stormwater.
- 72.E.2.  Owner(s)/operator(s) must place pesticides, fertilizers and treatment chemicals under cover (e.g., plastic sheeting or temporary roofs) or protect them by similarly effective means designed to minimize contact with stormwater.
- 72.E.3.  Owner(s)/operator(s) must store hazardous materials and toxic waste, (including oil, diesel fuel, gasoline, hydraulic fluids, paint solvents, petroleum-based products, wood preservatives, additives, curing compounds, and acids) in sealed containers to prevent spills, leaks or other discharge. Storage and disposal of hazardous waste materials must be in compliance with Minn. R. ch. 7045 including secondary containment as applicable.
- 72.E.4.  Owner(s)/operator(s) must properly store, collect, and dispose of solid waste in compliance with Minn. R. ch. 7035.
- 72.E.5.  Owner(s)/operator(s) must position portable toilets so they are secure and will not tip or be knocked over. Owner(s)/operator(s) must dispose of sanitary waste in accordance with Minn. R. ch. 7041.
- 72.E.6.  Owner(s)/operator(s) must take reasonable steps to prevent the discharge of spilled or leaked chemicals, including fuel, from any area where chemicals or fuel will be loaded or unloaded including the use of drip pans or absorbents unless infeasible. Owner(s)/operator(s) must ensure adequate supplies are available at all times to clean up discharged materials and that an appropriate disposal method is available for recovered spilled materials. Owner(s)/operator(s) must report and clean up spills immediately as required by Minn. Stat. § 115.061, using dry clean up measures where possible.
- 72.E.7.  Owner(s)/operator(s) must limit vehicle exterior washing and equipment to a defined area of the site. Owner(s)/operator(s) must contain runoff from the washing area in a sediment basin or other similarly effective controls and must dispose of waste from the washing activity properly. Owner(s)/operator(s) must properly use and store soaps, detergents, or solvents.
- 72.E.8.  Owner(s)/operator(s) must provide effective containment for all liquid and solid wastes generated by washout operations (e.g., concrete, stucco, paint, form release oils, curing compounds and other construction materials) related to the construction activity. Owner(s)/operator(s) must prevent liquid and solid washout wastes from contacting the ground and must design the containment so it does not result in runoff from the washout operations or areas. Owner(s)/operator(s) must properly dispose of liquid and solid wastes in compliance with Minn. R. ch. 7035. Owner(s)/operator(s) must install a sign indicating the location of the washout facility.

**72.F. Temporary sediment basins:**

- 72.F.1.  Where ten (10) or more acres of disturbed soil drain to a common location, owner(s)/operator(s) must provide a temporary sediment basin to provide treatment of the runoff before it leaves the construction site or enters surface waters. Owner(s)/operator(s) may convert a temporary sediment basin to a permanent basin after construction is complete. The temporary basin is no longer required when permanent cover has reduced the acreage of disturbed soil to less than ten (10) acres draining to a common location.
- 72.F.2.  The temporary basin must provide live storage for a calculated volume of runoff from a two (2)-year, 24-hour storm from each acre drained to the basin or 1,800 cubic feet of live storage per acre drained, whichever is greater.

- 72.F.3.  Where owner(s)/operator(s) have not calculated the two (2)-year, 24-hour storm runoff amount, the temporary sediment basin must provide 3,600 cubic feet of live storage per acre of the basin's drainage area.
- 72.F.4.  Owner(s)/operator(s) must design basin outlets to prevent short-circuiting and the discharge of floating debris.
- 72.F.5.  Owner(s)/operator(s) must design the outlet structure to withdraw water from the surface to minimize the discharge of pollutants. Owner(s)/operator(s) may temporarily suspend the use of a surface withdrawal mechanism during frozen conditions. The basin must include a stabilized emergency overflow to prevent failure of pond integrity.
- 72.F.6.  Owner(s)/operator(s) must provide energy dissipation for the basin outlet within 24 hours after connection to a surface water.
- 72.F.7.  Owner(s)/operator(s) must locate temporary basins outside of surface waters and any required buffer zones.
- 72.F.8.  Owner(s)/operator(s) must construct temporary basins prior to disturbing (10) or more acres of soil draining to a common location.
- 72.F.9.  Where a temporary sediment basin meeting the requirements of this part is infeasible, owner(s)/operator(s) must install effective sediment controls such as smaller sediment basins and/or sediment traps, silt fences, vegetative buffer strips or any appropriate combination of measures as dictated by individual site conditions. In determining whether installing a sediment basin is infeasible, owner(s)/operator(s) must consider public safety and may consider factors such as site soils, slope, and available area on-site. Owner(s)/operator(s) must document this determination of infeasibility in the site plans.

**72.G. Termination conditions:**

- 72.G.1.  Owner(s)/operator(s) must complete all construction activity and must install permanent cover over all areas. Vegetative cover must consist of a uniform perennial vegetation with a density of 70 percent of its expected final growth. Vegetation is not required where the function of a specific area dictates no vegetation, such as impervious surfaces or the base of a sand filter.
- 72.G.2.  Owner(s)/operator(s) must clean the permanent stormwater treatment system of any accumulated sediment and must ensure the system meets all applicable requirements and is operating as designed.
- 72.G.3.  Owner(s)/operator(s) must remove all sediment from conveyance systems.
- 72.G.4.  Owner(s)/operator(s) must remove all temporary synthetic erosion prevention and sediment control BMPs. Owner(s)/operator(s) may leave BMPs designed to decompose on-site in place.
- 72.G.5.  For residential construction only, permit coverage terminates on individual lots if the structure(s) are finished and temporary erosion prevention and downgradient perimeter control is complete and the residence sells to the homeowner.
- 72.G.6.  For construction projects on agricultural land (e.g., pipelines across cropland), owner(s)/operator(s) must return the disturbed land to its preconstruction agricultural use.

**72.H. If applicable, additional requirements for discharges to special and impaired waters:**

- 72.H.1.  Owner(s)/operator(s) must immediately initiate stabilization of exposed soil areas, and complete the stabilization within seven (7) calendar days after the construction activity in that portion of the site temporarily or permanently ceases.
- 72.H.2.  Owner(s)/operator(s) must provide a temporary sediment basin for common drainage locations that serve an area with five (5) or more acres disturbed at one time.
- 72.H.3.  Owner(s)/operator(s) must include an undisturbed buffer zone of not less than 100 linear feet from a special water (not including tributaries) and must maintain this buffer zone at all times, both during construction and as a permanent feature post construction, except where a water crossing or other encroachment is necessary to complete the project. Owner(s)/operator(s) must fully document the circumstance and reasons the buffer encroachment is necessary in the site plans and include restoration activities. Owner(s)/operator(s) must minimize all potential water quality, scenic and other environmental impacts of these exceptions by the use of additional or redundant (double) BMPs and must document this in the site plans for the project.
- 72.H.4.  Owner(s)/operator(s) must conduct routine site inspections once every three (3) days for projects that discharge to prohibited waters.

\*73. **Permit item 19.5:** Does your regulatory mechanism(s) require that owners and operators of construction activity develop site plans that must be submitted to you for review and confirmation that regulatory mechanism(s) requirements have been met, prior to the start of construction activity?

- Yes
- No

\*74. **Permit item 19.6:** Do you have written procedures for site plan reviews to ensure compliance with requirements of the regulatory mechanism(s)? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

- Yes
- No (Skip to Q76)

75. **If yes in Q74, do your procedures include the following?** (Check all that apply)
- 75.A.  Written notification to owners and operators of the need to apply for and obtain coverage under the CSW Permit.
- 75.B.  Use of a written checklist, consistent with the requirements of the regulatory mechanism(s), to document the adequacy of each site plan required.
- \*76. **Permit item 19.7:** Do you have written procedures for conducting site inspections to determine compliance with your regulatory mechanism(s)?
- Yes
- No
- \*77. **Permit item 19.8:** Do you maintain written procedures for identifying high-priority and low-priority sites for inspection? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- Yes
- No (Skip to Q79)
78. **If yes in Q77, do your procedures include the following?** (Check all that apply)
- 78.A.  A detailed explanation describing how sites will be categorized as either high-priority or low-priority
- If checked, how do you prioritize sites for inspection? (Check all that apply)
- 78.A.1.  Site topography
- 78.A.2.  Soil characteristics
- 78.A.3.  Types of receiving water(s)
- 78.A.4.  Stage of construction
- 78.A.5.  Compliance history
- 78.A.6.  Weather conditions
- 78.A.7.  Citizen complaints
- 78.A.8.  Project size
- 78.A.9.  Other (describe below)
- 78.A.10. sites within 500 ft of the St. Louis River
- 78.B.  A frequency at which you will conduct inspections for high-priority sites.
- If checked, how often will you inspect high-priority sites? (Check only one)
- 78.B.1.  More than once every seven (7) days
- 78.B.2.  Once every seven (7) days
- 78.B.3.  Once every 14 days
- 78.B.4.  Once every 21 days
- 78.B.5.  Once every 30 days
- 78.B.6.  Other (describe below):
- 78.B.7.
- 78.C.  A frequency at which you will conduct inspections for low-priority sites.
- If checked, how often will you inspect low-priority sites? (Check only one)
- 78.C.1.  More than once every seven (7) days
- 78.C.2.  Once every seven (7) days
- 78.C.3.  Once every 14 days
- 78.C.4.  Once every 21 days
- 78.C.5.  Once every 30 days
- 78.C.6.  Other (describe below):
- 78.C.7.

78.D.  The name(s) of individual(s) or position title(s) responsible for conducting site inspections:  
Assistant City Engineer

\*79. **Permit item 19.9:** Do you use a written checklist to document each site inspection when determining compliance with your regulatory mechanism(s)? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

- Yes  
 No (Skip to Q82)

80. **If yes in Q79, are the following items incorporated in your written checklist?** (Check all that apply)

- 80.A.  Stabilization of exposed soils (including stockpiles)  
80.B.  Stabilization of ditch and swale bottoms  
80.C.  Sediment control BMPs on all downgradient perimeters of the project and upgradient of buffer zones  
80.D.  Storm drain inlet protection  
80.E.  Energy dissipation at pipe outlets  
80.F.  Vehicle tracking BMPs  
80.G.  Preservation of a 50 foot natural buffer or redundant sediment controls where stormwater flows to a surface water within 50 feet of disturbed soils  
80.H.  Owner/operator of construction activity self-inspection records  
80.I.  Containment for all liquid and solid wastes generated by washout operations (e.g., concrete, stucco, paint, form release oils, curing compounds, and other construction materials)  
80.J.  BMPs maintained and functional

81. **Provide any additional information on your process to document site inspections (optional):**

\*82. **Permit item 19.10:** Do you have written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted to you by the public?

- Yes  
 No (Skip to Q84)

83. **If yes in Q82, please provide your procedures or a description of your procedures (e.g., how the public may submit concerns, typical timeframe for you to investigate reports):**

reports are directed to the Assistant City Engineer, can be submitted in written or verbal form, investigate each report in the field, respond to complaint within 7 days

\*84. **Permit item 19.11:** Do individuals receive training commensurate with their responsibilities as they relate to your Construction Site Stormwater Runoff Control program? Individuals includes, but is not limited to, individuals responsible for conducting site plan reviews, site inspections, and/or enforcement.

- Yes  
 No (Skip to Q87)



85. If yes in Q84, do previously trained individuals attend a refresher-training every three (3) calendar years following the initial training? (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)

Yes

No

86. If yes in Q84, what training do your staff who perform site inspections receive? (Check all that apply)

86.A.  University of Minnesota Erosion and Stormwater Management Certification Program

86.B.  Qualified Compliance Inspector of Stormwater

86.C.  Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor

86.D.  Minnesota Utility Contractors Association Erosion Control Training

86.E.  Certified Professional in Erosion and Sediment Control

86.F.  Certified Professional in Stormwater Quality

86.G.  Certified Erosion Sediment and Storm Water Inspector

86.H.  Other (describe below):

86.I.

\*87. Permit item 19.12: Do you maintain written ERPs to compel compliance with your regulatory mechanism(s) in Section 19? (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)

Yes

No (Skip to Q89)

88. If yes in Q87, which enforcement tools are included in your ERPs? (Check all that apply)

88.A.  Verbal warning

88.B.  Notice of violation

88.C.  Administrative order

88.D.  Stop work order

88.E.  Fine

88.F.  Forfeit of security bond money

88.G.  Withholding of certificate of occupancy

88.H.  Criminal action

88.I.  Civil penalty

88.J.  Other (describe below):

88.K. correction by City and charge costs to owner

\*89. Please specify name or position title of responsible person(s) for conducting enforcement:

Assistant City Engineer

\*90. Permit item 19.13: Do you document each site plan review you conduct?

Yes

No (Skip to Q92)

91. If yes in Q90, what do you document in your site plan review process? (Check all that apply)

91.A.  Project name

91.B.  Location

91.C.  Total acreage to be disturbed

91.D.  Owner and operator of the proposed construction activity

91.E.  Proof of notification to obtain coverage under the CSW Permit or proof of coverage under the CSW Permit

(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)

91.F.  Any stormwater related comments and supporting completed checklist, to determine project approval or denial

(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)

- \*92. **Permit item 19.14:** Do you document training related to permit item 19.11?  
 Yes  
 No (Skip to Q94)
93. **If yes in Q92, what do you document?** (Check all that apply)  
 93.A.  General subject matter covered  
 93.B.  Name(s) and departments of individuals in attendance  
*(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*  
 93.C.  Date of each event
- \*94. **Permit item 19.15:** Do you document enforcement conducted pursuant to your ERPs in item 19.12, including verbal warnings?  
 Yes  
 No (Skip to Q96)
95. **If yes in Q94, what do you document relating to ERPs for MCM 4?** (Check all that apply)  
 95.A.  Name of the person responsible for violating the terms and conditions of your regulatory mechanism(s)  
 95.B.  Date(s) and location(s) of the observed violation(s)  
 95.C.  Description of the violation(s)  
 95.D.  Corrective action(s) (including completion schedule) that you issued  
 95.E.  Referrals to other regulatory organizations (if any)  
 95.F.  Date(s) violation(s) resolved
- \*96. **Permit item 12.4: Who is responsible for implementation of this MCM? List name(s) or position title(s):**  
 Assistant City Engineer
97. **Provide any additional information about your current construction site stormwater runoff control program that you would like to share (optional):** *(Maximum 10 lines of text)*

## **MCM 5: Post-construction stormwater management**

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- \*98. **Permit item 20.3:** Do you have a post-construction stormwater management regulatory mechanism(s)?  
 Yes  
 No (skip to Q102)
99. **If yes in Q98, what does your regulatory mechanism(s) consist of?** (Check all that apply)  
 99.A.  Contract language  
 99.B.  Ordinance  
 99.C.  Permits  
 99.D.  Standards  
 99.E.  Written policies  
 99.F.  Operational plans  
 99.G.  Legal agreements  
 99.H.  Other mechanism(s) (describe below)  
 99.I.

100. If yes in Q98, provide a website address to the regulatory mechanism(s). If the regulatory mechanism is not available online, briefly describe how a copy of the regulatory mechanism can be obtained:

Section 18.6: Construction Storm Water Management - City Website  
<https://www.cloquetmn.gov/home/showpublisheddocument?id=156>

101. If yes in Q98, which of the following requirements are incorporated into your regulatory mechanism? (Check all that apply)

- 101.A.  **Permit item 20.4:** You must require owners of construction activity to submit site plans with post-construction stormwater management BMPs designed with accepted engineering practices to you for review and confirmation that regulatory mechanism(s) requirements have been met, prior to start of construction activity.
- 101.B.  **Permit item 20.5:** You must require owners of construction activity to treat the water quality volume on any project where the sum of the new impervious surface and the fully reconstructed impervious surface equals one or more acres. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 101.C.  **Permit item 20.6:** For construction activity (excluding linear projects), the water quality volume must be calculated as one (1) inch times the sum of the new and the fully reconstructed impervious surface. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 101.D.  **Permit item 20.7:** For linear projects, the water quality volume must be calculated as the larger of one (1) inch times the new impervious surface or one-half (0.5) inch times the sum of the new and the fully reconstructed impervious surface. Where the entire water quality volume cannot be treated within the existing right-of-way, a reasonable attempt to obtain additional right-of-way, easement, or other permission to treat the stormwater during the project planning process must be made. Volume reduction practices must be considered first, as described in item 20.8. Volume reduction practices are not required if the practices cannot be provided cost effectively. If additional right-of-way, easements, or other permission cannot be obtained, owners of construction activity must maximize the treatment of the water quality volume prior to discharge from the MS4. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 101.E.  **Permit item 20.8:** Volume reduction practices (e.g., infiltration or other) to retain the water quality volume on-site must be considered first when designing the permanent stormwater treatment system. This permit does not consider wet sedimentation basins and filtration systems to be volume reduction practices. If this permit prohibits infiltration as described in item 20.9, other volume reduction practices, a wet sedimentation basin, or filtration basin may be considered.
- 101.F.  **Permit item 20.9:** Infiltration systems must be prohibited when the system would be constructed in areas:
- That receive discharges from vehicle fueling and maintenance areas, regardless of the amount of new and fully reconstructed impervious surface. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - Where high levels of contaminants in soil or groundwater may be mobilized by the infiltrating stormwater. To make this determination, the owners and/or operators of construction activity must complete the MPCA's site screening assessment checklist, which is available in the Minnesota Stormwater Manual, or conduct their own assessment. The assessment must be retained with the site plans. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - Where soil infiltration rates are more than 8.3 inches per hour unless soils are amended to slow the infiltration rate below 8.3 inches per hour. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
  - Of predominately Hydrologic Soil Group D (clay) soils. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - In an Emergency Response Area (ERA) within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, Subp. 13, classified as high or very high vulnerability as defined by the Minnesota Department of Health. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - In an ERA within a DWSMA classified as moderate vulnerability unless you perform or approve a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - Outside of an ERA within a DWSMA classified as high or very high vulnerability unless you perform or approve a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - Within 1,000 feet up-gradient or 100 feet down gradient of active karst features. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

- j. That receive stormwater runoff from these types of entities regulated under NPDES for industrial stormwater: automobile salvage yards; scrap recycling and waste recycling facilities; hazardous waste treatment, storage, or disposal facilities; or air transportation facilities that conduct deicing activities.
- 101.G.  **Permit item 20.10:** For non-linear projects, where the water quality volume cannot cost effectively be treated on the site of the original construction activity, you must identify, or may require owners of the construction activity to identify, locations where off-site treatment projects can be completed. If the entire water quality volume is not addressed on the site of the original construction activity, the remaining water quality volume must be addressed through off-site treatment and, at a minimum, ensure the requirements of permit items 20.11 through 20.14 are met.
- 101.H.  **Permit item 20.11:** You must ensure off-site treatment project areas are selected in the following order of preference:
- Locations that yield benefits to the same receiving water that receives runoff from the original construction activity
  - Locations within the same DNR catchment area as the original construction activity
  - Locations in the next adjacent DNR catchment area up-stream
  - Locations anywhere within your jurisdiction
- 101.I.  **Permit item 20.12:** Off-site treatment projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet this requirement.
- 101.J.  **Permit item 20.13:** Off-site treatment projects must be completed no later than 24 months after the start of the original construction activity. If you determine that more time is needed to complete the treatment project, you must provide the reason(s) and schedule(s) for completing the project in the annual report.
- 101.K.  **Permit item 20.14:** If you receive payment from the owner of a construction activity for off-site treatment, you must apply any such payment received to a public stormwater project, and all projects must comply with permit items 20.11 through 20.13.
- 101.L.  **Permit item 20.15:** You must include the establishment of legal mechanism(s) between you and owners of structural stormwater BMPs not owned or operated by you, that have been constructed to meet the requirements in Section 20. The legal mechanism(s) must include provisions that, at a minimum:
- Allow you to conduct inspections of structural stormwater BMPs not owned or operated by you, perform necessary maintenance, and assess costs for those structural stormwater BMPs when you determine the owner of that structural stormwater BMP has not ensured proper function.
  - Are designed to preserve your right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by you, when those responsibilities are legally transferred to another party.
  - Are designed to protect/preserve structural stormwater BMPs. If structural stormwater BMPs change, causing decreased effectiveness, new, repaired, or improved structural stormwater BMPs must be implemented to provide equivalent treatment to the original BMP.
- \*102. **Permit item 20.16:** Do you maintain a written or mapped inventory of structural stormwater BMPs that you do not own or operate that meet all of the following criteria? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)
- The structural stormwater BMP includes an executed legal mechanism(s) between you and owners responsible for the long-term maintenance, as required in item 20.15; and
  - The structural stormwater BMP was implemented on or after August 1, 2013.
- Yes  
 No
- \*103. **Permit item 20.17:** Do you to have written procedures for site plan reviews to ensure compliance with requirements of your regulatory mechanism(s)?
- Yes  
 No
- \*104. **Permit item 20.18:** Do individuals receive training commensurate with their responsibilities as they relate to your Post-Construction Stormwater Management program? Individuals include, but is not limited to, individuals responsible for conducting site plan reviews and/or enforcement.
- Yes  
 No (Skip to Q106)
105. If yes in Q104, do previously trained individuals attend a refresher training every three (3) calendar years following the initial training? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)
- Yes  
 No
- \*106. **Permit item 20.19:** Do you maintain written ERPs to compel compliance with your regulatory mechanism(s) required in Section 20? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)
- Yes  
 No (Skip to Q108)

107. If yes in Q106, what enforcement tools are included in your ERPs? (Check all that apply)

- 107.A.  Verbal warning
- 107.B.  Notice of violation
- 107.C.  Administrative order
- 107.D.  Fine
- 107.E.  Criminal action
- 107.F.  Civil penalty
- 107.G.  Other (describe below):
- 107.H.

\*108. Please specify name or position title of responsible person(s) for conducting enforcement:

Assitsant City Engineer

\*109. Permit item 20.20: Do you document each site plan review you conduct?

- Yes
- No (Skip to Q111)

110. If yes in Q109, what do you document in your site plan review process? (Check all that apply)

- 110.A.  Supporting documentation used to determine compliance, including any calculations for the permanent stormwater treatment system.
- 110.B.  The water quality volume that will be treated through volume reduction practices compared to the total water quality volume required to be treated. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 110.C.  Documentation associated with off-site treatment projects you authorize, including rationale to support the location of permanent stormwater treatment projects in accordance with items 20.10 and 20.11. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 110.D.  Payments received and used in accordance with permit item 20.14.
- 110.E.  All legal mechanisms drafted in accordance with permit item 20.15, including date(s) of the agreement(s) and name(s) of all responsible parties involved.

\*111. Permit item 20.21: Do you document training related to your Post-Construction Stormwater Management program?

- Yes
- No (Skip to Q113)

112. If yes in Q111, what are you documenting? (Check all that apply)

- 112.A.  General subject matter covered
- 112.B.  Names and departments of individuals in attendance *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 112.C.  The date of each event

\*113. Permit item 20.22: Do you document enforcement conducted pursuant to your ERPs in item 20.19, including verbal warnings?

- Yes
- No (Skip to Q115)

114. If yes in Q113, what do you document relating to ERPs for MCM 5? (Check all that apply)

- 114.A.  The name of the person responsible for violating the terms and conditions of your regulatory mechanism(s)
- 114.B.  The date(s) and location(s) of the observed violation(s)
- 114.C.  A description of the violation(s)
- 114.D.  Corrective action(s) issued
- 114.E.  Referrals to other regulatory organizations
- 114.F.  The date(s) violation(s) are resolved

\*115. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):

Assitant City Engineer

116. Provide any additional information about your current post-construction stormwater management program that you would like to share (optional): **(Maximum 10 lines of text)**

## **MCM 6: Pollution prevention/Good housekeeping for municipal operations**

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\*117. **Permit item 21.3:** Do you maintain a written or mapped inventory of your owned/operated facilities that contribute pollutants to stormwater discharges?

Yes

No (skip to Q119)

118. If yes in Q117, which of the following facilities do you own and/or operate? (Check all that apply)

118.A.  Composting

118.B.  Equipment storage and maintenance

118.C.  Hazardous waste disposal

118.D.  Hazardous waste handling and transfer

118.E.  Landfill(s)

118.F.  Solid waste handling and transfer

118.G.  Park(s)

118.H.  Pesticide storage

118.I.  Public parking lot(s)

118.J.  Public golf course(s)

118.K.  Public swimming pool(s)

118.L.  Public works yard(s)

118.M.  Recycling

118.N.  Salt storage

118.O.  Snow storage

118.P.  Vehicle storage and maintenance (e.g., fueling and washing) yard(s)

118.Q.  Materials storage yard(s)

118.R.  Other (describe below):

118.S.

\*119. **Permit item 21.4:** Do you implement BMPs to prevent or reduce pollutants in stormwater discharges from municipal operations?

Yes

No (Skip to Q121)

- 136.D.  Schedule(s) for maintenance of structural stormwater BMPs and outfalls when necessary maintenance cannot be completed within one year of discovery *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 136.E.  Stormwater management training events, including general subject matter covered, names and departments of individuals in attendance, and date of each event.

\*137. **Permit item 21.14:** Do you document pond sediment excavation and removal activities?

- Yes  
 No (Skip to Q139)

138. **If yes in Q137, what pond sediment excavation and removal activity information is documented?**  
 (Check all that apply)

- 138.A.  A unique ID number and geographic coordinate of each stormwater pond from which sediment is removed.  
 138.B.  The volume (e.g., cubic yards) of sediment removed from each stormwater pond.  
 138.C.  Results from any testing of sediment from each removal activity.  
 138.D.  Location(s) of final disposal of sediment from each stormwater pond.  
 138.E. Additional information for checked items (optional):

\*139. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s).

Assistant City Engineer

140. **Provide any additional information about your current pollution prevention/good housekeeping for municipal operations program that you would like to share (optional):** *(Maximum 10 lines of text)*

no pond sediment has been excavated as of yet because depth measurements show adequate storage remains but when it is required these items will be recorded

### Discharges to Impaired Waters with an EPA-Approved TMDL that Includes an Applicable Waste Load Allocation (WLA)

To determine if you have an applicable WLA(s), please reference the MPCA's MS4 Permit TMDL Application Form webpage at [https://stormwater.pca.state.mn.us/index.php?title=Guidance\\_for\\_completing\\_the\\_MS4\\_Permit\\_TMDL\\_Application\\_Form](https://stormwater.pca.state.mn.us/index.php?title=Guidance_for_completing_the_MS4_Permit_TMDL_Application_Form)

\*141. **Permit item 22.3:** Do you have an applicable WLA where a reduction in pollutant loading is required for bacteria?

- Yes  
 No (Skip to Q146)

142. **If yes in Q141, do you maintain a written or mapped inventory of potential areas and sources of bacteria (e.g., dense populations of waterfowl or other bird, dog parks)?** *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

- Yes  
 No (Skip to Q145)

143. **If yes in Q142, do you maintain a written plan to prioritize reduction activities to address the areas and sources identified in the inventory? The written plan must include BMPs you will implement over the permit term.** *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

- Yes  
 No (Skip to Q145)

144. **If yes in Q143, which of the following are included in your written plan?** (Check all that apply)

- 144.A.  Water quality monitoring to determine areas of high bacteria loading.  
 144.B.  Installation of pet waste pick-up bags in parks and open spaces.  
 144.C.  Elimination of over-spray irrigation at permittee land owned areas.

- 144.D.  Removal of organic matter via street sweeping.
- 144.E.  Implementation of infiltration structural stormwater BMPs.
- 144.F.  Management of areas that attract dense populations of waterfowl (e.g., riparian plantings).
- 144.G.  Other (describe below):
- 144.H.

145. **Permit item 12.9:** If yes in Q141, who is or will be responsible for implementation of this required component (i.e., inventory, plan, and BMP implementation)? List name(s) or position title(s):

\*146. **Permit item 22.5:** Do you have an applicable WLA where a reduction in pollutant loading is required for chloride?  
 Yes  
 No (Skip to Q151)

147. If yes in Q146, do you document the amount of deicer applied each winter maintenance season to all your owned/operated surfaces? (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)  
 Yes  
 No

148. If yes in Q146, each calendar year do you conduct an assessment of your winter maintenance operations to reduce the amount of deicing salt applied to your owned/operated surfaces and determine current and future opportunities to improve BMPs? You may use the MPCA's Smart Salting Assessment Tool or other available resources and methods to complete this assessment. The assessment must be documented. (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)  
 Yes  
 No (Skip to Q150)

149. If yes in Q148, what does your winter maintenance operations assessment include? (Check all that apply)

- 149.A.  Operational changes such as pre-wetting, pre-treating the salt stockpile, increasing plowing prior to deicing, monitoring of road surface temperature, etc.
- 149.B.  Implementation of new or modified equipment providing pre-wetting, or other capability for minimizing salt use.
- 149.C.  Regular calibration of equipment.
- 149.D.  Optimizing mechanical removal to reduce use of deicers.
- 149.E.  Designation of no salt and/or low salt zones.
- 149.F.  Other (describe below):
- 149.G.

149.H. Additional information for checked items (optional):

150. **Permit item 12.9:** If yes in Q146, who is or will be responsible for implementation of this required component (i.e., documenting deicer applied and winter maintenance operations assessment)? List name(s) or position title(s):

\*151. **Permit item 22.7:** Do you have an applicable WLA where a reduction in pollutant loading is required for temperature?  
 Yes  
 No (Skip to Q155)



120. If yes in Q119, provide additional information on the BMPs you implement to address stormwater discharges from municipal operations (e.g., waste disposal, management of stockpiles, road maintenance):  
covered salt storage, stormwater treatment pond, covered maintenance and wash areas, monitored stockpiles

\*121. Permit item 21.5: Do you implement BMPs at your owned/operated salt storage areas?  
(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)  
 Yes  
 No (Skip to Q123)

122. If yes in Q121, what BMPs do you have in place at salt storage areas? (Check all that apply)  
122.A.  Salt is covered or stored indoors  
122.B.  Salt stored on an impervious surface  
122.C.  Implementation of practices to reduce exposure when transferring material from salt storage areas  
122.D.  Other (describe below):  
122.E.

\*123. Permit item 21.6: Do you implement a written snow and ice management policy for individuals that perform winter maintenance activities for you? (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)  
 Yes  
 No (Skip to Q125)

124. If yes in Q123, what practices and procedures for snow and ice control operations are included?  
(Check all that apply)  
124.A.  Plowing or other snow removal practices  
124.B.  Sand use  
124.C.  Application of deicing compounds  
124.D.  Other (describe below):  
124.E.

\*125. Permit item 21.7: Each calendar year, do all individuals that perform winter maintenance activities for you receive training?  
(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)  
 Yes  
 No (Skip to Q127)

126. If yes in Q125, what does the winter maintenance training include? (Check all that apply)  
126.A.  The importance of protecting water quality  
126.B.  BMPs to minimize the use of deicers  
126.C.  Tools and resources to assist in winter maintenance (e.g., deicing application rate guidelines, calibration charts, Smart Salting Assessment Tool)  
126.D.  Other (describe below):  
126.E.

\*127. Permit item 21.8: Do you maintain written procedures for determining TSS and total phosphorus (TP) treatment effectiveness of all owned/operated ponds constructed and used for the collection and treatment of stormwater?  
 Yes  
 No

\*128. **Permit item 21.9:** Do you inspect structural stormwater BMPs (excluding stormwater ponds, which are under a separate schedule) each calendar year to determine structural integrity, proper function, and maintenance needs (excluding structural stormwater BMPs where the inspection frequency has been adjusted)?

- Yes  
 No

\*129. **Do you have a different inspection frequency (i.e., more or less than each calendar year) for any of your structural stormwater BMPs?**

- Yes  
 No (Skip to Q131)

130. **If yes in Q129, what led to your adjusted inspection frequency? (Check all that apply)**

- 130.A.  Complaints received or patterns of maintenance indicated a greater frequency was necessary.  
130.B.  Determined maintenance or sediment removal was not required after completion of the first two calendar year inspections.  
130.C.  Other (describe below):  
130.D.

\*131. **Permit item 21.10:** Do you inspect all ponds and outfalls (excluding underground outfalls) each permit term in order to determine structural integrity, proper function, and maintenance needs?

- Yes  
 No (Skip to Q133)

132. **If yes in Q131, describe the frequency of inspections:**  
once per permit cycle

\*133. **Permit item 21.12:** Do you implement a stormwater management training program commensurate with individual's responsibilities as they relate to your SWPPP, including reporting and assessment activities? Training materials can be from the U.S. Environmental Protection Agency (EPA), state and regional agencies, or other organizations as appropriate to meet this requirement.

- Yes  
 No (Skip to Q135)

134. **If yes in Q133, what does your stormwater management training program include? (Check all that apply)**

- 134.A.  The importance of protecting water quality.  
134.B.  Cover the requirements of the permit relevant to the responsibilities of the individual.  
134.C.  A schedule that establishes initial training for individuals, including new and/or seasonal employees, and recurring training intervals to address changes in procedures, practices, techniques, or requirements.  
134.D.  Other (describe below):  
134.E.

134.F. Additional information for checked items (optional).

\*135. **Permit item 21.13:** Do you document information associated with the operations and maintenance program?

- Yes  
 No (Skip to Q137)

136. **If yes in Q135, what are you documenting? (Check all that apply)**

- 136.A.  Date(s) and description of findings, including whether or not an illicit discharge is detected, for all inspections conducted in accordance with items 21.9 and 21.10.  
136.B.  Any adjustments to inspection frequency as authorized in item 21.9.  
136.C.  Date(s) and a description of maintenance conducted as a result of inspection findings, including whether or not an illicit discharge is detected.

For question 159.B-G, provide information for calendar year 2020.

159.B. For each month, provide the number of days the system was operational:

- 159.B.1. January: \_\_\_\_\_
- 159.B.2. February: \_\_\_\_\_
- 159.B.3. March: \_\_\_\_\_
- 159.B.4. April: \_\_\_\_\_
- 159.B.5. May: \_\_\_\_\_
- 159.B.6. June: \_\_\_\_\_
- 159.B.7. July: \_\_\_\_\_
- 159.B.8. August: \_\_\_\_\_
- 159.B.9. September: \_\_\_\_\_
- 159.B.10. October: \_\_\_\_\_
- 159.B.11. November: \_\_\_\_\_
- 159.B.12. December: \_\_\_\_\_

159.C. What chemical(s) was used for treatment:

- 159.C.1.  Alum
- 159.C.2.  Ferric Chloride

159.D. Provide the number of gallons of water treated: \_\_\_\_\_

159.E. Provide the number of gallons of alum or ferric chloride treatment used: \_\_\_\_\_

159.F. Provide the calculated pounds of phosphorous removed: \_\_\_\_\_

159.G. Describe any performance issue(s) and the corrective action(s), including the date(s) when corrective action(s) were taken:

160. Permit item 23.3: Which of the following requirements are you meeting? (Check all that apply)

- 160.A.  Your treatment system is for the treatment of phosphorus in stormwater. Non-stormwater discharges must not be treated by this system.
- 160.B.  Your treatment system is contained within the conveyances and structural stormwater BMPs of the MS4. The utilized conveyances and structural stormwater BMPs do not include any receiving waters.
- 160.C.  Phosphorus treatment systems utilizing chemicals other than alum or ferric chloride receive written approval from the MPCA.
- 160.D.  In-lake phosphorus treatment activities are not authorized.

161. Permit item 23.3: Which of the following design parameters does your treatment system include? (Check all that apply)

- 161.A.  The treatment system is constructed in a manner that diverts the stormwater flow to be treated from the main conveyance system.
- 161.B.  A high flow bypass is part of the inlet design.
- 161.C.  A flocculent storage/settling area is incorporated into the design, and adequate maintenance access is provided (minimum of eight feet wide) for the removal of accumulated sediment.

162. Permit item 23.5: Do you have a designated person perform visual monitoring of the treatment system for proper performance at least once every seven (7) days, and within 24 hours after a rainfall event greater than 2.5 inches in 24 hours?

- Yes
- No (Skip to Q164)

163. If yes in Q162, please list the name(s) of the individual(s) or position title(s):

164. **Permit item 23.5:** Following visual monitoring which occurs within 24 hours after a rainfall event, do you conduct the next visual monitoring of your system seven (7) days after that rainfall event?  
 Yes  
 No
165. **Permit item 23.6:** Does your treatment system utilize three (3) benchmark monitoring stations? Table 1 in Appendix A in the permit must be used for the parameters, units of measure, and frequency of measurement for each station.  
 Yes  
 No
166. **Permit item 23.7:** Do you collect grab samples or flow-weighted 24-hour composite samples at your treatment system?  
 Yes  
 No
167. **Permit item 23.8:** Are your treatment system samples, excluding potential of hydrogen (pH) samples, analyzed by a laboratory certified by the Minnesota Department of Health and/or the MPCA?  
 Yes  
 No
168. **Which of the following do your sample tests include?** (Check all that apply)
- 168.A.  Sample preservation and test procedures for the analysis of pollutants that conform to 40 CFR Part 136 and Minn. R. 7041.3200.
- 168.B.  Detection limits for dissolved phosphorus, dissolved aluminum, and dissolved iron that are a minimum of 6 micrograms per liter (µg/L), 10 µg/L, and 20 µg/L, respectively.
- 168.C.  pH that is measured within 15 minutes of sample collection using calibrated and maintained equipment.
169. **Permit item 23.9:** In the following situation(s) do you perform corrective action(s) and immediately notify the Minnesota Department of Public Safety Duty Officer? (Check all that apply)
- 169.A.  The pH of the discharged water is not within the range of 6.0 and 9.0.
- 169.B.  Indications of toxicity or measurements exceeding water quality standards which could endanger human health, public drinking water supplies, or the environment.
- 169.C.  A spill or discharge or alteration resulting in water pollution, as defined in Minn. Stat. § 115.01, subd. 13, of alum or ferric chloride.
170. **Permit item 23.13:** Do you conduct site-specific jar testing using typical and representative water samples in accordance with the most current approved version of ASTM D2035? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)  
 Yes  
 No
171. **Permit item 23.14:** Do you have baseline concentrations of the following parameters in the influent and receiving waters at your treatment system location? (Check all that apply)
- 171.A.  Aluminum or iron
- 171.B.  Phosphorus
172. **Permit item 23.15:** Do you have the following system parameters and how each was determined at your treatment system location? (Check all that apply)
- 172.A.  Flocculant settling velocity
- 172.B.  Minimum required retention time
- 172.C.  Rate of diversion of stormwater into the system
- 172.D.  The flow rate from the discharge of the outlet structure
- 172.E.  Range of expected dosing rates
173. **Permit item 23.16:** Have you developed the following site-specific procedures? (Check all that apply)
- 173.A.  Procedures for the installation, operation and maintenance of all pumps, generators, control systems, and other equipment.
- 173.B.  Specific parameters for determining when the solids must be removed from the system and how the solids will be handled and disposed of.
- 173.C.  Procedures for cleaning up and/or containing a spill of each chemical stored on site.

**Complete last page and submit using Adobe Acrobat Reader.**

(If you do not have Acrobat Reader, you can download a free version at <https://get.adobe.com/reader/>)

152. If yes in Q151, do you maintain a written plan that identifies specific activities you will implement to reduce thermal loading during the permit term? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

- Yes  
 No (Skip to Q154)

153. If yes in Q152, what activities does the plan include? (Check all that apply)

- 153.A.  Implementation of infiltration BMPs such as bioinfiltration practices  
153.B.  Disconnection and/or reduction of impervious surfaces  
153.C.  Retrofitting existing structural stormwater BMPs  
153.D.  Improvement of riparian vegetation  
153.E.  Other (describe below):  
153.F.

153.G. Provide any additional information about your written plan (optional):

154. Permit item 12.9: If yes in Q151, who is or will be responsible for implementation of this required component? List name(s) or position title(s):

\*155. Permit item 12.8: Do you have an applicable WLA(s) for oxygen demand, nitrate, TSS, or TP?

- Yes - If yes, you **must complete** the corresponding tabs in the *MS4 Permit TMDL Application* (available on the MPCA's website at [https://stormwater.pca.state.mn.us/index.php?title=Guidance\\_for\\_completing\\_the\\_MS4\\_Permit\\_TMDL\\_Application\\_Form](https://stormwater.pca.state.mn.us/index.php?title=Guidance_for_completing_the_MS4_Permit_TMDL_Application_Form)) and submit it with this application.  
 No

#### Alum or Ferric Chloride Phosphorus Treatment Systems

\*156. Permit Section 23: Do you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your MS4?

- Yes - If yes, complete questions 157-173 as directed.  
 No (Skip to Q174)

157. Provide the geographic coordinates of the alum or ferric chloride phosphorus treatment system, in decimal degrees. (Approximate centroid of treatment system within five-foot accuracy):

157.A. Latitude: \_\_\_\_\_  
157.B. Longitude: \_\_\_\_\_

158. Who is responsible for the operation of the treatment system? List name(s) or position title(s):

159.A. Provide the date the system first became operational (mm/dd/yyyy): \_\_\_\_\_

Additional information

174. Provide any additional information about your current Stormwater Pollution Prevention Program (SWPPP) that you would like to share (optional): **(Maximum 30 lines of text)**

Complete last page and submit using Adobe Acrobat Reader.

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## **City of Cloquet, Minnesota**



# **Section II**

## **Introduction / Background**

## **Introduction / Background**

The City of Cloquet first applied for coverage under the Minnesota General Stormwater Permit as a regulated small Municipal Separate Storm Sewer System (MS4) in 2007. Subsequently that permit was reauthorized in 2013. The current revision of the MS4 permit issued Part 1 of the application in 2017. The City of Cloquet submitted its Part 1 application on December 17, 2017. The actual permit language of the current revision was not completed by the MPCA until November of 2020. The City is required to complete application to the MPCA with Part 2 of the permit application by April 15, 2021. Items contained in the current permit that have changed since the previous revision must be addressed in the City's SWPPP within 12 months of receiving permit coverage. The City's SWPPP has been completely revised in order to comply with the 2020 permit revision.



**City of Cloquet, Minnesota**



**Section III**  
**SWPPP BMP SUMMARY SHEETS**

# Minimum Control Measure 1: PUBLIC EDUCATION AND OUTREACH



<b>BMP ID</b>	<b>BMP Title</b>	<b>2020 Permit Reference</b>
16.3	Distribute Educational Materials – Two specific topics	<b>16.2, 16.3, 16.7</b>
16.4	Distribute Educational Materials – IDDE	<b>16.2, 16.4, 16.7</b>
16.5	Distribute Educational Materials - Salt	<b>16.2, 16.5</b>
16.6	Distribute Educational Materials – Pet Waste	<b>16.2, 16.6, 16.7</b>
16.7	Target Audience	<b>16.2, 16.7</b>
16.8	Documentation	<b>16.2, 16.3, 16.7, 16.8</b>
16.9	Annual Assessment	<b>16.2, 16.3, 16.4, 16.5, 16.6, 16.7, 16.8, 16.9</b>

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**BMP Number:** 16.3 (Permit sections 16.2, 16.3, 16.7)

<b>BMP Title:</b> Distribute Educational Materials – Two specific topics
<b>BMP Description:</b> <p>The City will distribute various educational materials on two specifically selected stormwater related issues to an audience identified in this process. These materials and information will be made available through participation in RSPT and may take various forms and may be distributed at times through direct mailings, TV ads, special speaking engagements, workshops, and web-based information access.</p> <p>Educational materials will also be made available through the RSPT website <a href="http://www.lakesuperiorstreams.org">www.lakesuperiorstreams.org</a></p> <p>The City of Cloquet website will provide links to the RSPT website.</p>
<b>Measurable Goals:</b> <ul style="list-style-type: none"><li>16.3.1 Identify 2 specific stormwater related topic.</li><li>16.3.2 Identify target audience.</li><li>16.3.3 Develop and distribute educational materials.</li><li>16.3.4 Participate in RSPT to deliver these educational materials.</li><li>16.3.5 Participate in RSPT to update <a href="http://www.lakeSuperiorstreams.org">www.lakeSuperiorstreams.org</a> website.</li></ul>
<b>Timeline/Implementation Schedule:</b> <ul style="list-style-type: none"><li>16.3.1 Annual</li><li>16.3.2 Annual</li><li>16.3.3 Annual</li><li>16.3.4 Annual</li><li>16.3.5 Annual</li></ul>
<b>Specific Components and Notes:</b> <ul style="list-style-type: none"><li>• Two specifically selected stormwater-related issues of high priority to the city (e.g., specific TMDL reduction targets, changing local business practices, promoting adoption of residential BMPs, lake improvements through lake associations, household chemicals, yard waste, etc.).</li><li>• Target audience(s) (e.g., residents, businesses, commercial facilities, institutions, and local organizations; consideration should be given to low-income residents, people of color, and non-native English-speaking residents).</li></ul>
<b>Responsible Party for this BMP:</b> <p>Position: Assistant City Engineer</p> <p>Phone: 218.879.6758</p>

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### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**BMP Number:** 16.4 (Permit sections 16.2, 16.4, 16.7)

<b>BMP Title:</b> Distribute Educational Materials – IDDE
<b>BMP Description:</b> <p>The City will distribute various educational materials <b>focused on illicit discharge recognition and reporting illicit discharges</b> to an audience identified in this process. These materials and information will be made available through participation in RSPT and may take various forms and may be distributed at times through direct mailings, TV ads, special speaking engagements, workshops, and web-based information access.</p> <p>Educational materials will also be made available through the RSPT website <a href="http://www.lakesuperiorstreams.org">www.lakesuperiorstreams.org</a></p> <p>The City of Cloquet website will provide links to the RSPT website</p>
<b>Measurable Goals:</b> <ul style="list-style-type: none"><li><b>16.4.1</b> Participate in RSPT to Identify target audience.</li><li><b>16.4.2</b> Participate in RSPT to Develop and distribute educational material focused on illicit discharge recognition and reporting illicit discharges.</li><li><b>16.4.3</b> Participate in RSPT to deliver these educational materials.</li><li><b>16.4.4</b> Participate in RSPT to update <a href="http://www.lakeSuperiorstreams.org">www.lakeSuperiorstreams.org</a> website</li></ul>
<b>Timeline/Implementation Schedule:</b> <ul style="list-style-type: none"><li><b>16.4.1</b> Annual</li><li><b>16.4.2</b> Annual</li><li><b>16.4.3</b> Annual</li><li><b>16.4.4</b> Annual</li></ul>
<b>Specific Components and Notes:</b> <ul style="list-style-type: none"><li>• At least once each calendar year, the city must distribute educational materials or equivalent outreach focused on illicit discharge recognition and reporting illicit discharges to the Target audience(s) (e.g., residents, businesses, commercial facilities, institutions, and local organizations; consideration should be given to low-income residents, people of color, and non-native English-speaking residents.</li></ul>
<b>Responsible Party for this BMP:</b> <p>Position: Assistant City Engineer Phone: 218.879.6758</p>

## BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**BMP Number:** 16.5 (Permit sections 16.2, 16.5)

<b>BMP Title:</b> Distribute Educational Materials - Salt
<b>BMP Description:</b> <p>The City will distribute various educational materials <b>focused on impacts of deicing salt use on receiving waters, methods to reduce deicing salt use and proper storage of salt and other deicing materials</b> to residents, businesses, commercial facilities and institutions. These materials and information will be made available through participation in RSPT and may take various forms and may be distributed at times through direct mailings, TV ads, special speaking engagements, workshops, and web-based information access.</p> <p>Educational materials will also be made available through the RSPT website <a href="http://www.lakesuperiorstreams.org">www.lakesuperiorstreams.org</a> The City of Cloquet website will provide links to the RSPT website</p>
<b>Measurable Goals:</b> <p><b>16.5.1</b> Participate in RSPT to Develop and distribute educational material focused impacts of deicing salt use on receiving waters, methods to reduce deicing salt use and proper storage of salt and other deicing materials.</p> <p><b>16.5.2</b> Participate in RSPT to deliver these educational materials.</p> <p><b>16.5.3</b> Participate in RSPT to update <a href="http://www.lakeSuperiorstreams.org">www.lakeSuperiorstreams.org</a> website</p>
<b>Timeline/Implementation Schedule:</b> <p><b>16.5.1</b> Annual <b>16.5.2</b> Annual <b>16.5.3</b> Annual</p>
<b>Specific Components and Notes:</b> <ul style="list-style-type: none"><li>At least once each calendar year, the city must distribute educational materials or equivalent outreach to residents, businesses, commercial facilities, and institutions, focused on impacts of deicing salt use on receiving waters, methods to reduce deicing salt use and proper storage of salt and other deicing materials</li></ul>
<b>Responsible Party for this BMP:</b> <p>Position: Assistant City Engineer Phone: 218.879.6758</p>

## BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**BMP Number:** 16.6 (Permit sections 16.2, 16.6, 16.7)

<b>BMP Title:</b> Distribute Educational Materials – Pet Waste
<b>BMP Description:</b> <p>The City will distribute various educational materials <b>focused on impacts Pet Waste on receiving waters, proper management of pet waste, and any exiting regulatory mechanisms for pet waste</b> to an audience to be determined as part of this process. These materials and information will be made available through participation in RSPT and may take various forms and may be distributed at times through direct mailings, TV ads, special speaking engagements, workshops, and web-based information access.</p> <p>Educational materials will also be made available through the RSPT website <a href="http://www.lakesuperiorstreams.org">www.lakesuperiorstreams.org</a></p> <p>The City of Cloquet website will provide links to the RSPT website</p>
<b>Measurable Goals:</b> <p><b>16.6.1</b> Participate in RSPT to Identify target audience.</p> <p><b>16.6.2</b> Participate in RSPT to Develop and distribute educational material <b>focused on impacts Pet Waste has on receiving waters, proper management of pet waste, and any existing regulatory mechanisms for pet waste.</b></p> <p><b>16.6.3</b> Participate in RSPT to deliver these educational materials.</p> <p><b>16.6.4</b> Participate in RSPT to update <a href="http://www.lakeSuperiorstreams.org">www.lakeSuperiorstreams.org</a> website</p>
<b>Timeline/Implementation Schedule:</b> <p><b>16.6.1</b> Annual</p> <p><b>16.6.2</b> Annual</p> <p><b>16.6.3</b> Annual</p> <p><b>16.6.4</b> Annual</p>
<b>Specific Components and Notes:</b> <ul style="list-style-type: none"><li>• At least once each calendar year, the city must distribute educational materials or equivalent outreach focused on impacts Pet Waste on receiving waters, proper management of pet waste, and any existing regulatory mechanisms for pet waste.</li><li>• Target audience(s) (e.g., residents, businesses, commercial facilities, institutions, and local organizations; consideration should be given to low-income residents, people of color, and non-native English-speaking residents.</li></ul>
<b>Responsible Party for this BMP:</b> <p>Position: Assistant City Engineer</p> <p>Phone: 218.879.6758</p>

## BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** PUBLIC EDUCATION AND OUTREACH

**BMP Number:** 16.7 (permit sections 16.2, 16.7)

<b>BMP Title:</b> Target Audience
<b>BMP Description:</b> The City will develop and implement an education and outreach plan that addresses: <ul style="list-style-type: none"><li>a. Target audience(s) (e.g., residents, businesses, commercial facilities, institutions, and local organizations; consideration should be given to low-income residents, people of color, and non-native English-speaking residents. A resource to help identify these areas is available on the Agency's environmental justice website).</li><li>b. Name or position title of responsible person(s) for overall plan implementation.</li><li>c. Specific activities and schedules to reach each target audience.</li><li>d. A description of any coordination with and/or use of stormwater education and outreach programs implemented by other entities, if applicable.</li></ul>
<b>Measurable Goals:</b> <b>16.7.1</b> Participate in the RSPT to develop an education and outreach plan. <b>16.7.2</b> Participate in RSPT to Assess effectiveness of the plan annually. <b>16.7.3</b> Participate in RSPT to Modify and Update that plan annually.
<b>Timeline/Implementation Schedule:</b> <b>16.7.1</b> Annually <b>16.7.2</b> Annually <b>16.7.3</b> Annually
<b>Specific Components and Notes:</b>
<b>Responsible Party for this BMP:</b>  <p style="text-align: center;">Position: Assistant City Engineer Phone: 218.879.6758</p>

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**BMP Number:** 16.8 (Permit sections 16.2, 16.3, 16.7, 16.8)

<b>BMP Title:</b> Documentation
<b>BMP Description:</b> The City will document the following related to education and outreach efforts: <ul style="list-style-type: none"><li>A. A description of all specific stormwater-related issues identified by the permittee in item 16.3.</li><li>B. All information required under the permittee's education and outreach plan in item 16.7.</li><li>C. Activities held, including dates, to reach each target audience.</li><li>D. Quantities and descriptions of educational materials distributed, including dates distributed.</li><li>E. Estimated audience (e.g., number of participants, viewers, readers, listeners, etc.) for each completed education and outreach activity.</li></ul>
<b>Measurable Goals:</b> 16.8.1 Documentation of information
<b>Timeline/Implementation Schedule:</b> 16.8.1 Annually
<b>Specific Components and Notes:</b>
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758



### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 1-PUBLIC EDUCATION AND OUTREACH

**BMP Number:** 16.9 (Permit sections 16.2, 16.3,16.4, 16.5, 16.6, 16.7, 16.8, 16.9)

<b>BMP Title:</b> Annual Assessment
<b>BMP Description:</b> The City will participate in RSPT to conduct an annual assessment of the public education program to evaluate program compliance, the status of achieving the measurable requirements in Section 16 and determine how the program might be improved.
<b>Measurable Goals:</b> <b>16.9.1</b> Documentation of evaluation and recommendations to improve program.
<b>Timeline/Implementation Schedule:</b> <b>16.9.1</b> Annual
<b>Specific Components and Notes:</b> Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., education and outreach efforts, implementation of written plans, etc.). The city will perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

**Minimum Control Measure 2:  
PUBLIC PARTICIPATION/INVOLVEMENT**



<b>BMP ID</b>	<b>BMP Title</b>	<b>2020 Permit Reference</b>
17.3	Public Input on SWPPP	<b>17.2, 17.3</b>
17.4	Provide Access to SWPPP and supporting documents	<b>17.2, 17.4</b>
17.5	Consider Public Input	<b>17.2, 17.5</b>
17.6	Public Involvement Activity	<b>17.2, 17.6</b>
17.7	Documentation	<b>17.2, 17.3, 17.6, 17.7</b>
17.8	Annual Assessment	<b>17.2, 17.3, 17.4, 17.6, 17.8</b>

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**BMP Number:** 17.3 (Permit sections 17.2, 17.3)

<b>BMP Title:</b> Public Input on SWPPP
<b>BMP Description:</b> Each calendar year the City will provide a minimum of one (1) opportunity for the public to provide input on the adequacy of the SWPPP. The city may conduct a public meeting(s) to satisfy this requirement, provided appropriate local public notice requirements are followed and the public is given the opportunity to review and comment on the SWPPP.
<b>Measurable Goals:</b> <b>17.3.1</b> Hold annual opportunity for Public to comment on SWPPP. <b>17.3.2</b> Advertise the opportunity in the local paper a minimum of 14 days prior to the event.
<b>Timeline/Implementation Schedule:</b> <b>17.3.1</b> Annual <b>17.3.2</b> Annual
<b>Specific Components and Notes:</b>
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**BMP Number:** 17.4 (Permit sections 17.2, 17.4)

<b>BMP Title:</b> Provide Access to SWPPP and supporting documents
<b>BMP Description:</b> The City will provide access to the SWPPP Document, annual reports, and other documentation that supports or describes the SWPPP (e.g., regulatory mechanism(s), etc.) for public review, upon request. All public data requests are subject to the Minnesota Government Data Practices Act.
<b>Measurable Goals:</b> 17.4.1 Provide access to SWPPP and supporting documents.
<b>Timeline/Implementation Schedule:</b> 17.4.1 Annual
<b>Specific Components and Notes:</b>
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

**BMP Summary Sheet**

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**BMP Number:** 17.5 (Permit sections 17.2, 17.5)

<b>BMP Title:</b> Consider Public Input
<b>BMP Description:</b> The City will consider oral and written input regarding the SWPPP submitted by the public to the permittee
<b>Measurable Goals:</b> 17.5.1 Document Public Input 17.5.2 Document amendments to SWPPP as a result of Public Input
<b>Timeline/Implementation Schedule:</b> 17.5.1 Annual 17.5.2 Annual
<b>Specific Components and Notes:</b>
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**BMP Number:** 17.6 (Permit sections 17.2, 17.6)

<b>BMP Title:</b> Public Involvement Activity
<b>BMP Description:</b> Each calendar year, the City, through participation in RSPT, will provide a minimum of one (1) public involvement activity that includes a pollution prevention or water quality theme (e.g., rain barrel distribution event, rain garden workshop, cleanup event, storm drain stenciling, volunteer water quality monitoring, adopt a storm drain program, household hazardous waste collection day, etc.).
<b>Measurable Goals:</b>  17.6.1 Participate in RSPT to plan and hold Public Involvement Activity
<b>Timeline/Implementation Schedule:</b> 17.6.1 Annual
<b>Specific Components and Notes:</b>
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

**BMP Summary Sheet**

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**BMP Number:** 17.7 (Permit sections 17.2, 17.3, 17.4, 17.6, 17.7)

<b>BMP Title:</b> Documentation
<b>BMP Description:</b> The City will document the following related to Public Participation / Involvement efforts: <ul style="list-style-type: none"><li>A. All relevant written input submitted by persons regarding the SWPPP.</li><li>B. All responses from the permittee to written input received regarding the SWPPP, including any modifications made to the SWPPP as a result of the written input received.</li><li>C. Date(s), location(s), and estimated number of participants at events held for purposes of compliance with item 17.3.</li><li>D. Notices provided to the public of any events scheduled to meet item 17.3, including any electronic correspondence (e.g., website, e-mail distribution lists, notices, etc.).</li><li>E. Date(s), location(s), description of activities, and estimated number of participants at events held for the purpose of compliance with item 17.6.</li></ul>
<b>Measurable Goals:</b> 17.7.1 Documentation of information
<b>Timeline/Implementation Schedule:</b> 17.7.1 Annual
<b>Specific Components and Notes:</b>
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

**BMP Summary Sheet**

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 2-PUBLIC PARTICIPATION/INVOLVEMENT

**BMP Number:** 17.8 (Permit sections 17.2, 17.3, 17.4, 17.6, 17.8)

<b>BMP Title:</b> Annual Assessment
<b>BMP Description:</b> The City will conduct an annual assessment of the Public Participation / Involvement program to evaluate program compliance, the status of achieving the measurable requirements in Section 17 and determine how the program might be improved.
<b>Measurable Goals:</b> 17.8.1 Documentation of evaluation and recommendations to improve program.
<b>Timeline/Implementation Schedule:</b> 17.8.1 Annual
<b>Specific Components and Notes:</b> The City will conduct an annual assessment of the Public Participation/Involvement program to evaluate program compliance, the status of achieving the measurable requirements in Section 17 and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., public input and involvement opportunities, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document of any modifications made to the program as a result of the annual assessment.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758





**Minimum Control Measure 3:  
ILLICIT DISCHARGE DETECTION AND ELIMINATION**

<b>BMP ID</b>	<b>BMP Title</b>	<b>2020 Permit Reference</b>
18.3	Stormwater Infrastructure Mapping	<b>14.2, 18.3</b>
18.4	Regulatory Control Program	<b>3.2,18.4,18.5,18.6</b>
18.8	Staff IDDE Training	<b>18.8, 18.9</b>
18.10	Priority IDDE areas	<b>18.10, 18.11</b>
18.11	IDDE Investigations	<b>18.11, 18.12</b>
18.13	Spill Response	<b>18.13</b>
18.14	IDDE ERPs	<b>18.14</b>
18.15	IDDE Documentation	<b>18.8, 18.9,18.11, 18.14, 18.15, 18.16, 18.17</b>
18.18	IDDE Annual Assessment	<b>18.8, 18.9,18.11, 18.14, 18.15, 18.16, 18.17</b>

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 3- ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

**BMP Number:** 18.3 (Permit sections 14.2, 18.3)

<b>BMP Title:</b> Stormwater Infrastructure Mapping
<b>BMP Description:</b> The City will continue to maintain, and update GIS based mapping of stormwater infrastructure
<b>Measurable Goals:</b> 18.3.1 Maintain GIS mapping
<b>Timeline/Implementation Schedule:</b> 18.3.1 Annual
<b>Specific Components and Notes:</b> The City will update, as necessary, a storm sewer system map that depicts the following:  A. All pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. B. Outfalls, including a unique identification (ID) number assigned by the permittee, and associated geographic coordinates. C. Structural stormwater BMPs that are part of the permittee's MS4; and all receiving waters.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 3- ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

**BMP Number:** 18.4 (Permit sections 3.2, 18.4, 18.5, 18.6)

<b>BMP Title:</b> Regulatory Control Program
<b>BMP Description:</b> The City will develop, implement, and enforce a regulatory mechanism(s) that prohibits non-stormwater discharges into the permittee's MS4, except those non-stormwater discharges authorized in item 3.2. The regulatory mechanism(s) must also include items 18.5 and 18.6
<b>Measurable Goals:</b> <b>18.4.1</b> Continue to enforce the existing ordinance prohibiting non stormwater discharges. <b>18.4.2</b> Amend existing ordinance to require owners or custodians of pets to remove and properly dispose of feces on permittee owned land areas. <b>18.4.3</b> Amend existing ordinance to require the following: <b>A.</b> Designated salt storage areas must be covered or indoors. <b>B.</b> Designated salt storage areas must be located on an impervious surface. <b>C.</b> Implementation of practices to reduce exposure when transferring material in designated salt storage areas (e.g., sweeping, diversions, and/or containment).
<b>Timeline/Implementation Schedule:</b> <b>18.4.1</b> Annual <b>18.4.2</b> Adopt changes to City Code within 12 months of the SWPPP approval. <b>18.4.3</b> Adopt changes to City Code within 12 months of the SWPPP approval.
<b>Specific Components and Notes:</b> The following categories of non-stormwater discharges or flows are authorized under current City Code: water line flushing, landscape irrigation, diverted stream flows, rising groundwaters, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, dechlorinated swimming pool discharges, street wash water,
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

**BMP Summary Sheet**

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 3- ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

**BMP Number:** 18.8 (Permit sections 18.8, 18.9)

<b>BMP Title:</b> Staff IDDE Training
<b>BMP Description:</b> At least once each calendar year, the City will train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges) and reporting illicit discharges for further investigation. Field staff includes, but is not limited to, police, public works, and parks staff. Training for this specific requirement may include, but is not limited to, videos, in-person presentations, webinars, training documents, and/or emails.
<b>Measurable Goals:</b> <b>18.8.1</b> Conduct training / Collect sign in sheet at training. <b>18.8.2</b> Conduct refresher training every 3 years / collect sign in sheet at training.
<b>Timeline/Implementation Schedule:</b> <b>18.8.1</b> Annual <b>18.8.2</b> Annual
<b>Specific Components and Notes:</b> The City will ensure that individuals receive training commensurate with their responsibilities as they relate to the permittee's IDDE program. Individuals includes, but is not limited to, individuals responsible for investigating, locating, eliminating illicit discharges, and/or enforcement. The permittee must ensure that previously trained individuals attend a refresher-training every three (3) calendar years following the initial training.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

## BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 3- ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

**BMP Number:** 18.10 (Permit sections 18.10, 18.11)

<b>BMP Title:</b> Priority IDDE areas
<b>BMP Description:</b> The City will develop and maintain a mapped inventory of priority areas identified as having a higher likelihood for illicit discharges. The City will conduct additional inspections in priority areas.
<b>Measurable Goals:</b> <b>18.10.1</b> Map inventory of Priority Areas. <b>18.10.2</b> Maintain Map. <b>18.10.3</b> Conduct additional illicit discharge inspections in Priority Areas.
<b>Timeline/Implementation Schedule:</b> <b>18.10.1</b> Within 12 months of approval of the SWPPP <b>18.10.2</b> Annual <b>18.10.3</b> Annual
<b>Specific Components and Notes:</b> The City will evaluate the following for potential inclusion in the inventory. A. Land uses associated with business/industrial activities. B. Areas where illicit discharges have been identified in the past. C. Areas with storage of significant materials that could result in an illicit discharge.  To the extent allowable under state or local law, the City will conduct additional illicit discharge inspections in Priority areas identified.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 3- ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

**BMP Number:** 18.12 (Permit sections 18.12, 18.11)

<b>BMP Title:</b> IDDE Investigations
<b>BMP Description:</b> The City will develop and follow written procedures for investigating, locating, and eliminating the source of illicit discharges.
<b>Measurable Goals:</b> <b>18.12.1</b> Develop Written Procedures for IDDE <b>18.12.2</b> Investigate IDDE
<b>Timeline/Implementation Schedule:</b> <b>18.12.1</b> Completed <b>18.12.2</b> within 24 hrs of receiving report
<b>Specific Components and Notes:</b> The written procedures must include: A. A timeframe in which city staff will investigate a reported illicit discharge. B. Use of visual inspections to detect and track the source of an illicit discharge. C. Tools available to investigate and locate an illicit discharge (e.g., mobile cameras, collecting and analyzing water samples, smoke testing, dye testing, etc.). D. Cleanup methods available to remove an illicit discharge or spill. E. The Assistant City Engineer is the responsible person(s) for investigating, locating, and eliminating an illicit discharge.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 3- ILLICIT DISCHARGE DETECTION AND  
ELIMINATION (IDDE)

**BMP Number:** 18.13 (Permit sections 18.13)

<b>BMP Title:</b> Spill Response
<b>BMP Description:</b> The City will implement written procedures for responding to spills, including emergency response procedures to prevent spills from entering the MS4.
<b>Measurable Goals:</b> 18.13.1 Develop Written Procedures for Spill response
<b>Timeline/Implementation Schedule:</b> 18.13.1 Completed
<b>Specific Components and Notes:</b> The written procedures must also include the immediate notification of the Minnesota Department of Public Safety Duty Officer at 1-800-422-0798 (toll free) or 651-649-5451 (Metro area), if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. 115.061.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 3- ILLICIT DISCHARGE DETECTION AND  
ELIMINATION (IDDE)

**BMP Number:** 18.14 (Permit sections 18.14)

<b>BMP Title:</b> IDDE ERPs
<b>BMP Description:</b> The City will develop and maintain written Enforcement Response Procedures (ERPs) to compel compliance with the City Code as it relates to IDDE.
<b>Measurable Goals:</b> 18.14.1 Develop Written enforcement Response Procedures (ERPs) for IDDE
<b>Timeline/Implementation Schedule:</b> 18.14.1 Completed
<b>Specific Components and Notes:</b> The written procedures must include:  A. A description of enforcement tools available and guidelines for the use of each tool. B. Timeframes to complete corrective actions. C. Name or position title of responsible person(s) for conducting enforcement.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758



### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota  
**Minimum Control Measure:** 3- ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)  
**BMP Number:** 18.15 (Permit sections 18.8, 18.9, 18.11, 18.14, 18.15, 18.16, 18.17)

<b>BMP Title:</b> IDDE Documentation
<b>BMP Description:</b> The City will document the following related to <b>reports of IDDE:</b> <ul style="list-style-type: none"><li>A. Date(s) and location(s) of IDDE inspections conducted in accordance with items 18.7 and 18.11.</li><li>B. Reports of alleged illicit discharges received, including date(s) of the report(s), and any follow-up action(s) taken by the City.</li><li>C. Date(s) of discovery of all illicit discharge</li><li>D. Identification of outfalls, or other areas, where illicit discharges have been discovered.</li><li>E. Sources (including a description and the responsible party) of illicit discharges (if known).</li><li>F. Action(s) taken by the permittee, including date(s), to address discovered illicit discharges.</li></ul> Additionally, the City will document the following related to <b>IDDE training in BMP 18.8:</b> <ul style="list-style-type: none"><li>A. General subject matter covered.</li><li>B. Names and departments of individuals in attendance.</li><li>C. Date of each event.</li></ul> The City will document any enforcement conducted pursuant to the <b>ERPs in item 18.14</b> , including verbal warnings. At a minimum, the City will document the following: <ul style="list-style-type: none"><li>A. Name of the person responsible for violating the terms and conditions of the permittee's regulatory mechanism(s).</li><li>B. Date(s) and location(s) of the observed violation(s).</li><li>C. Description of the violation(s).</li><li>D. Corrective action(s) (including completion schedule) issued by the City.</li><li>E. Referrals to other regulatory organizations (if any).</li><li>F. Date(s) violation(s) resolved.</li></ul>
<b>Measurable Goals:</b> <b>18.15.1</b> Document information related to IDDE
<b>Timeline/Implementation Schedule:</b> <b>18.15.1</b> Procedure complete / Report annually
<b>Specific Components and Notes:</b>
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

**BMP Summary Sheet**

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 3- ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

**BMP Number:** 18.18 (Permit sections 18.8, 18.9,18.11, 18.14, 18.15, 18.16, 18.17)

<b>BMP Title:</b> IDDE Annual Assessment
<b>BMP Description:</b> The City will conduct an annual assessment of the IDDE program to evaluate program compliance, the status of achieving the measurable requirements in Section 18 and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., trainings, inventory, inspections, enforcement, etc.).
<b>Measurable Goals:</b> 18.18.1 Documentation of evaluation and recommendations to improve program.
<b>Timeline/Implementation Schedule:</b> 18.18.1 Annual
<b>Specific Components and Notes:</b> The City will perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758



**Minimum Control Measure 4:  
CONSTRUCTION SITE STORMWATER RUNOFF CONTROL**

<b>BMP ID</b>	<b>BMP Title</b>	<b>2020 Permit Reference</b>
19.3	Construction Site Runoff Control Ordinance	19.2, 19.3, 19.4, 19.5
19.6	Site Plan Review Procedure	19.2, 19.5, 19.6, 19.13
19.7	Construction Site Inspection Program	19.2, 19.7, 19.8, 19.9
19.10	Public Reports of Noncompliance	19.10
19.11	Training - Construction Site stormwater Runoff Control	19.11, 19.14
19.12	ERP- Construction Site stormwater Runoff Control	19.2, 19.12
19.15	ERP Enforcement Documentation	19.12, 19.15
19.16	IDDE Annual Assessment	19.2, 19.16

## BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 4 – CONSTRUCTION SITE RUNOFF CONTROL

**BMP Number:** 19.3 (Permit sections 19.2, 19.3, 19.4, 19.5)

<b>BMP Title:</b> Construction Site Runoff Control Ordinance
<b>BMP Description:</b> The City has developed a regulatory mechanism (Chapter 18 Stormwater Management – Cloquet City Code) that establishes requirements for erosion, sediment, and waste controls that is at least as stringent as the MPCAs most current Construction Stormwater General Permit (MNR100001) The City will enforce the regulations written in City Code Chapter 18
<b>Measurable Goals:</b> <b>19.3.1</b> Issue grading permits to projects that disturb more than one acre. <b>19.3.2</b> Revise City code to be at least as stringent as current CSW.
<b>Timeline/Implementation Schedule:</b> <b>19.3.1</b> Ongoing <b>19.3.2</b> Complete / Current code references “most current Construction Stormwater Permit”
<b>Specific Components and Notes:</b> The Chapter 18 of City Code requires that owners and operators of construction activity develop site plans that must be submitted to the City for review and confirmation that code requirements have been met, prior to the start of construction activity. The code requires the owners and operators of construction activity to keep site plans up to date with regard to stormwater runoff controls. The code requires that site plans incorporate the following erosion, sediment, and waste controls that are at least as stringent as described in the CSW Permit: A. Erosion prevention practices. B. Sediment control practices. C. Dewatering and basin draining. D. Inspection and maintenance. E. Pollution prevention management measures. F. Temporary sediment basins G. Termination conditions. [Minn. R. 7090] When the CSW Permit is reissued, the City must revise their regulatory mechanism(s), if necessary, within 12 months of the issuance date of that permit, to be at least as stringent as the requirements for erosion, sediment, and waste controls described in the CSW Permit. <b>This item is completed as the current City code references “most current Construction Stormwater Permit”</b>
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

## BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 4 – CONSTRUCTION SITE RUNOFF CONTROL

**BMP Number:** 19.6 (Permit sections 19.2, 19.5, 19.6, 19.13)

<b>BMP Title:</b> Site Plan Review Procedure
<b>BMP Description:</b> The City has developed written procedures for site plan reviews conducted by the City prior to the start of all construction activity, to ensure compliance with requirements of City Code Chapter 18. The City will review plans for projects that disturb more than one acre prior to start of construction activities.
<b>Measurable Goals:</b> <b>19.6.1</b> Review and approve plans for projects that disturb more than one acre. <b>19.6.2</b> Maintain checklist for plan review in line with most current CSW permit.
<b>Timeline/Implementation Schedule:</b> <b>19.6.1</b> Ongoing <b>19.6.2</b> Within 12 months of coverage under the MS4 permit
<b>Specific Components and Notes:</b> This procedure includes: A. Written notification to owners and operators proposing construction activity, including projects less than one acre that are part of a larger common plan of development or sale, of the need to apply for and obtain coverage under the CSW Permit; B. Use of a written checklist, consistent with the requirements of the regulatory mechanism(s), to document the adequacy of each site plan required in item 19.5. [Minn. R. 7090]  The Chapter 18 of City Code requires that site plans incorporate the following erosion, sediment, and waste controls that are at least as stringent as described in the CSW Permit: A. Erosion prevention practices. B. Sediment control practices. C. Dewatering and basin draining. D. Inspection and maintenance. E. Pollution prevention management measures. F. Temporary sediment basins. G. Termination conditions. [Minn. R. 7090] The City will maintain its checklist to be used in conjunction with plan review to ensure it is aligned with the most current CSW permit.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

## BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 4 – CONSTRUCTION SITE RUNOFF CONTROL

**BMP Number:** 19.7 (Permit sections 19.2, 19.7, 19.8, 19.9)

<b>BMP Title:</b> Construction Site Inspection Program
<b>BMP Description:</b> The City has developed a program for inspection of construction sites to determine compliance with City Code Chapter 18. This program has identified criteria to classify sites as high priority and low priority. Included in the City's site inspection program is a checklist to be utilized during the site inspection
<b>Measurable Goals:</b> <b>19.7.1</b> Inspect High priority sites once a week. <b>19.7.2</b> Inspect Low priority sites once a month. <b>19.7.3</b> Develop checklist to be used in conjunction with site inspections
<b>Timeline/Implementation Schedule:</b> <b>19.7.1</b> Ongoing <b>19.7.2</b> Ongoing <b>19.7.3</b> Within 12 months of coverage under the MS4 permit
<b>Specific Components and Notes:</b> <b>High Priority</b> sites are identified as sites that <b>discharge directly to the St. Louis River</b> . All other sites are considered <b>low priority</b> sites.  The Checklist includes: A. Stabilization of exposed soils (including stockpiles). B. Stabilization of ditch and swale bottoms. C. Sediment control BMPs on all downgradient perimeters of the project and upgradient of buffer zones. D. Storm drain inlet protection. E. Energy dissipation at pipe outlets. F. Vehicle tracking BMPs. G. Preservation of a 50-foot natural buffer or redundant sediment controls where stormwater flows to a surface water within 50 feet of disturbed soils. H. Owner/operator of construction activity self-inspection records. I. Containment for all liquid and solid wastes generated by washout operations (e.g., concrete, stucco, paint, form release oils, curing compounds, and other construction materials); and J. BMPs maintained and functional.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

## BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 4 – CONSTRUCTION SITE RUNOFF CONTROL

**BMP Number:** 19.10 (Permit sections 19.10)

<b>BMP Title:</b> Public Reports of Noncompliance
<b>BMP Description:</b> The City has developed written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the city.
<b>Measurable Goals:</b> <b>19.10.1</b> Develop SOP for reporting Noncompliance <b>19.10.2</b> Advertise RSPT stormwater <b>hotline</b> <b>19.10.3</b> Accept and respond to reports when submitted.
<b>Timeline/Implementation Schedule:</b> <b>19.10.1</b> Completed <b>19.10.2</b> Ongoing <b>19.10.3</b> Ongoing
<b>Specific Components and Notes:</b>  SOP – Public Report of Noncompliance
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 4 – CONSTRUCTION SITE RUNOFF CONTROL

**BMP Number:** 19.11 (Permit sections 19.11, 19.14)

<b>BMP Title:</b> Training - Construction Site stormwater Runoff Control
<b>BMP Description:</b> The City will ensure that individuals receive training commensurate with their responsibilities as they relate to the City's Construction Site Stormwater Runoff Control program.
<b>Measurable Goals:</b> <b>19.11.1</b> Maintain a listing of training certifications for individual involved in Construction Site Stormwater Runoff Control program including specific training details identified below.
<b>Timeline/Implementation Schedule:</b> <b>19.11.1</b> Annual
<b>Specific Components and Notes:</b>  Maintain current training for City Staff responsible for conducting site plan reviews, site inspections, and/or enforcement. The City will ensure that previously trained individuals attend a refresher-training every three (3) calendar years following the initial training.  For each training document the following:  A. General subject matter covered. B. Names and departments of individuals in attendance. C. Date of each event.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758



### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 4 – CONSTRUCTION SITE RUNOFF CONTROL

**BMP Number:** 19.12 (Permit sections 19.2, 19.12)

<b>BMP Title:</b> ERP- Construction Site stormwater Runoff Control
<b>BMP Description:</b> The City has developed an Enforcement Response Procedure (ERP) related to its Construction Site Stormwater Runoff Control program in order to compel compliance.
<b>Measurable Goals:</b> <b>19.12.1</b> Maintain Enforcement Response Procedure
<b>Timeline/Implementation Schedule:</b> <b>19.12.1</b> Annual
<b>Specific Components and Notes:</b> The ERP includes: A. A description of enforcement tools available to the permittee and guidelines for the use of each tool. B. The Asst City Engineer is responsible person(s) for conducting enforcement.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

## BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 4 – CONSTRUCTION SITE RUNOFF CONTROL

**BMP Number:** 19.15 (Permit sections 19.12, 19.15)

<b>BMP Title:</b> ERP Enforcement Documentation
<b>BMP Description:</b> The City will document ERP Enforcement completed under BMP 19.12 as required by City Code Chapter 18
<b>Measurable Goals:</b> <b>19.15.1</b> Documentation of each ERP Enforcement
<b>Timeline/Implementation Schedule:</b> <b>19.15.1</b> Ongoing
<b>Specific Components and Notes:</b>  This procedure includes documenting the following:  A. Name of the person responsible for violating the terms and conditions of the permittee's regulatory mechanism(s). B. Date(s) and location(s) of the observed violation(s). C. Description of the violation(s). D. Corrective action(s) (including completion schedule) issued by the permittee. E. Referrals to other regulatory organizations (if any). F. Date(s) violation(s) resolved.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 4 – CONSTRUCTION SITE RUNOFF CONTROL

**BMP Number:** 19.16 (Permit sections 19.2, 19.16)

<b>BMP Title:</b> IDDE Annual Assessment
<b>BMP Description:</b> The City will conduct an annual assessment of the CONSTRUCTION SITE RUNOFF CONTROL program to evaluate program compliance, the status of achieving the measurable requirements in Section 19 and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., inventory, trainings, site plan reviews, inspections, enforcement, etc.).
<b>Measurable Goals:</b> 19.16.1 Documentation of evaluation and recommendations to improve program.
<b>Timeline/Implementation Schedule:</b> 19.16.1 Annual
<b>Specific Components and Notes:</b> The City will perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758



**Minimum Control Measure 5:  
POST-CONSTRUCTION STORMWATER MANAGEMENT**

<b>BMP ID</b>	<b>BMP Title</b>	<b>2020 Permit Reference</b>
20.3	Regulatory Mechanism - Post Construction Stormwater Management	20.3-20.15
20.16	Mapping of Private BMPs	20.16
20.17	Site Plan Review – Post Construction Stormwater Management	20.4 – 20.15, 20.17
20.18	Training – Post Construction Stormwater Management	20.4 – 20.21
20.19	Enforcement Response Procedures (ERPs) – Post Construction Stormwater Management	20.4-20.19
20.20	Documentation – Post Construction Stormwater Management	20.4 – 20.24
20.23	Annual Assessment – Post Construction Stormwater Management	20.3 – 20.23

**BMP Summary Sheet**

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 5 – POST CONSTRUCTION STORMWATER  
MANANGMENT

**BMP Number:** 20.3 (permit sections 20.3 – 20.15)

<b>BMP Title:</b> Regulatory Mechanism - Post Construction Stormwater Management
<b>BMP Description:</b> The City will revise City Code to update or incorporate items 20.4 through 20.15.
<b>Measurable Goals:</b> <b>20.3.1</b> Adopt revised City Code that addresses 20.4 – 20.15
<b>Timeline/Implementation Schedule:</b> <b>20.3.1</b> Within 12 months of coverage under the MS4 permit
<b>Specific Components and Notes:</b>  20.5 – Treatment for one acre of new or fully reconstructed surface 20.6 – Water Quality volume equal to one-inch times the sum of new or fully reconstructed impervious (excluding linear Projects) 20.7 – Water quality volume equals the greater of one-inch times the new impervious or one-half inch times the fully reconstructed impervious (linear Projects) 20.8 – Volume reduction practices considered first. 20.9 – Infiltration prohibited in certain circumstances. 20.10 – off-site treatment for nonlinear projects. 20.11 – Off-site treatment requirements 20.12 – Off-site treatment must be new structural BMPs or retrofit existing BMPs. 20.13 – Off-site treatment must be completed within 24 months of start of original site work. 20.14 – Payments related to offsite treatment. 20.15 – maintain rights for the City to inspect, maintain private BMPs as needed.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

**BMP Summary Sheet**

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 5 – POST CONSTRUCTION STORMWATER  
MANANGMENT

**BMP Number:** 20.16 (Permit section 20.16)

<b>BMP Title:</b> Mapping of Private BMPs
<b>BMP Description:</b> The City will maintain a mapped inventory of structural stormwater BMPs not owned or operated by the City that meet all of the following criteria:  A. The structural stormwater BMP includes an executed legal mechanism(s) between the City and owners responsible for the long-term maintenance, as required in item 20.15. B. The structural stormwater BMP was implemented on or after August 1, 2013.
<b>Measurable Goals:</b> <b>20.16.1</b> Assemble GIS based map. <b>20.16.2</b> Update map with newly constructed Private BMPs
<b>Timeline/Implementation Schedule:</b> <b>20.16.1</b> Completed within 12 months of approval of the City’s permit application. <b>20.16.2</b> Annual.
<b>Specific Components and Notes:</b>
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

**BMP Summary Sheet**

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 5 – POST CONSTRUCTION STORMWATER  
MANANGMENT

**BMP Number:** 20.17 (Permit Sections 20.4 – 20.15, 20.17)

<b>BMP Title:</b> Site Plan Review – Post Construction Stormwater Management
<b>BMP Description:</b> The City will implement written procedures for site plan reviews conducted by the City prior to the start of construction activity, to ensure compliance with requirements of the City Code.
<b>Measurable Goals:</b> 20.17.1 Written Procedure 20.17.2 Conduct Review of Construction Projects
<b>Timeline/Implementation Schedule:</b>  20.17.1 Completed 20.17.2 As projects are submitted
<b>Specific Components and Notes:</b>
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 5 – POST CONSTRUCTION STORMWATER  
MANANGMENT

**BMP Number:** 20.18 (Permit Sections 20.4 – 20.21)

<b>BMP Title:</b> Training – Post Construction Stormwater Management
<b>BMP Description:</b> The City will ensure that individuals receive training commensurate with their responsibilities as they relate to the City’s Post-Construction Stormwater Management program. Individuals includes, but is not limited to, individuals responsible for conducting site plan reviews and/or enforcement.
<b>Measurable Goals:</b> <b>20.18.1</b> Maintain Training for all staff involved in Post Construction Stormwater Management
<b>Timeline/Implementation Schedule:</b> <ul style="list-style-type: none"><li>• Initial training completed prior to involvement Post Construction Stormwater Management Activities</li><li>• Refresher training every three years</li></ul>
<b>Specific Components and Notes:</b> The permittee must ensure that previously trained individuals attend a refresher-training every three (3) calendar years following the initial training.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758



### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 5 – POST CONSTRUCTION STORMWATER  
MANANGMENT

**BMP Number:** 20.19 (Permit Sections 20.4 – 20.19)

<b>BMP Title:</b> Enforcement Response Procedures (ERPs) – Post Construction Stormwater Management
<b>BMP Description:</b> The City will maintain written enforcement response procedures (ERPs) to compel compliance with the permittee's regulatory mechanism(s) required in Section 20.
<b>Measurable Goals:</b> <b>20.19.1</b> Establish ERPs related to Post Construction Stormwater Management <b>20.19.2</b> Review with Annual Review of Post Construction Stormwater Management
<b>Timeline/Implementation Schedule:</b>  <b>20.19.1</b> Completed <b>20.19.2</b> Annual
<b>Specific Components and Notes:</b> At a minimum, the written ERPs must include:  A. A description of enforcement tools available to the permittee and guidelines for the use of each tool B. Name or position title of responsible person(s) for conducting enforcement.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 5 – POST CONSTRUCTION STORMWATER  
MANANGMENT

**BMP Number:** 20.20 (Permit Sections 20.4 – 20.23)

<b>BMP Title:</b> Documentation – Post Construction Stormwater Management
<b>BMP Description:</b> The City will maintain documentation on the Post Construction Stormwater Management program.
<b>Measurable Goals:</b> 20.20.1 Documentation of activities related to Post Construction Stormwater Management
<b>Timeline/Implementation Schedule:</b> 20.20.1 Ongoing
<b>Specific Components and Notes:</b> For each site plan review conducted by the City, the City will document the following: <ul style="list-style-type: none"><li>A. Supporting documentation used to determine compliance with Section 20 of the General Permit, including any calculations for the permanent stormwater treatment system.</li><li>B. The water quality volume that will be treated through volume reduction practices (e.g., infiltration or other) compared to the total water quality volume required to be treated.</li><li>C. Documentation associated with off-site treatment projects authorized by the permittee, including rationale to support the location of permanent stormwater treatment projects in accordance with items 20.10 and 20.11.</li><li>D. Payments received and used in accordance with item 20.14.</li><li>D. All legal mechanisms drafted in accordance with item 20.15, including date(s) of the agreement(s) and name(s) of all responsible parties involved.</li></ul> For each training in item 20.18, the City will document: <ul style="list-style-type: none"><li>A. General subject matter covered.</li><li>B. Names and departments of individuals in attendance.</li><li>C. Date of each event.</li></ul> The City will document any enforcement conducted pursuant to the ERPs in item 20.19, including verbal warnings. At a minimum, the City will document the following: <ul style="list-style-type: none"><li>A. Name of the person responsible for violating the terms and conditions of City Code.</li><li>B. Date(s) and location(s) of the observed violation(s).</li><li>C. Description of the violation(s).</li><li>D. Corrective action(s) (including completion schedule) issued by the City.</li><li>E. Referrals to other regulatory organizations (if any).</li><li>F. Date(s) violation(s) resolved.</li></ul>
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758

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**BMP Summary Sheet**

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 5 – POST CONSTRUCTION STORMWATER  
MANANGMENT

**BMP Number:** 20.23 (Permit Sections 20.3 – 20.23)

<b>BMP Title:</b> Annual Assessment – Post Construction Stormwater Management
<b>BMP Description:</b> The City will conduct an annual assessment of the POST CONSTRUCTION STORMWATER MANANGMENT program to evaluate program compliance, the status of achieving the measurable requirements in Section 20 and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM.
<b>Measurable Goals:</b> <b>20.23.1</b> Documentation of evaluation and recommendations to improve program.
<b>Timeline/Implementation Schedule:</b>  <b>20.23.1</b> Annual
<b>Specific Components and Notes:</b>  The City will perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment.
<b>Responsible Party for this BMP:</b>  Position: Assistant City Engineer Phone: 218.879.6758



**Minimum Control Measure 6:  
POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS**

<b>BMP ID</b>	<b>BMP Title</b>	<b>2020 Permit Reference</b>
21.3	City Owned / Operated Facilities	21.2, 21.3
21.4	City Operations	21.2, 21.4
21.5	City Operations / Salt Storage	21.5
21.6	Snow and Ice Management Policy	21.6
21.7	Snow and Ice Management Policy Training	21.6, 21.7
21.8	Pond TSS / TP effectiveness	21.8
21.9	Inspection of Structural Pollution Control Devices	21.9
21.10	Inspection of Ponds and Outfalls	21.10
21.11	Maintenance of Structural Pollution Control Devices and Outfalls	21.9, 21.10, 21.11
21.12	Training / Good Housekeeping	18.8,18.9,19.11,20.18,21.7,21.12
21.13	Documentation / Good Housekeeping	21,9, 21.10, 21.11, 21.13, 21.14
21.15	Annual Assessment – Good Housekeeping	21.2-21.15
21.16	Street Sweeping	21.4
21.17	Inspection of All Exposed Stockpile, Storage and Material Handling Areas	21.4

## BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**BMP Number:** 21.3 (Permit Sections 21.2, 21.3)

<b>BMP Title:</b> City Owned / Operated Facilities
<b>BMP Description:</b> The City will maintain a written or mapped inventory of City owned/operated facilities that contribute pollutants to stormwater discharges. The City will implement BMPs that prevent or reduce pollutants in stormwater discharges from all inventoried facilities.
<b>Measurable Goals:</b> <b>21.3.1</b> Maintain a mapped inventory. <b>21.3.2</b> Implement BMPs that prevent pollutants.
<b>Timeline/Implementation Schedule:</b> <b>21.3.1</b> Annually <b>21.3.2</b> Ongoing
<b>Specific Components and Notes:</b> Facilities to be inventoried may include, but is not limited to: A. Composting. B. Equipment storage and maintenance. C. Hazardous waste disposal. D. Hazardous waste handling and transfer. E. Landfills. F. Solid waste handling and transfer. G. Parks. H. Pesticide storage. I. Public parking lots. J. Public golf courses. K. Public swimming pools. L. Public works yards. M. Recycling. N. Salt storage. O. Snow storage. P. Vehicle storage and maintenance (e.g., fueling and washing) yards. Q. Materials storage yards.
<b>Responsible Party for this BMP:</b>  Department: Assistant City Engineer Phone: 218.879.6758

**BMP Summary Sheet**

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**BMP Number:** 21.4 (Permit Sections 21.2, 21.4)

<b>BMP Title:</b> City Operations
<b>BMP Description:</b> The City will implement BMPs that prevent or reduce pollutants in stormwater discharges from municipal operations that may contribute pollutants to stormwater discharges
<b>Measurable Goals:</b> <b>21.4.1</b> Maintain an inventory of operations. <b>21.4.2</b> Implement BMPs that prevent pollutants.
<b>Timeline/Implementation Schedule:</b> <b>21.4.1</b> Annually <b>21.4.2</b> Ongoing
<b>Specific Components and Notes:</b> Operations to be inventoried and implement BMPs on:  A. Waste disposal and storage, including dumpsters. B. Management of temporary and permanent stockpiles of materials such as street sweepings, snow, sand, and sediment removal piles (e.g., effective sediment controls at the base of stockpiles on the downgradient perimeter). C. Vehicle fueling, washing, and maintenance. D. Routine street and parking lot sweeping. E. Emergency response. F. Cleaning of maintenance equipment, building exteriors, dumpsters, and the disposal of associated waste and wastewater. D. Use, storage, and disposal of significant materials. H. Landscaping, park, and lawn maintenance. I. Road maintenance, including pothole repair, road shoulder maintenance, pavement marking, sealing, and repaving. J. Right-of-way maintenance, including mowing. K. Application of herbicides, pesticides, and fertilizers.
<b>Responsible Party for this BMP:</b>  Department: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**BMP Number:** 21.5 (Permit Sections 21.5)

<b>BMP Title:</b> City Operations / Salt Storage
<b>BMP Description:</b> The City will implement BMPs associated with salt storage that prevent or reduce pollutants in stormwater discharges from municipal operations.
<b>Measurable Goals:</b> <b>21.5.1</b> Cover or store salt indoors <b>21.5.2</b> Store salt on an impervious surface <b>21.5.3</b> Implement practices to reduce exposure when transferring materials.
<b>Timeline/Implementation Schedule:</b> <b>21.5.1</b> Within 12 month of permit approval <b>21.5.2</b> Within 12 month of permit approval <b>21.5.3</b> Within 12 month of permit approval
<b>Specific Components and Notes:</b> The City has budgeted to build a fabric covered building in 2021 to be ready for use during the 2021-22 plowing season. This building is intended to cover the deicing materials (salt, sand) that Public works uses for ice control during the winter months.
<b>Responsible Party for this BMP:</b>  Department: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**BMP Number:** 21.6 (Permit Sections 21.6)

<b>BMP Title:</b> Snow and Ice Management Policy
<b>BMP Description:</b> The City will implement a written snow and ice management policy for individuals that perform winter maintenance activities for the permittee. The policy will establish practices and procedures for snow and ice control operations (e.g., plowing or other snow removal practices, sand use, and application of deicing compounds).
<b>Measurable Goals:</b> 21.6.1 Develop Written Snow and Ice management Policy.
<b>Timeline/Implementation Schedule:</b> 21.6.1 Completed
<b>Specific Components and Notes:</b> The City has already developed this policy and it was adopted on 2/2/21
<b>Responsible Party for this BMP:</b>  Department: Assistant City Engineer Phone: 218.879.6758



### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**BMP Number:** 21.7 (Permit Sections 21.6, 21.7)

<b>BMP Title:</b> Snow and Ice Management Policy Training
<b>BMP Description:</b> Each calendar year, The City will ensure all individuals that perform winter maintenance activities for the permittee receive training
<b>Measurable Goals:</b> 21.7.1 Conduct Training
<b>Timeline/Implementation Schedule:</b> 21.7.1 Annually
<b>Specific Components and Notes:</b> Training will include:  A. The importance of protecting water quality. B. BMPs to minimize the use of deicers (e.g., proper calibration of equipment and benefits of pretreatment, pre-wetting, and anti-icing). C. Tools and resources to assist in winter maintenance (e.g., deicing application rate guidelines, calibration charts, Smart Salting Assessment Tool).
<b>Responsible Party for this BMP:</b>  Department: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**BMP Number:** 21.8 (Permit Sections 21.8)

<b>BMP Title:</b> Pond TSS / TP effectiveness
<b>BMP Description:</b> The City will maintain written procedures for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater.
<b>Measurable Goals:</b>  <b>21.8.1</b> Pond dredging is needed will be when the pond depth is reduced by 40%. This should coincide with a pond volume reduction of 20%. <b>21.8.2</b> Pond slopes should be mowed every 10 years to remove woody growth and maintain access for future cleaning as well as preserve the integrity of the pond slopes. <b>21.8.3</b> Pond depth will be measured every 10 years to monitor depth and schedule dredging.
<b>Timeline/Implementation Schedule:</b> <b>21.8.1</b> When identified. <b>21.8.2</b> 5 to 10 years <b>21.8.3</b> Every 10 years
<b>Specific Components and Notes:</b>
<b>Responsible Party for this BMP:</b>  Department: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**BMP Number:** 21.9 (Permit Sections 21.9)

<b>BMP Title:</b> Inspection of Structural Pollution Control Devices
<b>BMP Description:</b> The City will inspect structural stormwater BMPs (excluding stormwater ponds) to determine structural integrity, proper function, and maintenance needs.
<b>Measurable Goals:</b> 21.9.1 Inspect Structural Pollution Control Devices
<b>Timeline/Implementation Schedule:</b> 21.9.1 Annual or modified frequency if conditions met below
<b>Specific Components and Notes:</b>  Inspections to be done annually unless:  A. Complaints received or patterns of maintenance indicate a greater frequency is necessary. B. Maintenance or sediment removal is not required after completion of the first two calendar year inspections; in which case the permittee may reduce the frequency of inspections to once every two (2) calendar years.
<b>Responsible Party for this BMP:</b>  Department: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**BMP Number:** 21.10 (Permit Sections 21.10)

<b>BMP Title:</b> Inspection of Ponds and Outfalls
<b>BMP Description:</b> The City will inspect all Ponds and Outfalls to determine structural integrity, proper function, and maintenance needs at least once prior to expiration date of the General Permit.
<b>Measurable Goals:</b>  21.10.1 Inspect All Stormwater Ponds 21.10.2 Inspect All Outfalls
<b>Timeline/Implementation Schedule:</b>  21.10.1 Prior to expiration of the General Permit 21.10.2 Prior to expiration of the General Permit
<b>Specific Components and Notes:</b>
<b>Responsible Party for this BMP:</b>  Department: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**BMP Number:** 21.11 (Permit Sections 21.9, 21.10, 21.11)

<b>BMP Title:</b> Maintenance of Structural Pollution Control Devices and Outfalls
<b>BMP Description:</b>  Based on inspection findings, the permittee must determine if repair, replacement, or maintenance measures are necessary in order to ensure the structural integrity and proper function of structural stormwater BMPs and outfalls. The permittee must complete necessary maintenance as soon as possible. If the permittee determines necessary maintenance cannot be completed within one year of discovery, the permittee must document a schedule(s) for completing the maintenance.
<b>Measurable Goals:</b>  21.11.1 Complete Maintenance identified during inspections. 21.11.2 Document reason maintenance was not completed.
<b>Timeline/Implementation Schedule:</b>  21.11.1 As soon as Possible, at a minimum of within one year of discovery. 21.11.2 Within one year of discovery.
<b>Specific Components and Notes:</b>
<b>Responsible Party for this BMP:</b>  Department: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**BMP Number:** 21.12 (Permit Sections  
18.8,18.9,19.11,20.18,21.7,21.12)

<b>BMP Title:</b> Training – Good Housekeeping
<b>BMP Description:</b>  The City will implement a stormwater management training program commensurate with individual's responsibilities as they relate to the permittee's SWPPP, including reporting and assessment activities.
<b>Measurable Goals:</b>  <b>21.12.1</b> Conduct Initial Training for Public Works Staff <b>21.12.2</b> Conduct refresher training for Public Works Staff <b>21.12.3</b> Conduct Training for Seasonal Employees
<b>Timeline/Implementation Schedule:</b>  <b>21.12.1</b> Within 12 months of approval of the permit <b>21.12.2</b> Every 3 years <b>21.12.3</b> Each year during the summer within a week of when seasonal employees begin work.
<b>Specific Components and Notes:</b>  The permittee may use training materials from the United States Environmental Protection Agency (USEPA), state and regional agencies, or other organizations as appropriate to meet this requirement. Training must include:  A. Address the importance of protecting water quality. B. Cover the requirements of the permit relevant to the responsibilities of the individual not already addressed in items 18.8, 18.9, 19.11, 20.18, and 21.7. C. Include a schedule that establishes initial training for individuals, including new and/or seasonal employees, and recurring training intervals to address changes in procedures, practices, techniques, or requirements.
<b>Responsible Party for this BMP:</b>  Department: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**BMP Number:** 21.13 (Permit Sections 21.9, 21.10, 21.11, 21.13, 21.14)

<b>BMP Title:</b> Documentation – Good Housekeeping
<b>BMP Description:</b> The City will document the following information associated with the operations and maintenance program.
<b>Measurable Goals:</b> <b>21.13.1</b> Document Inspections, maintenance, and training. <b>21.13.2</b> Document Pond Excavations.
<b>Timeline/Implementation Schedule:</b> <b>21.13.1</b> Annually <b>21.13.1</b> Annually
<b>Specific Components and Notes:</b> Specific information related to inspections, maintenance and training that will be documented include:  A. Date(s) and description of findings, including whether or not an illicit discharge is detected, for all inspections conducted in accordance with items 21.9 and 21.10. B. Any adjustments to inspection frequency as authorized in item 21.9. C. Date(s) and a description of maintenance conducted as a result of inspection findings, including whether or not an illicit discharge is detected. D. Schedule(s) for maintenance of structural stormwater BMPs and outfalls as required in item 21.11. E. Stormwater management training events, including general subject matter covered, names and departments of individuals in attendance, and date of each event. [Minn. R. 7090]  Additionally, the City will document pond sediment excavation and removal activities, including:  A. A unique ID number and geographic coordinates of each stormwater pond from which sediment is removed. B. The volume (e.g., cubic yards) of sediment removed from each stormwater pond. C. Results from any testing of sediment from each removal activity. D. Location(s) of final disposal of sediment from each stormwater pond.
<b>Responsible Party for this BMP:</b> Department: Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**BMP Number:** 21.15 (Permit Sections 21.2 – 21.15)

<b>BMP Title:</b> Annual Assessment – Good Housekeeping
<b>BMP Description:</b>  The City will conduct an annual assessment of the operations and maintenance program to evaluate program compliance, the status of achieving the measurable requirements in Section 21 and determine how the program might be improved. Measurable requirements are activities that must be documented or tracked as applicable to the MCM (e.g., inventory, trainings, inspections, maintenance activities, etc.). The permittee must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment.
<b>Measurable Goals:</b>  21.15.1 Conduct Annual Assessment of Good Housekeeping Program
<b>Timeline/Implementation Schedule:</b>  21.15.1 Annually prior to completion of each annual report
<b>Specific Components and Notes:</b>
<b>Responsible Party for this BMP:</b>  Department: Assistant City Engineer Phone: 218.879.6758



## BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**BMP Number:** 21.16 (Permit Sections 21.4)

<b>BMP Title:</b> Street Sweeping
<b>BMP Description:</b>  The City will continue the current street sweeping program for vehicle safety, pedestrian safety, and water quality and environmental reasons. Street sweeping will be done as weather permits (late March to early April) through the first snowfall. The City also prioritizes sweeping to target key areas of the City.
<b>Measurable Goals:</b>  <b>21.16.1</b> Sweep at least once in the spring of each year (additional fall sweeping as weather permits). <b>21.16.2</b> Sweep priority/targeted areas as needed throughout the year (summer and/or winter). <b>21.16.3</b> Maintain daily records of street sweeping operations. <b>21.16.4</b> Estimate the volume of material collected.
<b>Timeline/Implementation Schedule:</b>  <b>21.16.1</b> Annually <b>21.16.2</b> Annually <b>21.16.3</b> Ongoing/Annually <b>21.16.4</b> Ongoing/Annually
<b>Specific Components and Notes:</b>  As part of the street maintenance program, the City has evaluated the snow and ice control program with an emphasis on reducing sand use and alternatives to salt.
<b>Responsible Party for this BMP:</b>  Department Assistant City Engineer Phone: 218.879.6758

### BMP Summary Sheet

**MS4 Name:** City of Cloquet, Minnesota

**Minimum Control Measure:** 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

**BMP Number:** 21.17 (Permit Section 21.4)

<b>BMP Title:</b> Inspection of All Exposed Stockpile, Storage and Material Handling Areas
<b>BMP Description:</b> The City currently operates material stockpiles, storage and handling areas at several locations within the City. The City has developed an inventory list of all exposed stockpiles, storage and handling areas. All exposed stockpiles, storage and handling areas are inspected quarterly to identify potential storm water pollution problems.
<b>Measurable Goals:</b> <b>21.17.1</b> Identity all material stockpiles, storage, and handling areas. <b>21.17.2</b> Inspect all material stockpiles and handling areas on a quarterly basis. <b>21.17.3</b> Record inspection date and follow-up maintenance actions required. <b>21.17.4</b> Record and track major maintenance activities related to stockpiles and handling areas.
<b>Timeline/Implementation Schedule:</b> <b>21.17.1</b> Annually <b>21.17.2</b> Quarterly <b>21.17.3</b> Ongoing/Annually <b>21.17.4</b> Ongoing/Annually
<b>Specific Components and Notes:</b>
<b>Responsible Party for this BMP:</b>  Department: Assistant City Engineer Phone: 218.879.6758

**City of Cloquet, Minnesota**



**Section IV  
ENFORCEMENT RESPONSE  
PROCEDURES (ERPs)**

<b>SECTION</b>	<b>ERP Title</b>	<b>2020 Permit Reference</b>
A	IDDE	18.14
B	Construction Site Runoff control	19.12
C	Post Construction Stormwater Management	20.19

## Illicit Discharge - Enforcement Response Procedure

This Enforcement Response Procedure (ERP) is to be used as a guidance document for enforcement procedures related to the Stormwater Program. This ERP is based on the enforcement provisions of Chapter 18 of City Code. In the event of any conflict between this ERP and the ordinance/code, the ordinance/code shall govern.

**Name of Person Responsible for Violation:**

**Date of Violation:**

**Location of Violation:**

**Major Road Intersection:**

**Violation Type:**  Spill       Illicit Discharge       Illicit Connection

Other:

**1<sup>st</sup> Offense:**  Yes     No, **Number of Offenses:**

**Date(s) of Offense(s):**

DESCRIPTION OF VIOLATION(S) (INCLUDE ORDINANCE OR OTHER REGULATORY MECHANISM BROKEN)

Most violations result in a Verbal Warning or Written Notice of Violation (NOV) at a minimum. Failure to comply with a notice or order from the City will subject the user to escalating enforcement actions including stop work order, abatement, and/or civil and criminal penalties. All actions require correction within 7 days. All enforcement actions shall document the following:

ENFORCEMENT ACTION TAKEN			
	Type	Date Issued	Date Resolved
<input type="checkbox"/>	Verbal Warning		
<input type="checkbox"/>	Written Notice		
<input type="checkbox"/>	Stop Work Order		
<input type="checkbox"/>	Citation		
<input type="checkbox"/>	City Corrected Violation and Charged Owner		
<input type="checkbox"/>	Legal Action		

<input type="checkbox"/>	Other:		
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<b>CORRECTIVE ACTIONS REQUIRED</b>			
Corrective Action	Req. Completion Date	Field Verification Date	Field Verified By
<b>Attach Sheet to Document if More Space is Needed</b>			

**HAS THIS VIOLATION BEEN RESOLVED:**  **YES**     **NO?**

**IF YES, DATE(S) VIOLATION(S) HAS BEEN RESOLVED:**

\_\_\_\_\_

Signed

\_\_\_\_\_

Date

\_\_\_\_\_

Name Printed

## Construction Site Runoff Control - Enforcement Response Procedure

This Enforcement Response Procedure (ERP) is to be used as a guidance document for enforcement procedures related to the Stormwater Program. This ERP is based on the enforcement provisions of Chapter 18 of City Code. All actions require correction within 7 days. In the event of any conflict between this ERP and the ordinance/code, the ordinance/code shall govern.

**Name of Person/Company Responsible for Violation:**

**Date of Violation:**

**Location of Violation:**

**Major Road Intersection:**

**Violation Type:**  Erosion  Sediment and/or other Pollutants  Dewatering

Solid and/or Hazardous Waste  Vegetative Cover  Sediment Basin

Other:

**1<sup>st</sup> Offense:**  Yes  No, **Number of Offenses:**

**Date(s) of Offense(s):**

DESCRIPTION OF VIOLATION(S) (INCLUDE ORDINANCE OR OTHER REGULATORY MECHANISM BROKEN)

Inspections and investigations by staff occur on a routine or reactive basis. Routine inspections generally occur on permitted sites, areas of concern, and long-term maintenance compliance sites. Reactive inspections occur following a customer or City staff concern. Most inspections result in an Verbal Warning or Written Notice of Violation (NOV) at a minimum.

Failure to comply with a notice or order from the City will subject the user to escalating enforcement actions including stop work order, denied building permit/certificate of occupancy, abatement, and/or civil and criminal penalties. All enforcement actions shall document the following:

ENFORCEMENT ACTION TAKEN			
Type		Date Issued	Date Resolved
<input type="checkbox"/>	Verbal Warning		
<input type="checkbox"/>	Written Notice		
<input type="checkbox"/>	Stop Work Order		
<input type="checkbox"/>	Citation		
<input type="checkbox"/>	City Denied Building Permit/ Certificate of Occupancy		
<input type="checkbox"/>	City Corrected Violation and Charged Owner		
<input type="checkbox"/>	Legal Action		
<input type="checkbox"/>	Other:		

CORRECTIVE ACTIONS REQUIRED			
Corrective Action	Req. Completion Date	Field Verification Date	Field Verified By
Inspector may choose to use/attach the Cloquet ESC Site Inspection Form.			

HAS THIS VIOLATION BEEN RESOLVED:  YES  NO?

IF YES, DATE(S) VIOLATION(S) HAS BEEN RESOLVED:

Signed \_\_\_\_\_

\_\_\_\_\_ Date

## Post Construction Stormwater Management - Enforcement Response Procedure

This Enforcement Response Procedure (ERP) is to be used as a guidance document for enforcement procedures related to the Stormwater Program. This ERP is based on the enforcement provisions of Chapter 18 of City Code. All actions require correction within 7 days. In the event of any conflict between this ERP and the ordinance/code, the ordinance/code shall govern.

**Name of Person/Company Responsible for Violation:**

**Date of Violation:**

**Location of Violation:**

**Major Road Intersection:**

**Type of Structure:**  Pond  Skimmer  Rain Garden  MS4 Outlet

Infiltration Basin  Other :

**1<sup>st</sup> Offense:**  Yes  No, **Number of Offenses:**

Date(s) of Offense(s):

DESCRIPTION OF VIOLATION(S) (INCLUDE ORDINANCE OR OTHER REGULATORY MECHANISM BROKEN)

Most violations result in a Verbal Warning or Written Notice of Violation (NOV) at a minimum. Failure to comply with a notice or order from the City will subject the user to escalating enforcement actions including abatement, and/or civil and criminal penalties. All enforcement actions shall document the following:

ENFORCEMENT ACTION TAKEN			
	Type	Date Issued	Date Resolved
<input type="checkbox"/>	Verbal Warning		
<input type="checkbox"/>	Written Notice		
<input type="checkbox"/>	Citation		
<input type="checkbox"/>	City Denied Improvement Acceptance		
<input type="checkbox"/>	City Denied Building Permit/ Certificate of Occupancy		
<input type="checkbox"/>	City Corrected Violation and Charged Owner		



<input type="checkbox"/>	Other:		
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<b>CORRECTIVE ACTIONS REQUIRED</b>			
Corrective Action	Req. Completion Date	Field Verification Date	Field Verified By
<b>Attach Sheet to Document if More Space is Needed</b>			

**HAS THIS VIOLATION BEEN RESOLVED:**  YES  NO?

**IF YES, DATE(S) VIOLATION(S) HAS BEEN RESOLVED:**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

## City of Cloquet, Minnesota



# Section V Standard Operating Procedures (SOPs)

SECTION	ERP Title	2020 Permit Reference
A	IDDE / Spills	18.12, 18.13
B	Construction Site Runoff Control - Site Plan Review	19.6
C	Program for conducting site inspections	19.7
D	Written procedure to receive reports of noncompliance from the public	19.10
E	Post Construction Stormwater Management – Site plan review	20.17
F	Snow and Ice Management Policy	21.6
G	Good Housekeeping – determination of Pond effectiveness	21.8



# Illicit Discharge Detection and Elimination and Spills Program & Procedures (18.12 & 18.13) February 2021



## **Program Overview**

This serves as a guidance document for the City of Cloquet to help fulfill the requirements of the Minnesota Pollution Control Agency's *General Permit Authorization to Discharge Stormwater Associated with Small MS4's Under the NPDES/SDS Permit Program, Permit No. MNR040000 (Part III.D.3)*.

The primary focus of this Illicit Discharge Detection and Elimination (IDDE) document is to help city staff identify, investigate, respond and eliminate any discharge to the municipal separate storm sewer system (MS4) that is not composed entirely of stormwater.

Cloquet City Code Chapter 18 is the regulatory mechanism the City of Cloquet uses to regulate and prohibit the discharge of non-stormwater into ponds, wetlands, streams and lakes. Additionally, the City of Cloquet's Storm Water Pollution Prevention Program (SWPPP) has IDDE components integrated throughout the entire document

The SWPPP document and subsequent permit revisions can be found on the City website <http://www.ci.cloquet.mn.us>

## **Purpose**

Whether at home or at work, all individuals who live or work in the city can help to prevent and identify illicit discharges as they happen. The storm sewer system is designed to convey surface water runoff from natural precipitation. Any material entering into the storm sewer other than stormwater is considered an illicit discharge and is prohibited from entering the system. Water Resources staff has developed education and training materials that are applicable to an employee's job responsibilities to help further educate staff on illicit discharge and water quality issues.

It is important that any suspected illicit discharges are reported to the proper parties right away, as time is of the essence when it comes to protecting water quality from harmful chemicals, sewage or other illicit discharges. The responding party will vary depending on the location of the IDDE, its severity and quantity and the time of day when it's observed. Examples of illicit discharges and who to contact is listed in Table 1. Additionally, examples of what to do with small, medium and large spills are listed in the Procedure sections. A flow chart has been created for illicit discharge response and is included at the end of this document.

The list in Table 1 outlines common illicit discharge sources and which staff department is responsible for addressing this issue.

**\*\* The responsible party for a spill also needs to contact the State Duty Officer at 1-800-422-0798**

### **115.061 DUTY TO NOTIFY AND AVOID WATER POLLUTION.**

(a) Except as provided in paragraph (b), it is the duty of every person to notify the agency immediately of the discharge, accidental or otherwise, of any substance or material under its control which, if not recovered, may cause pollution of waters of the state, and the responsible person shall recover as rapidly and as thoroughly as possible such substance or material and take immediately such other action as may be reasonably possible to minimize or abate pollution of waters of the state caused thereby.

(b) Notification is not required under paragraph (a) for a discharge of five gallons or less of petroleum, as defined in section [115C.02, subdivision 10](#). This paragraph does not affect the other requirements of paragraph (a).

**Table 1**

<b>Illicit Discharge Sources</b>	<b>Responding Entities</b>
Concrete Washout	Public Works Department 218-879-6758 during business hours 218-624-0391 after hours emergency
Dumping in Storm Drains and Drainage Ways	Public Works Department 218-879-6758 during business hours 218-624-0391 after hours emergency
Erosion and Sediment Control	Public Works Department 218-879-6758 during business hours 218-624-0391 after hours emergency
Vehicle Accidents	Emergency Services 911
Dumping on Park Land	Public Works Department 218-879-6758 during business hours 218-624-0391 after hours emergency
Garbage and Recycling	Community Development 218-879-2507 during business hours 218-624-0391 after hours emergency
Solid & Hazardous Waste	Fire Department 218-499-4274 during business hours 911 after hours or emergency
Industrial NPDES Stormwater or SDS Permitted Sites	See Table 3
Internal/Outdoor Plumbing Cross Connections	Public Works Department 218-879-6758 during business hours 218-624-0391 after hours emergency
Sanitary Sewer Blockage or Overflows	Public Works Department 218-879-6758 during business hours 218-624-0391 after hours emergency
Yard Waste Leaves and Grass Clippings	Public Works Department 218-879-6758 during business hours 218-624-0391 after hours emergency

Not all discharges into the storm sewer system are considered illicit discharges. The list below contains all of the exemptions outlined in Chapter 18 or the City Code.

**Table 2**

Water Line Flushing	- Landscape Irrigation	- Diverted Stream Flows
- Rising Ground Waters	- Foundation Drains	- Uncontaminated Pumped Ground Water
- Discharges from Potable Water Sources	- Street Wash Water	- Air Conditioning Condensation
- Irrigation Water	- Springs	- Water from crawl space pumps
- Footing drains	- Lawn watering	- Individual residential car washing
- Flows from riparian habitats and wetlands	- Dechlorinated swimming pool discharges	- Uncontaminated Ground Water Infiltration

**Inspections**

The City of Cloquet proactively inspects at least 20% of the Water Quality Ponds, Wetlands and outfalls each year. Additionally, structural BMPs designed to treat storm water runoff are inspected annually and stockpiles and material storage and handling areas are inspected quarterly. Illicit Discharge Detection and Elimination is incorporated into all inspection and maintenance activities as required by the Minnesota Pollution Control Agency’s - *Permit No. MNR040000 (Part IIID.6.e)*. When feasible, IDDE inspections should be conducted during dry-weather conditions (periods of 72 hours or more of no precipitation). When pollutants are detected, whether it is during routine inspections or in response to a complaint, the City of Cloquet is responsible for identifying and stopping the source of pollution. The responsible party for the violation shall be responsible for the clean up of any illicit discharges into the storm sewer system. The procedure below shall be followed in all cases.

**Procedure**

The City has an Illicit Discharge phone number with RSPT (218-529-3281) for the public to report suspected illicit discharges. When a complaint is received, Public Works Department will inspect the complaint and determine the appropriate action to take. The goal is to respond to an illicit discharge report within 24 hours.

City of Cloquet field staff are trained annually on how to spot and report possible illicit discharges. The responsible City staff as outlined in Table 1 will investigate all illicit discharge incidents reported to them. If the type of spill encountered isn’t outlined in Table 1, please contact the Public Works Department at 218-879-6758. The following procedure should be followed when responding to an illicit discharge complaint.

### **1) Receive Report**

- Collect information
  - Brief description of the issue
  - Location of the suspicious discharge or connection
    - Address & Exact location of discharge
  - Description of the discharge
  - Contact information of complainant
    - All reports to remain anonymous, for follow up purposes only.
  - **ALL INFORMATION NEEDS TO BE DOCUMENTED.**
- Responsible City Staff Department must respond as soon as possible to the call.

### **2) Identification**

The responsible staff as listed in Table 1, must visit the site of the complaint as quickly as possible and attempt to identify the illicit discharge. Methods of identification shall include, but not be limited to:

- Visual observation
- Sampling of material
  - If the material cannot be identified, a sample should be taken for testing at a local laboratory.
- If staff feels the discharge poses a threat to life or property, 911 will be immediately called.

Examples: explosive liquids or other chemicals draining into the storm sewer

### **3) Investigation**

Staff should attempt to trace the illicit discharge to its source. Methods will vary based on the type, location and source of the discharge. In all cases, the use of Geographic Information System (GIS) Mapping will be essential. The following types of investigative techniques should be used as applicable.

- Trace the “trail” of the discharge upstream to its source
- Utilize CCTV to find illicit connections into storm sewer pipes
- Dye testing (to verify the source)
- Sample upstream and downstream of the discharge

In all cases, documentation is critical.

### **4) Elimination**

Depending on the situation, the response to the illicit discharge will vary. Staff will follow the Enforcement Response Procedure outlined on the attached ERP form. In all cases, findings related to the illicit discharge should be documented.

In all cases of petroleum spills larger than 5 gallons, the Minnesota State Duty Officer (651-649-5451) shall be contacted by the responsible party for the spill.

### One time discharges

- Verbal / written notification to the identified source and explain to them that the discharge is illegal.
- Determine the severity of the problem and whether or not legal follow up is necessary
- Ensure there is no additional risk to the storm sewer system or the environment
- Notify other agencies as appropriate. These could include; MPCA, DNR and the Duty Officer.
- document all information

### Sanitary Sewer Leaks

- Review the extent and nature of the problem
  - Repair infrastructure as soon as possible
- Ensure there is no additional risk to the storm sewer system or the environment
- Notify other agencies as appropriate. These could include; MPCA, DNR and the Duty Officer.
- document all information

### Non-Point Source Pollution

- Determine if the problem can reasonably be corrected
- Document the situation with photographs
- Perform/schedule corrective action as necessary
- document all information

## **5) Enforcement**

Enforcement will vary depending on the nature of the discharge and the violating party's response to the situation. Generally the enforcement will begin at a lower level and ramp up as needed to gain correction and compliance. The following is a list of actions that may take place depending on the situation.

- Verbal Warning
- A Written Warning is sent to the violating party listing corrected actions that need to take place
- Stop Work Order
- Written Citation
- City hires a contractor to clean up the site and charges the Owner for the costs.
- Legal Action

## **6) Documentation and Tracking**

All Illicit Discharge incidents should be documented and tracked until the problem has been completely resolved. All information pertinent to the illicit discharge shall be documented.



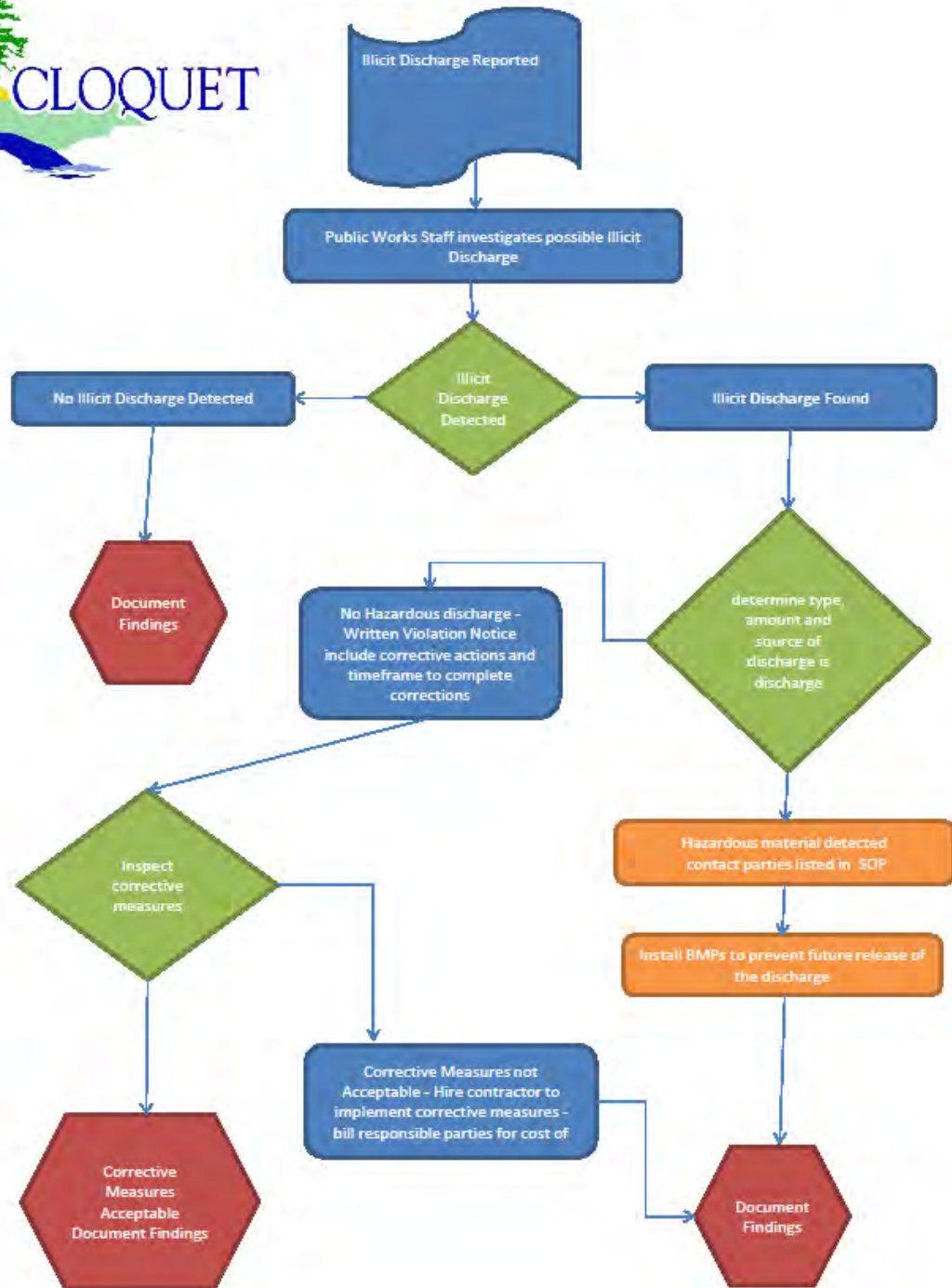
### MPCA – Active Industrial Stormwater General Permit Sites

The following is a list of the Minnesota Pollution Control Agency’s Industrial Stormwater (ISW) General Permit holders within the City of Cloquet’s municipal boundary. Cloquet is not responsible for inspecting these facilities as they are handled through the ISW General Permit Program. The list below is for informational purposes only. All Industrial Stormwater Permit related questions should be referred to the Minnesota Pollution Control Agency.

**Table 3**

MPCA Permit No.	Address	effective Start Date	facility Name	permit Type
MNR053BZS	1364 Lawrence Rd	4/5/2015	Alanen Pre Cast Concrete	Industrial Stormwater Permit
MNR053BW6	901 Highway 33 S	4/5/2015	Brenny Dahl Block Co Inc	Industrial Stormwater Permit
MNR053CWG	125 Wheaton Rd	2/24/2016	Cloquet - Carlton Cnty Airport	Industrial Stormwater Permit
MNRNE3CFX	508 Cloquet Ave	4/5/2015	Cloquet Demolition Landfill	No Exposure Exclusion
MNR0538T2	1101 Industry Ave	4/5/2015	Cloquet Sanitary Service	Industrial Stormwater Permit
MNRNE39WJ	1302 18th St	4/5/2015	Safety-Kleen Systems Inc - Cloquet	No Exposure Exclusion
MNR053C6C	2201 Ave B	4/5/2015	Sappi Cloquet LLC	Industrial Stormwater Permit
MNR053C6D	2201 Avenue B	10/7/2015	Sappi Fine Paper Cloquet Mill CTRR	Industrial Stormwater Permit
MNR0535V3	2201 Avenue B	10/8/2010	Sappi Fine Paper Cloquet Mill CTRR	Industrial Stormwater Permit
MNR053C6B	2201 Avenue B	4/5/2015	Sappi Fine Paper Cloquet Mill Scanlon Woodyard	Industrial Stormwater Permit
MNR0535V2	2201 Avenue B	10/8/2010	Sappi Fine Paper Scanlon Wood Yard	Industrial Stormwater Permit
MNR05398D	805 Tall Pine Ln	4/5/2015	Savanna Pallets - Cloquet Plant	Industrial Stormwater Permit
MNR05399B	761 Highway 45 S	4/5/2015	Shamrock Environmental Landfill	Industrial Stormwater Permit
MNR053BQG	35 Arch St	4/5/2015	USG Interiors LLC - Cloquet	Industrial Stormwater Permit

## Illicit Discharge Detection & Elimination Enforcement Response Procedure





# NPDES – MS4 Site Plan Review Standard Operating Procedure (SOP)

Drafted by: John M Anderson 9/26/16  
Updated 4/8/21

## **Plan Review, Mitigation measures, Payment of Fees and Recording of Maintenance Agreements (19.6)**

1. Receive plan, calculations, application – Submitted through Community Development
2. Conduct Plan review with SWPPP check list
3. Send plan comments to designer and copy owner by email
4. Complete SWPPP check list on plan revisions until all issues have been resolved
5. Verify permit fees have been paid.
6. Document if any mitigation is part of the proposed code compliance
7. Verify that any maintenance agreement has been signed and recorded against the property and copy of the recorded document provided
8. Sign permit, place a copy in the electronic file including all documents and plans submitted as well as comments on permits fees, mitigation and maintenance agreements

Notify the applicant the permit has been issued



# NPDES – MS4 Program for Site Inspection Standard Operating Procedure (SOP)

Drafted by: John M Anderson 4/8/21

## Site Erosion Control Inspections (19.7)

1. Provide SWPPP, Grading Plan, and permit to City Grading Site Inspector
2. Identify if the site is identified as High Priority or Low Priority
3. Add site to inspection tracking list
4. Inspector will Contact site contractor and introduce himself and discuss the expected construction schedule.
5. Conduct a site inspection (utilizing Site inspection checklist) as soon as activity begins on the site
6. Document finding and refer to ERPs if any corrections are needed
7. Send inspection finding to Contractor and owner of site, include any corrections needed and timeframe expected in correction
8. Follow up site inspect at the end of the correction period, escalate enforcement in line with ERPs if needed
9. Repeat inspections once a week for high priority sites, and once a month for low priority sites.
10. Complete a final inspection prior closing the grading permit to insure a minimum of 70% cover and all temporary BMPs have been removed



# **NPDES – MS4 Written Procedure to receive reports of noncompliance from the public (SOP)**

(19.10)

**Drafted by: John M Anderson 3/15/21**

1. Direct the public to report to the **Stormwater hotline** or Assistant City Engineer
2. Asst. City Engineer will accept report of noncompliance from the public in written or verbal form.
3. Acknowledge to the person reporting that the concern will be investigated and if there is need to report back to the person reporting
4. Document receipt of report of noncompliance, facts that were identified in the investigation, and outcome achieved.
5. Respond to the person reporting the findings of facts and outcome of the investigation within 7 days



# NPDES – MS4

## Post Construction Site Plan Review

### Standard Operating Procedure (SOP)

Drafted by: John M Anderson 3/15/21

#### Plan Review, post construction stormwater management (20.17)

Plan review shall verify the following items are incorporated into the Post Construction stormwater management.

Permit Reference	Description
20.5	The plan provides treatment of the water quality volume on any project where the sum of the new impervious surface and the fully reconstructed impervious surface equals one or more acres.
20.6	For construction activity (excluding linear projects), the water quality volume must be calculated as one (1) inch times the sum of the new and the fully reconstructed impervious surface. [Minn. R. 7090]
20.7	For linear projects, the water quality volume must be calculated as the larger of one (1) inch times the new impervious surface or one-half (0.5) inch times the sum of the new and the fully reconstructed impervious surface. Where the entire water quality volume cannot be treated within the existing right-of-way, a reasonable attempt to obtain additional right-of-way, easement, or other permission to treat the stormwater during the project planning process must be made. Volume reduction practices must be considered first, as described in item 20.8. Volume reduction practices are not required if the practices cannot be provided cost effectively. If additional right-of-way, easements, or other permission cannot be obtained, owners of construction activity must maximize the treatment of the water quality volume prior to discharge from the MS4. [Minn. R. 7090]
20.8	Volume reduction practices (e.g., infiltration or other) to retain the water quality volume on-site must be considered first when designing the permanent stormwater treatment system. The General Permit does not consider wet sedimentation basins and filtration systems to be volume reduction practices. If the General Permit prohibits infiltration as described in item 20.9, other volume reduction practices, a wet sedimentation basin, or filtration basin may be considered.

Permit Reference  
20.9

Description

Infiltration systems must be prohibited when the system would be constructed in areas:

- a. that receive discharges from vehicle fueling and maintenance areas, regardless of the amount of new and fully reconstructed impervious surface;
- b. where high levels of contaminants in soil or groundwater may be mobilized by the infiltrating stormwater. To make this determination, the owners and/or operators of construction activity must complete the city's site screening assessment checklist, which is available in the Minnesota Stormwater Manual, or conduct their own assessment. The assessment must be retained with the site plans;
- c. where soil infiltration rates are more than 8.3 inches per hour unless soils are amended to slow the infiltration rate below 8.3 inches per hour;
- d. with less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock;
- e. of predominately Hydrologic Soil Group D (clay) soils;
- f. in an Emergency Response Area (ERA) within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, Subp. 13, classified as high or very high vulnerability as defined by the Minnesota Department of Health;
- g. in an ERA within a DWSMA classified as moderate vulnerability unless the permittee performs or approves a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater;
- h. outside of an ERA within a DWSMA classified as high or very high vulnerability unless the permittee performs or approves a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater;
- i. within 1,000 feet up-gradient or 100 feet down gradient of active karst features; or
- j. that receive stormwater runoff from these types of entities regulated under NPDES for industrial stormwater: automobile salvage yards; scrap recycling and waste recycling facilities; hazardous waste treatment, storage, or disposal facilities; or air transportation facilities that conduct deicing activities.

See "higher level of engineering review" in the Minnesota Stormwater Manual for more information.

Permit Reference

Description

- 20.11 The plan must ensure off-site treatment project areas are selected in the following order of preference:
- a. locations that yield benefits to the same receiving water that receives runoff from the original construction activity;
  - b. locations within the same Department of Natural Resource (DNR) catchment area as the original construction activity;
  - c. locations in the next adjacent DNR catchment area up-stream; or
  - d. locations anywhere within the permittee's jurisdiction.
- 20.12 Off-site treatment projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Routine maintenance of structural stormwater BMPs already required by the General Permit cannot be used to meet this requirement.
- 20.13 Off-site treatment projects must be completed no later than 24 months after the start of the original construction activity. If the permittee determines more time is needed to complete the treatment project, the permittee must provide the reason(s) and schedule(s) for completing the project in the annual report.
- 20.14 If the permittee receives payment from the owner of a construction activity for off-site treatment, the permittee must apply any such payment received to a public stormwater project, and all projects must comply with the requirements in items 20.11 through 20.13.
- 20.15 The plan must include provisions that, at a minimum:
- a. allow the City to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines the owner of that structural stormwater BMP has not ensured proper function;
  - b. are designed to preserve the City's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party; and are designed to protect/preserve structural stormwater BMPs. If structural stormwater BMPs change, causing decreased effectiveness, new, repaired, or improved structural stormwater BMPs must be implemented to provide equivalent treatment to the original BMP.
  - c. are designed to protect/preserve structural stormwater BMPs. If structural stormwater BMPs change, causing decreased effectiveness, new, repaired, or improved structural stormwater BMPs must be implemented to provide equivalent treatment to the original BMP.





## Snow and Ice Control Policy

City of Cloquet, Minnesota

### I. Scope

Effective snow and ice control is achieved through planning, preparation and observation of good tactical procedures.

### II. General

- A. The removal of snow and ice from City streets is one of the most important jobs confronting maintenance personnel during the winter season. To neglect such operations could lead to complete shutdown of City transportation, especially during severe snow and ice storms. Our streets have cost the motorist large sums of money; therefore, they expect to travel on well-maintained roadways throughout the year.
- B. The City of Cloquet believes that it is in the best interest of the residents for the City to assume basic responsibility for control of snow and ice on City streets. Reasonable ice and snow control is necessary for routine travel and emergency services. Safety for the motorist and serviceability of streets are the primary consideration of the maintenance crews. Snow and ice removal operations must be carried out so as to provide reasonable safety for the Public as well as the employees. The City will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will use City employees, equipment and/or private contractors to provide this service.
- C. In addition to the responsibility for public streets and alleys, the City provides snow removal and/or ice control for public parking areas, fire station driveways, and other public sidewalks and trails as determined by the City Council.
- D. Snow removal and ice control operation in the City are normally performed by Streets, Utilities and Park Maintenance personnel under the general guidelines of the Director of Public Works. Resident questions, concerns, or comments are normally routed to the Public Works Department. Calls requiring service will be transferred to the appropriate supervisor for scheduling. Emergency complaints will be handled in an expeditious manner as resources are available. During normal business hours (8:00 a.m. - 4:30 p.m., Monday - Friday) residents can report a concern at 879-6758. After hours emergencies can be reported at 624-0391.
- E. This policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and all others that may be using public facilities, of their responsibility to act in a reasonable, prudent and cautious manner given the prevailing conditions.

### III. Policy Statement

- A. These recommended levels of service should be interpreted as policy for maintenance operations although it is expected that the Public Works Department will continue to exercise judgement in situations where maintenance requirements differ from the guidelines. While variations in local conditions must be considered, consistency should be exercised in an effort to comply with policy.

- B. After hours, on weekend, and during holidays, the Police Department shall notify the Public Works Director or his/her designee when snow and ice conditions warrant crew alert.
- C. Persons authorized to call out City snow and ice control personnel are the on-duty Police Officer and/or the Public Works Director or his/her designee.

**VI. Snow Removal**

- A. It is the City's general intent to perform snow removal and ice control in such a manner that is complementary to the existing overnight on-street parking prohibition. As such, a normal winter maintenance schedule would begin work at 3:00 a.m. the day following a snow event. Cloquet's Municipal Code, Section 5.4.05 states as follows: During the period from November 1st of each year to March 31 of the following year, no person, persons, firm or corporation shall park any motor vehicle on the streets, alleys, boulevards, sidewalks or public grounds within the corporate limits of the City between the hours of three o'clock a.m. and six o'clock a.m. It shall be the duty of the Police Department to cause any motor vehicle that is so parked between three o'clock a.m. and six o'clock a.m. to be removed and impounded, and the motor vehicle shall not be released until the fees for towing and storage of the vehicle are paid to the bailee holding the vehicle. Those fees will be in addition to any fine otherwise imposed for the violation of this Section.
- B. Removal of snow and ice from the roadway is an emergency operation and normally takes precedence over other work. This means that the roadways should be cleared and widened as rapidly as possible.

Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from the left to right. The discharge shall go onto the boulevard area of the street. When a plow goes over a bridge, the driver shall slow down so that snow does not go over the bridge if possible. In times of extreme snowfall, all streets may not be completely cleared of snow.

- C. The principle operations of snow removal are:
  - Snow plowing to begin after any appreciable accumulation of snow, and to continue plowing before snow becomes packed by traffic.
  - The spreading of chemicals and abrasives at intersections, hills, curves, bridges, and railroad crossings. The need for additional applications of abrasives and chemicals will depend on the length of the storm and the chemicals action on the surface.
- D. Care should be taken not to knock over rural style mailboxes or to unnecessarily obstruct intersecting roads and streets or private drives. Property owners are responsible for clearing their mailboxes, sidewalks, and drives. Care must also be taken to prevent damage to guardrails, signs, light standards, boulevards, etc. Sign and markers obstructed by snow should be cleared as soon as possible so they can be seen within reasonable distances.
- E. At railroad crossings and other obstructions the plow blade should be raised in time to avoid damaging the obstacle and/or the plow blade.
- F. The use of motor graders still remains one of the most effective methods for the removal of snow and ice accumulations. Tandem use of graders and other snow removal equipment will be used whenever possible to expedite clearing of roadways.

- G. Trucks, graders and spreading equipment shall be flushed and cleaned free of all snow and road chemicals periodically as time and work schedule permit. Major cleaning should be accomplished during a normal work day after cessation of the storm.

#### **VII. Ice Control**

- A. The primary materials used in maintaining roads in a reasonably safe and serviceable condition throughout the winter season are sodium chloride and various types of abrasives. The combination of materials used to combat any particular storm condition usually depends on such variables as temperature, traffic, wind and time of day. Temperature plays an important role because Sodium Chloride becomes virtually ineffective at temperatures below 0 degrees Fahrenheit. Desired effectiveness and economic considerations are also very important.
- B. Abrasives should be treated with chloride to prevent freezing in storage and as an aid to anchoring the material to the road surface when spread. Experience has shown that traffic and wind will sweep untreated sand from the road surface.
- C. The City is concerned about the effects of salt on the environment and will limit its use for that reason. Therefore, it is the policy of the City to utilize salt, where necessary, to provide for traction, but is not intended to provide bare pavement during winter conditions. Application of salt is generally limited to priority routes, steep grades, and intersections. Application is limited on lower volume streets.

#### **VIII. Trucking of Snow**

The Street Department Supervisor or his/her designee will determine when snow will be removed by truck from an area. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed, with the exception of Cloquet Avenue.

Snow removal operations may be delayed depending on weather conditions, personnel and budget availability. Snow will be removed and hauled to designated snow storage areas. The snow storage areas will be located so as to minimize run off and environmental problems.

The City Council will normally identify those streets where snow will regularly be hauled by truck. These routes are intended to be areas with wide streets where no public boulevard exists for the purpose of snow storage. Those business and property owners adjacent to designated snow removal routes will be permitted to place snow from the public sidewalk onto the street for removal by City forces. In no case shall snow from privately owned parking lots or driveways be placed on any public roadway.

#### **IX. Work Schedule for Snow Plow Operators**

Snowplow operators will be expected to work assigned shifts; however, because of safety concerns, no operator shall normally work more than a twelve (12) hour shift in any twenty-four hour period. Operators will take regular lunch break. After a twelve (12) hour day, the operators may be replaced if additional qualified personnel are available.

#### **X. Mailboxes & Property Damage**

Snow plowing and ice control operations can cause property damage even under the best of circumstances and care on the part of the operators. The major types of damage are to improvements in the City right-of-way that typically extends approximately 10-15 feet beyond the curb location.

The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks, and other City uses. However, certain private improvements such as mailboxes are required within this area.

Therefore, the City will cooperate with the property owner to determine if the damage is the responsibility of the City and when it will be the responsibility of the resident. The City accepts responsibility for mailboxes that are placed in the road right-of-way if the damage is by physically being struck by a plow blade, wing, or other piece of equipment. If a mailbox, conforming to US postal requirements, is damaged due to the direct contact by a snow removal vehicle, the City, at its option, will repair or replace at a cost not to exceed the current City standard for mailbox construction.

If a mailbox is damaged due to any indirect cause, such as the weight of plowed snow, the City will not participate in the cost of repair or replacement. Mailboxes should be constructed sturdily enough to withstand snow rolling off a plow or wing. Therefore, damage resulting from snow is the responsibility of the resident. The City will repair or replace mailboxes in those instances where the City is responsible for the damage.

Damage to fences, trees, or other structures will not be repaired or replaced by the City if they are within the public right-of-way. Turfed areas that are scraped or gouged by City equipment will be repaired by top dressing and seeding the following spring. Residents are requested to assist by watering the areas that are repaired.

#### **XI. Driveways**

One of the most frequent and most irritable problems in removal of snow from public streets is the snow deposited in driveways during plowing operations. Snow accumulated on the plow blade has no place to go but in the boulevard (right-of-way) areas, which includes driveways. The plow drivers make every attempt to minimize the amount of snow deposited on driveways, but the amount can still be significant. Regardless, the City does not possess the resources to attempt to provide private driveway cleaning after plowing public roads. Property owners should also use the (non-improved) boulevard areas for storage of snow blown or thrown from their driveways, private sidewalks, etc. Under Minnesota State Law no person shall deposit snow on the improved portion of a publicly dedicated street, alley, sidewalk, bike path, and trail way or parking lot.

#### **XII. Mail Delivery**

The snow plow operators make every effort to remove snow as close to the curb line as practical and to provide access to mailboxes for the postal service. However, it is not possible to provide perfect conditions and minimize damage to mailboxes with the size equipment the City operates. Therefore, the final cleaning adjacent to mailboxes is the responsibility of each resident and subject to the delivery requirements of the United States postal service.

#### **XIII. Sidewalks/Trails**

The City generally provides winter maintenance on only a select number of public sidewalks and trails. The types of winter maintenance are typically sweeping, plowing, and snow blowing. The City Council will normally identify those sidewalks and trails to be maintained by the City.

#### **XIII. Traffic Regulations**

The City recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on city streets have discretion to disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school

children safety, when in their judgement, it is safe to disregard such laws. The privileges granted herein to operators of snow removal and ice control vehicles shall apply only if the vehicle is equipped with one or more lighted lamps displaying a flashing, oscillating, or rotating amber light placed in such positing on the vehicle as to be visible throughout an arc of 360 degrees.

**XIII. Deviation from Policy**

The Public Works Director or his/her designee may deviate from this policy when in his or her judgement it is in the best interest of the city or in necessary because of budget needs, safety concerns or other circumstances. Those city employees and/or contractors affected will be notified immediately by phone of such changes. Any change in priority lasting more than 48 hours should be documented in writing and the public should be informed of such changes through normal methods used by the city for emergency notifications.

**XIV. Street Maintained by Other Agencies**

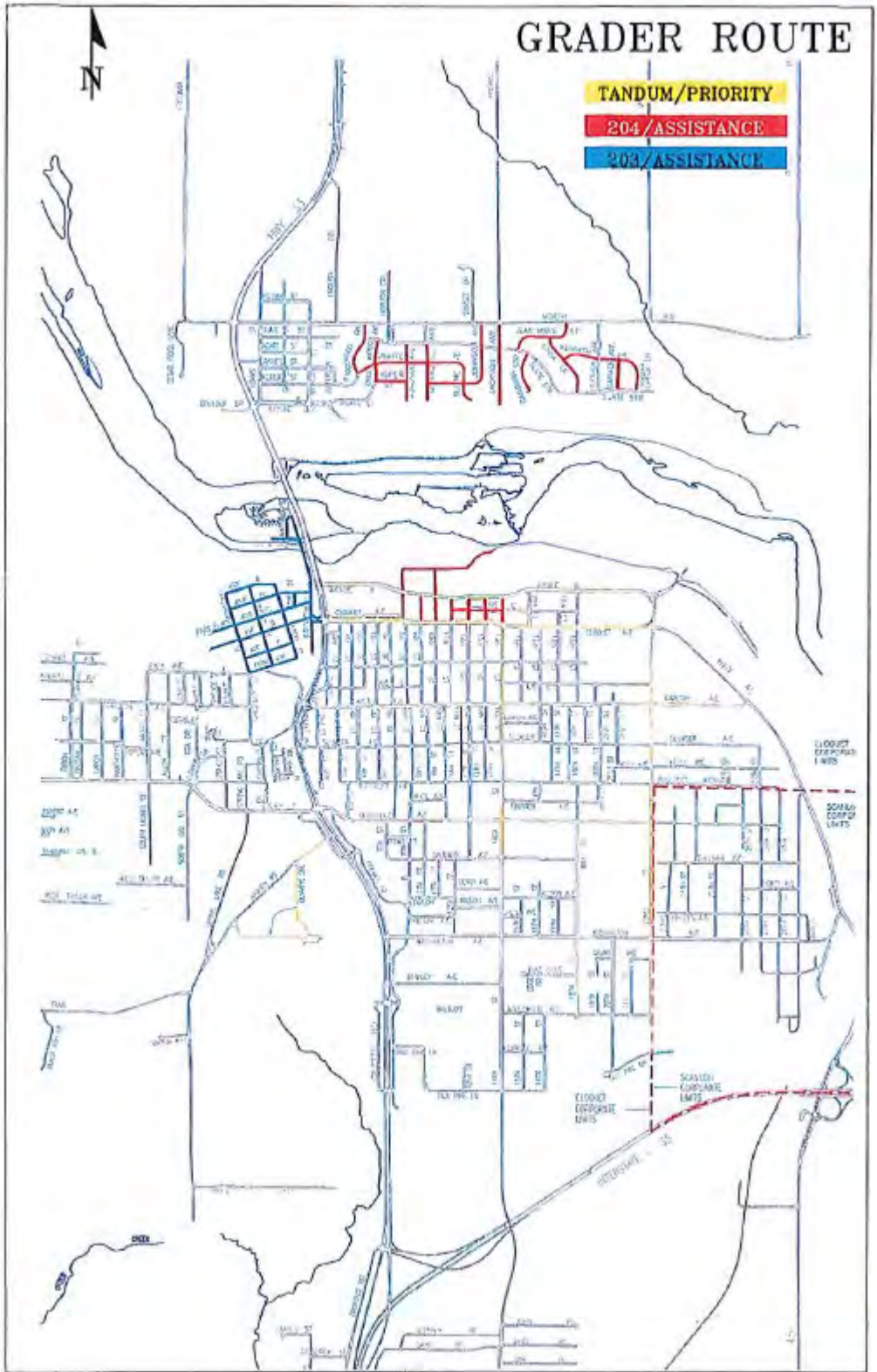
In rural areas not contiguous with other City owned and maintained roadways, it is difficult to provide cost effective services for snow and ice control with City forces and equipment. In such instances, the City has commonly contracted with Carlton County to provide these services on a time and materials basis. The cost of said services are reviewed and agreed upon with County each year. A map of current City owned routes plowed by the County is attached.

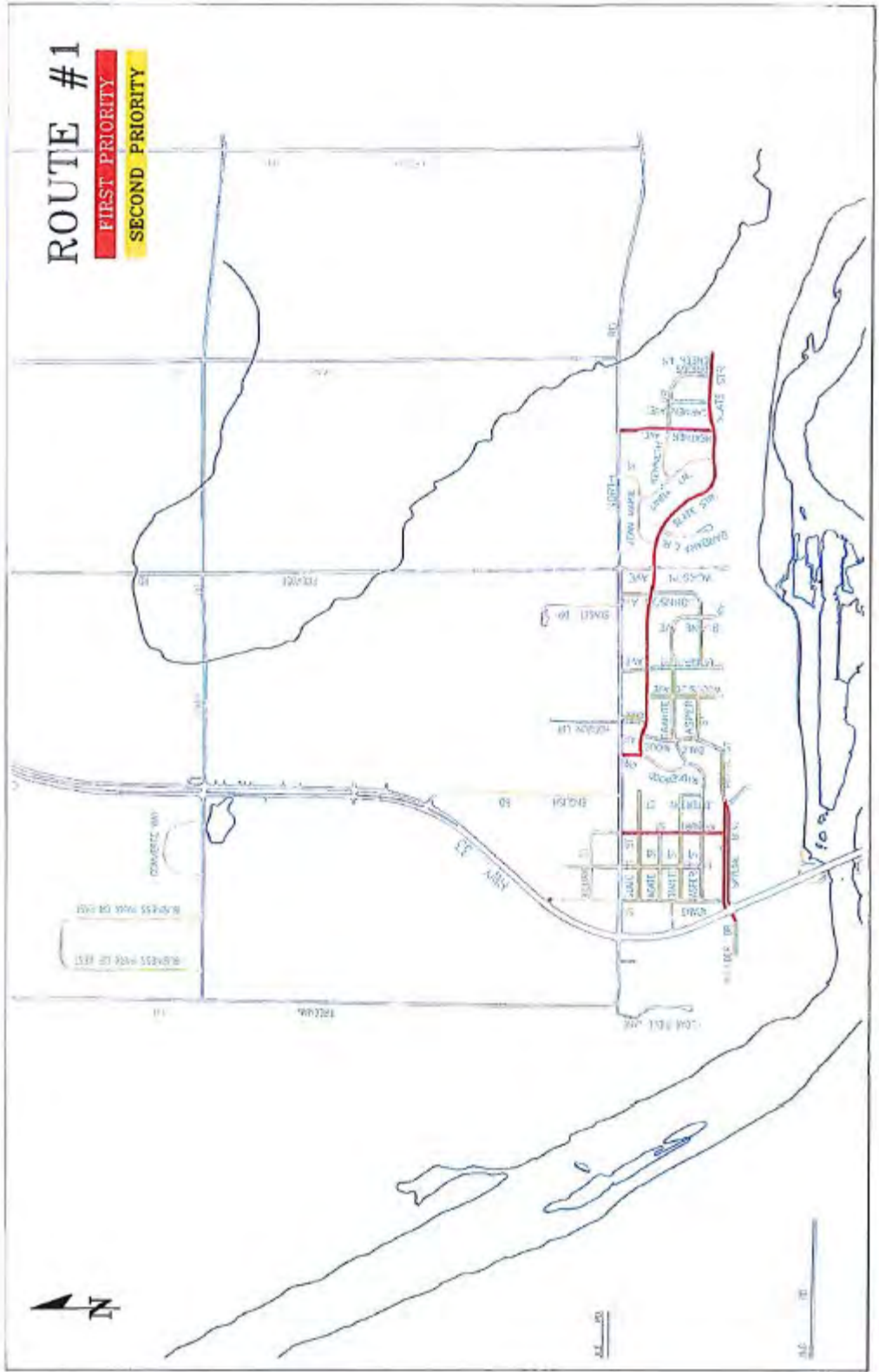
Adopted by the City Council of the City of Cloquet on this 6<sup>th</sup> day of December, 2016.

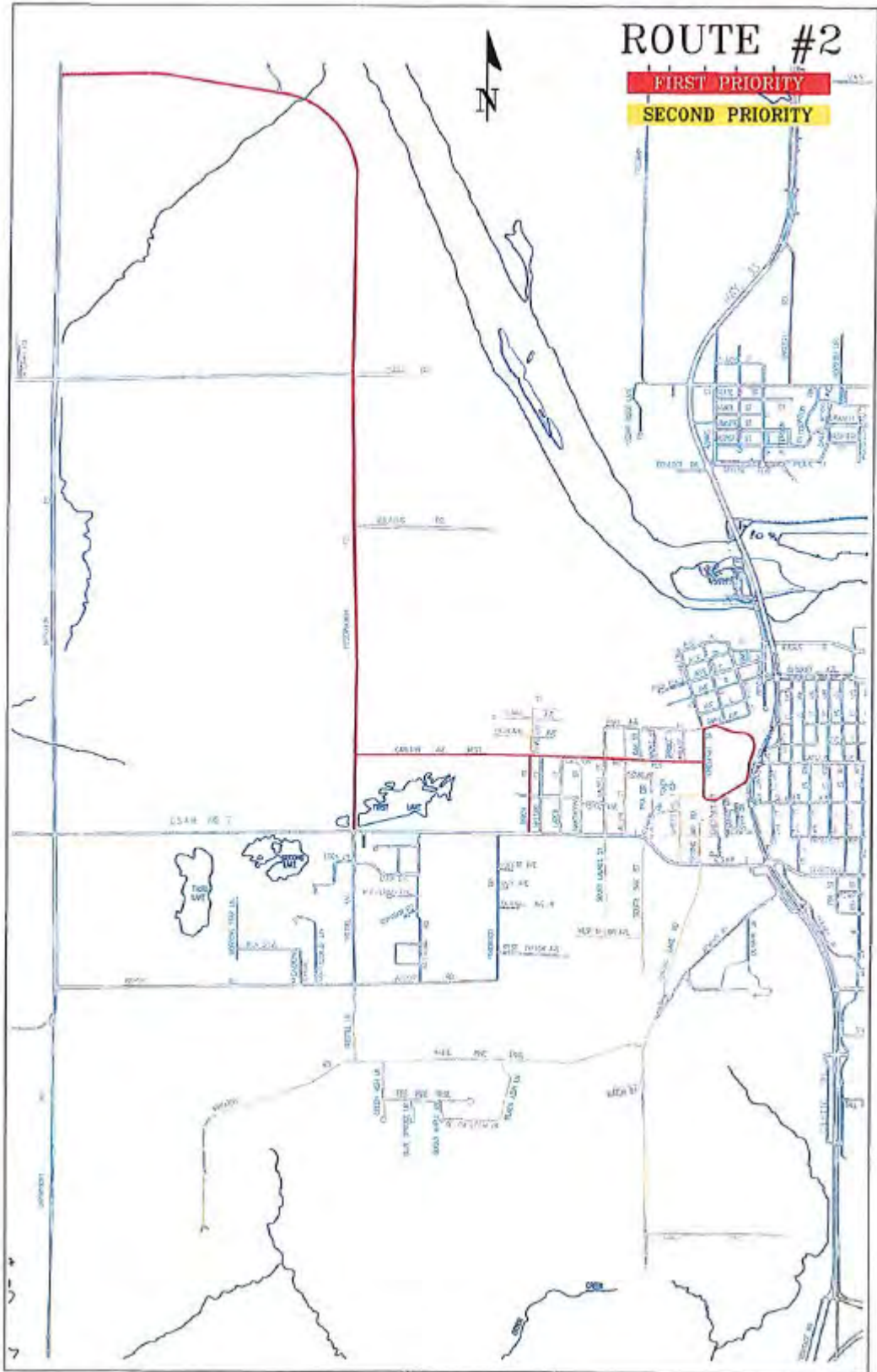
\_\_\_\_\_  
Dave Hallback, Mayor

ATTEST:

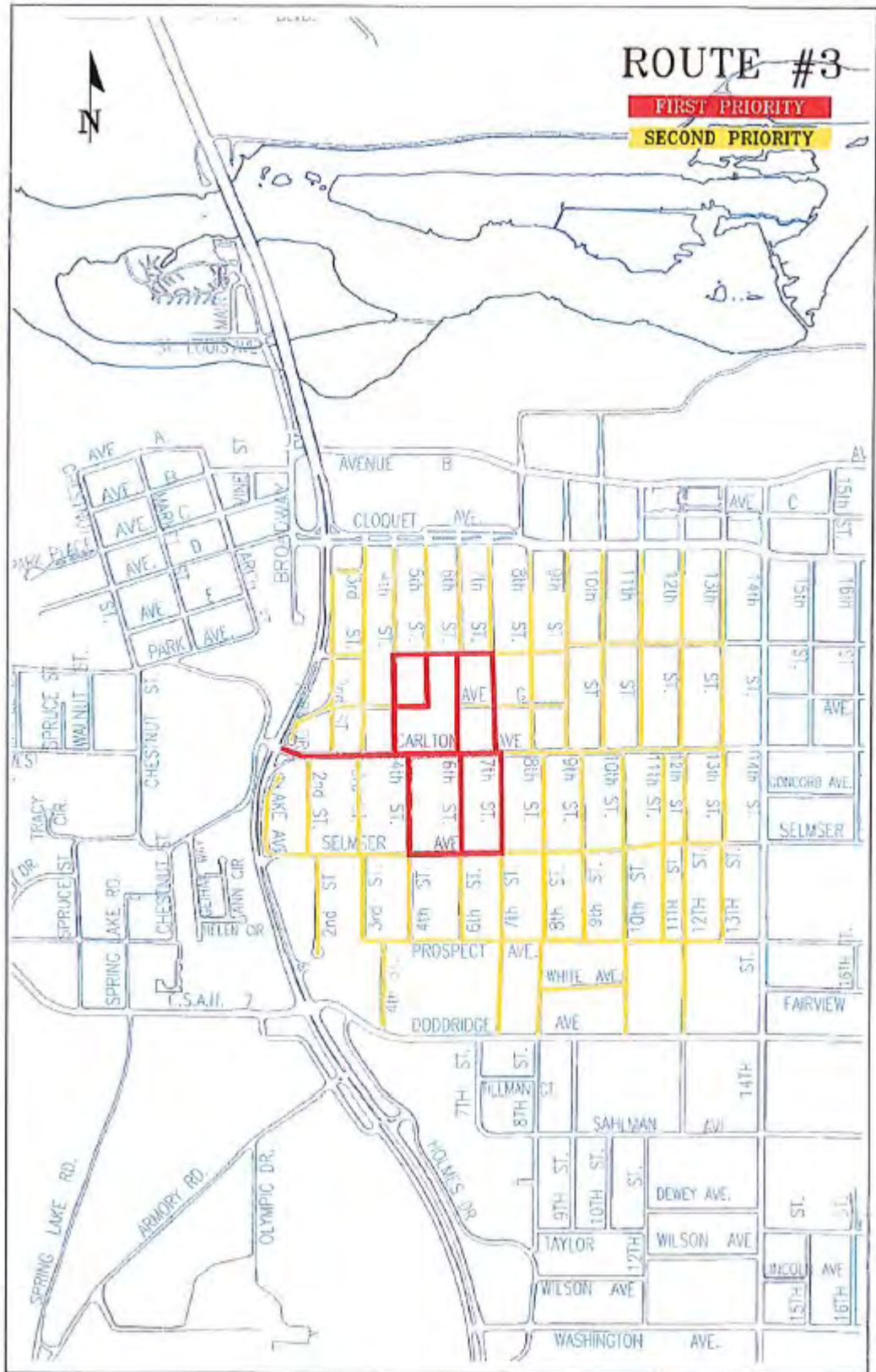
\_\_\_\_\_  
Brian Fritsinger, City Administrator



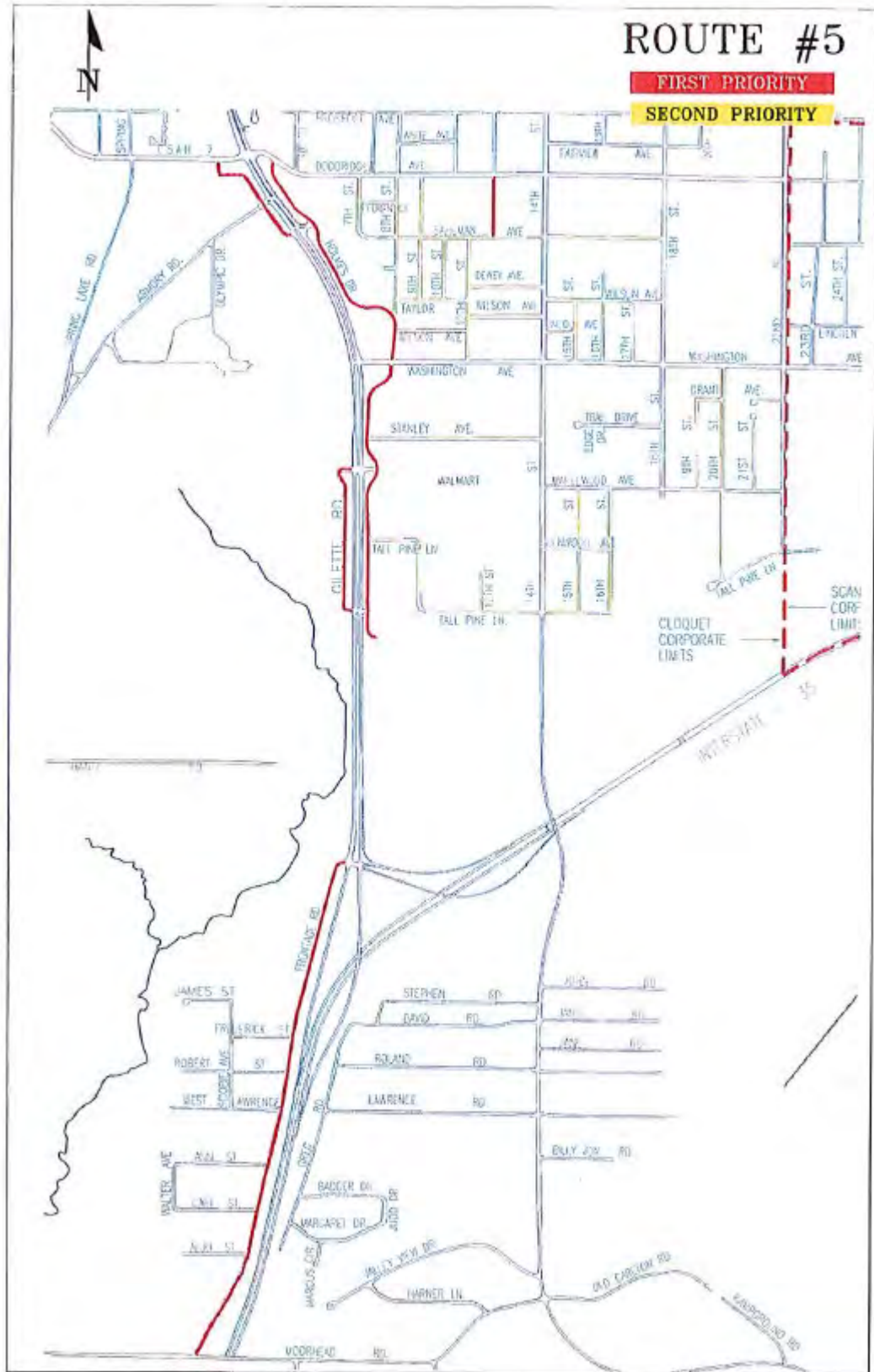


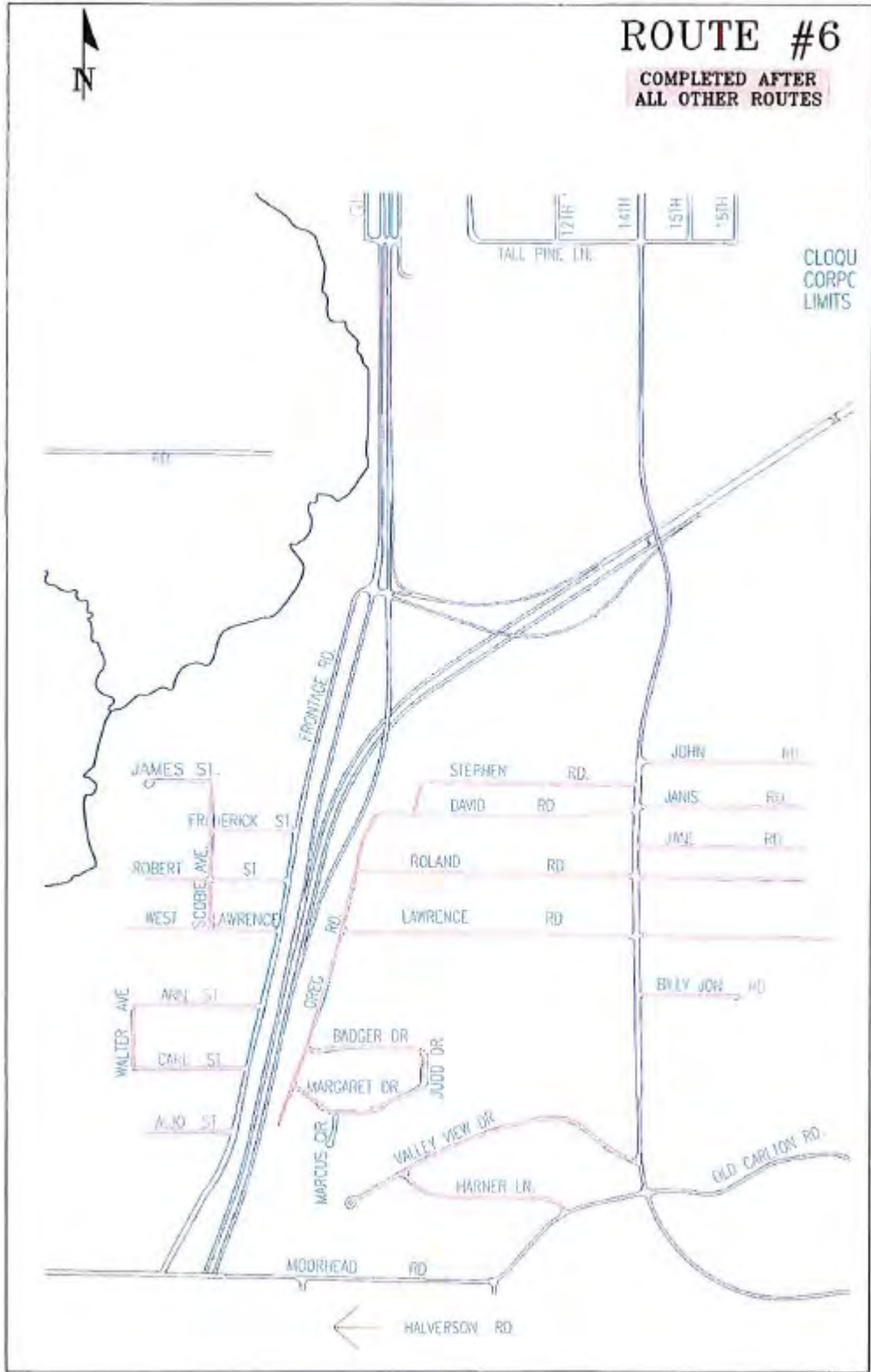


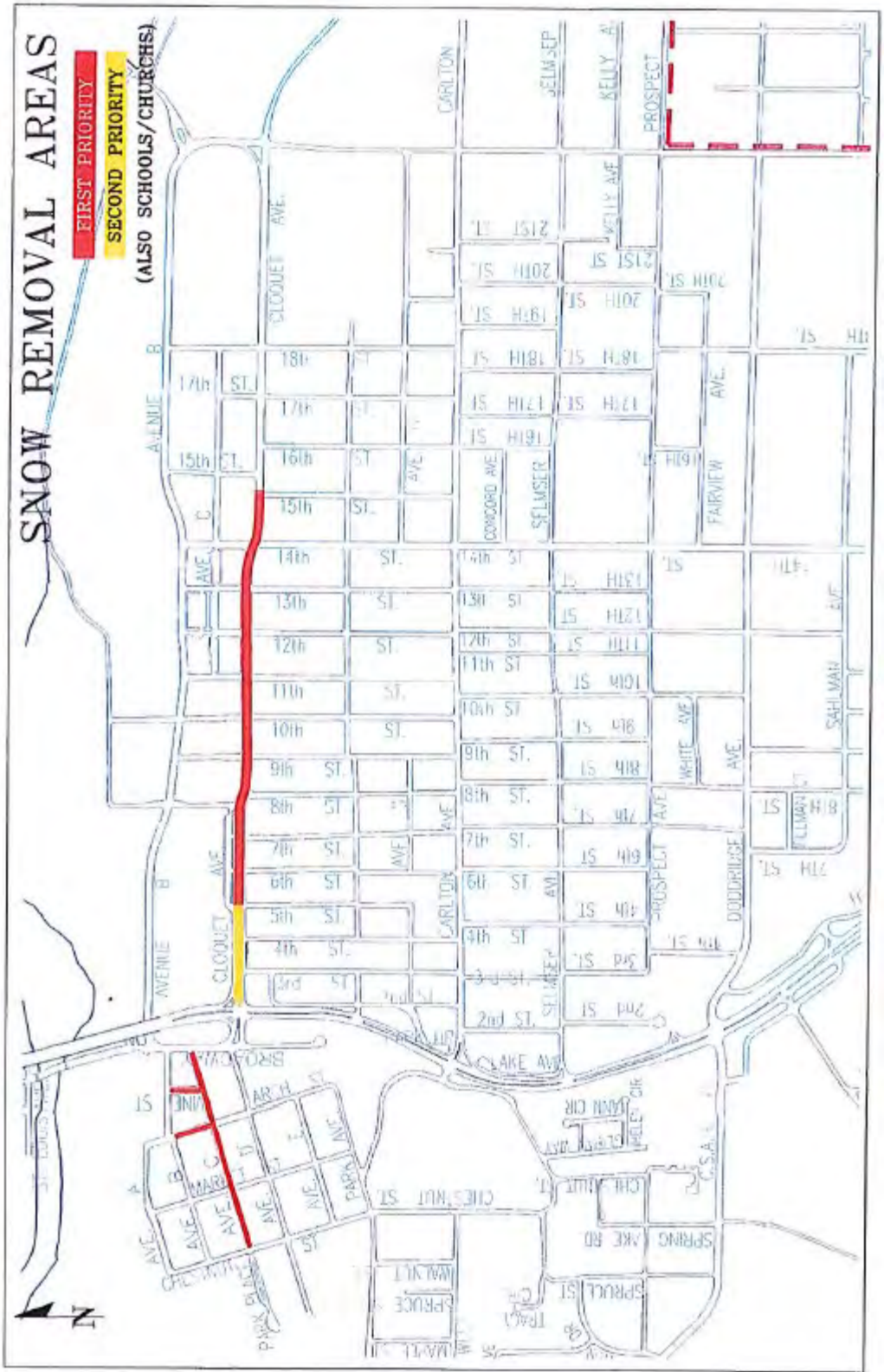


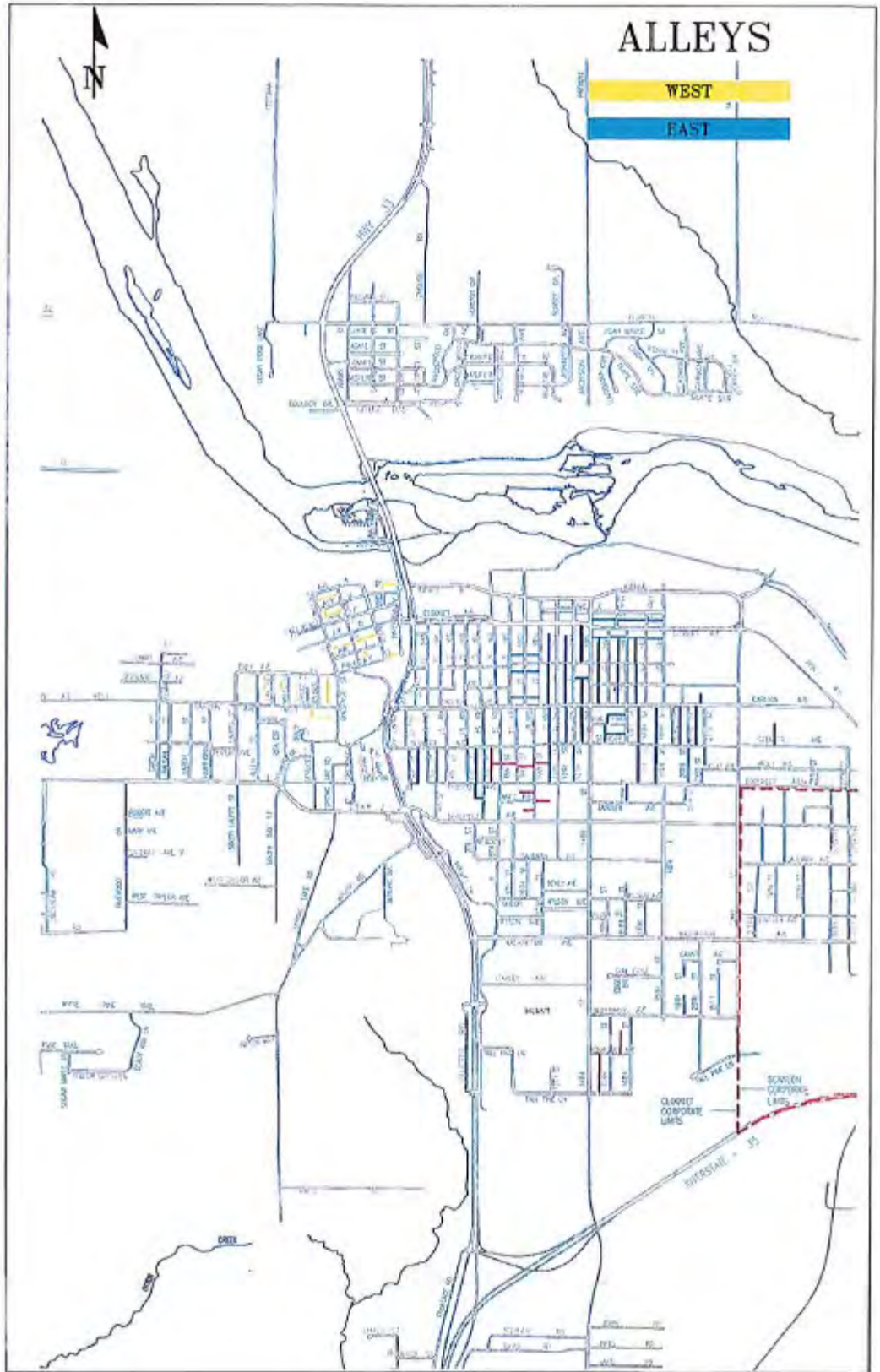


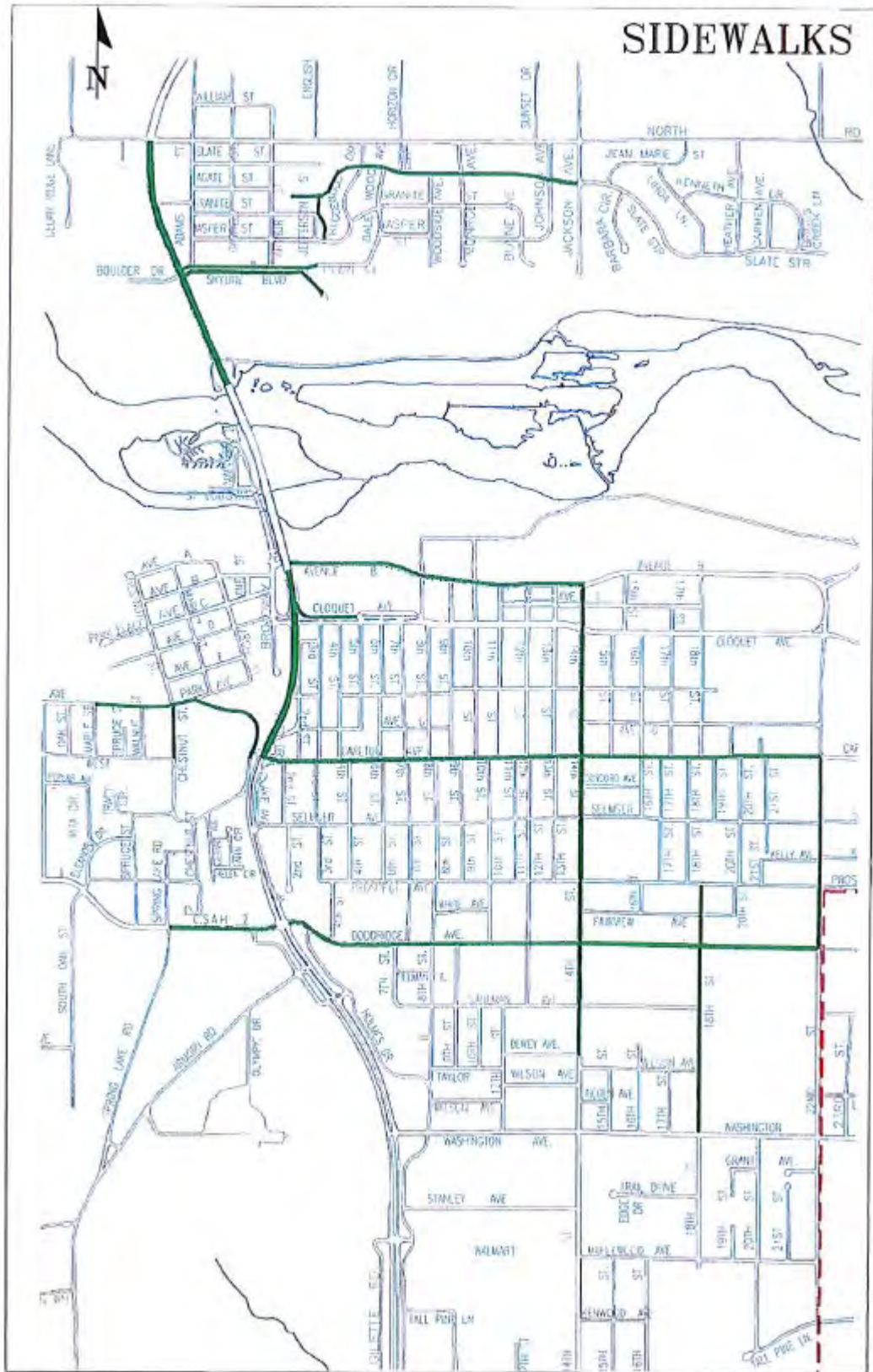


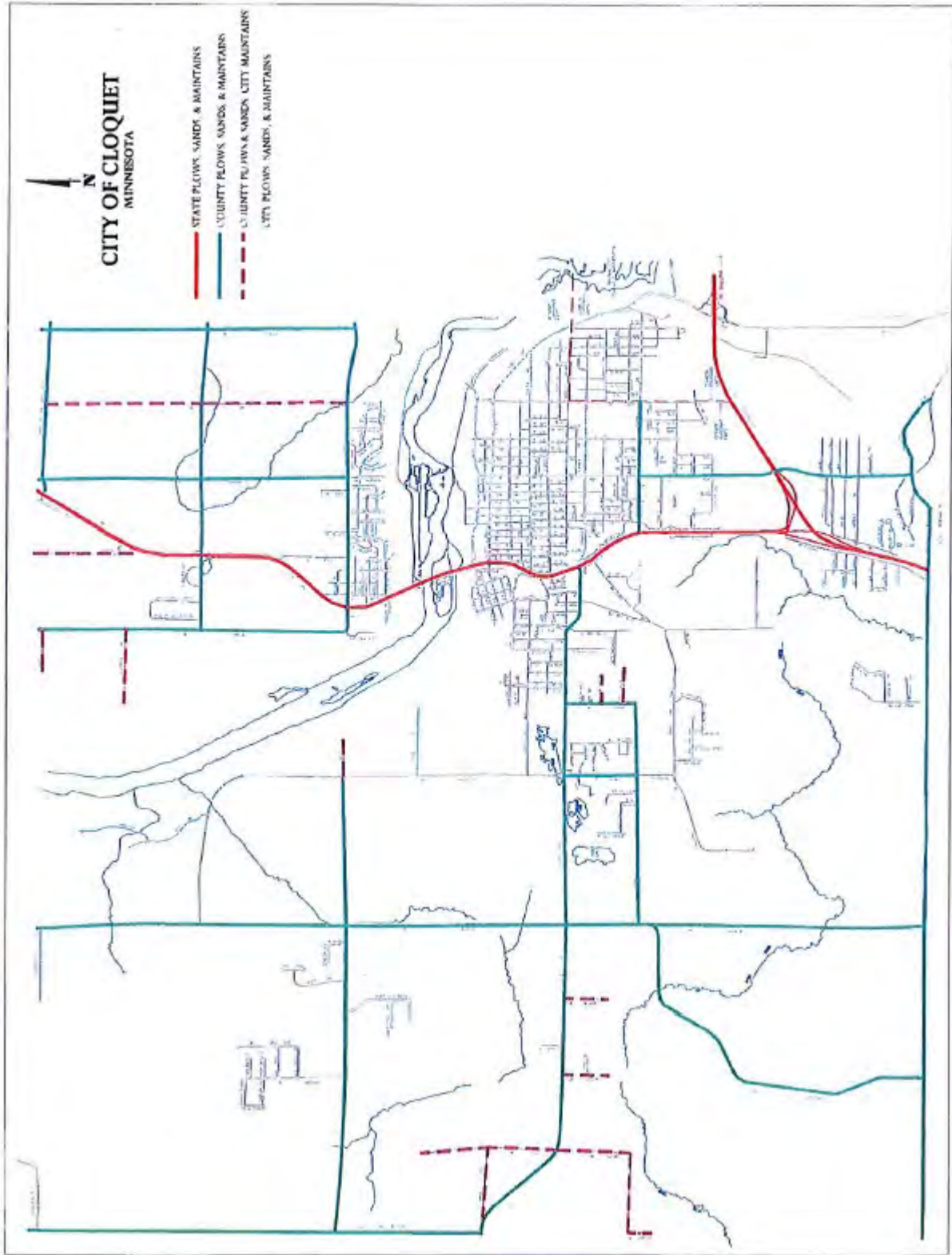
















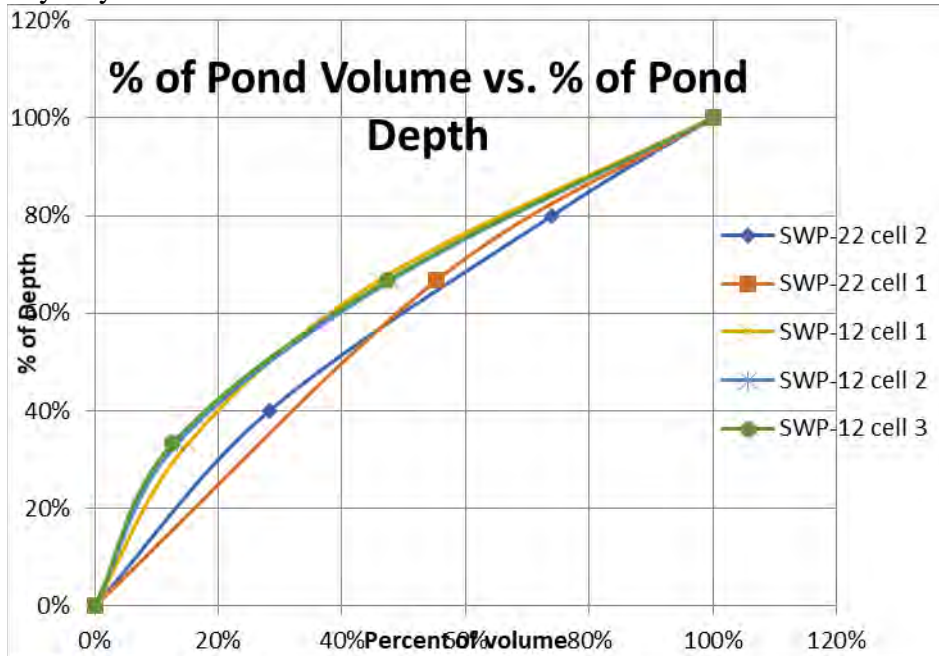
# NPDES – MS4 Pond Maintenance Plan

Drafted by: John M Anderson 9/26/16  
Revised 3/15/21

## Determination of Pond Effectiveness (21.8)

1. first year of permit cycle - Identify ponds in system including original construction plans or elevations; identify maintenance activities and triggers to determine when maintenance should take place.

Pond volumes and depth are related in a fairly predictable ratio. The graph below shows the percent of pond volume vs. percent of pond depth. For all the Stormwater ponds cells in the city's system.



For most ponds the 20% volume coincided with the 40% depth. The effectiveness of a ponds ability to treat stormwater declines with a reduction in pond volume. Based on observations of pond functions and the relationship between depth and volume the trigger we will use to identify when pond **dredging is needed will be when the pond depth is reduced by 40%**. This should coincide with a pond volume reduction of 20% .

Additionally Pond slopes should be inspected and mowed every 10 years as needed to remove woody growth and maintain access for future cleaning as well as preserve the integrity of the pond slopes.

2. inspect ponds every 10 years to determine depth of sediment and if any maintenance is required and schedule that work to be completed before the end of the permit cycle based on the 40% reduction in depth identified above.

City of Cloquet, Minnesota



## Section VI Checklists

<b>SECTION</b>	<b>Checklist Title</b>	<b>2020 Permit Reference</b>
A	Construction Site Runoff Control – Site Plan Review	19.16
B	Site Inspection to determine compliance on construction sites	19.9
C	Post Construction Stormwater Management -Site Plan Review	20.20



# NPDES – MS4

## Checklist A

### Construction Site Runoff Control – Site Plan

### Review (19.6)

Drafted by: John M Anderson 4/9/21

NPDES Construction Permits

#### SWPPP Review Checklist



Date: \_\_\_\_\_ City Project No./Grading Permit No.: \_\_\_\_\_

SWPPP Designer: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_

#### **Section 1 - Permit Application Review**

- Yes  No  N/A Was a copy of the completed NPDES permit application attached?
- \_\_\_\_\_ Acres Number of Acres Disturbed
- \_\_\_\_\_ Acres Existing Impervious Surface
- \_\_\_\_\_ Acres Post Construction Impervious Surface
- 0.00 Acres Net Increase/Decrease**

- Yes  No  N/A Have receiving waters listed been verified accurate?
- Yes  No  N/A Does the project discharge to a special or impaired water? (Any discharge within 1 mile and flows to receiving water)

Are any receiving waters within 1 mile identified as impaired for the following:

- Yes  No  N/A - Phosphorus
- Yes  No  N/A - Turbidity
- Yes  No  N/A - Dissolved Oxygen
- Yes  No  N/A - Biotic Impairment (fish, plant or micro invertebrate biomass)
- Yes  No  N/A **Have the requirements of this section been satisfied?**

Review Comments:

#### **Section 2 - SWPPP Checklist**

A site-map or plan-sheets should be submitted and should include the following:

- Yes  No  N/A - Existing and final grade contours?
- Yes  No  N/A - Direction of water flow for pre and post construction drainage areas?
- Yes  No  N/A - Impervious surfaces pre and post construction?
- Yes  No  N/A - Location and Type of all temporary ESC BMP's?
- Yes  No  N/A - Areas not to be disturbed?
- Yes  No  N/A - Phased construction areas?
- Yes  No  N/A - Surface waters (including delineated wetlands) within project site?
- Yes  No  N/A - Receiving waters within 1 mile of project site?
- Yes  No  N/A - Standard Details for Temp and Permanent BMP's (City/MnDOT approved)?
- Yes  No  N/A - Pre and post construction impervious surface area?

## SWPPP Review Checklist



SWPPP Narrative should include:

- Yes  No  N/A - Description of project and nature of the construction activity.
- Yes  No  N/A - A way to address potential for discharge of sediment and/or other pollutants from the site.
- Yes  No  N/A - Identification of responsible parties (To include name, agency, address and telephone number):
  - Yes  No  N/A - SWPPP Designer
  - Yes  No  N/A - SWPPP Implementation and inspections
  - Yes  No  N/A - BMP Installation and Maintenance
  - Yes  No  N/A - Long term maintenance and operation of permanent Stormwater treatment system.
  - Yes  No  N/A - Permitting/involved agency contacts
  - Yes  No  N/A - NOT/subdivision registration transfers
- Yes  No  N/A - List the chain of responsibility for SWPPP implementation for all operators on the site
- Yes  No  N/A - Training Documentation (Includes training dates, instructor(s) names, entity providing training & course content):
  - Yes  No  N/A - SWPPP Designer
  - Yes  No  N/A - SWPPP Implementation and inspections
  - Yes  No  N/A - BMP Installation and Maintenance
  - Yes  No  N/A - Description of installation timing for all ESC BMP's
  - Yes  No  N/A - Description of procedures to establish additional temp ESC BMP's and SWPPP amendments as necessary.
  - Yes  No  N/A - Identification of additional measures taken to protect drinking water supply management areas.
  - Yes  No  N/A - Identification of any site areas discharging to impaired waters
  - Yes  No  N/A All Engineering Calculations and design details for permanent Stormwater treatment systems.
  - Yes  No  N/A Site soil types
  - Yes  No  N/A Concrete Washout Location/Detail
  - Yes  No  N/A Estimated preliminary quantities tabulation
  - Yes  No  N/A Description of final stabilization methods for all exposed areas.
- Yes  No  N/A - **If there is City owned infrastructure**
- Yes  No  N/A - Easement and/or ROW for placement and maintenance access acceptable to City Engineer.
- Yes  No  N/A Is there Privately owned infrastructure (discharging to City storm sewer?)
- Yes  No  N/A - Maintenance agreement acceptable to City Engineer.
- Yes  No  N/A Any findings or mitigation measures required by an environmental review.
- Yes  No  N/A Simplified SWPPP sign off for small sites part of larger plan of development. (residential only)
- Yes  No  N/A **Have the requirements of this section been satisfied?**

Review Comments:

**Section 3 - Design Requirements**

**Temporary Sediment Basins**

- Yes  No  N/A - 10 or more acres of disturbed soil draining to common location?
- Yes  No  N/A - Basin Size noted?
- Yes  No  N/A - 2 year 25 hour storm for each acre drained to basin (min of 1800 ft3 storage/acre)  
or
- Yes  No  N/A - 3600 ft3 storage/acre without calculation
- Yes  No  N/A - Min 1.5 to 1 Length to Width ratio to prevent short-circuiting

**SWPPP Review Checklist**



- Yes  No  N/A - Provide stabilized emergency overflow
- Yes  No  N/A - Energy Dissipation for basin outlet
- Yes  No  N/A - Construction required before up-gradient disturbance begins

**Permanent Wet/Dry Ponds**

- Yes  No  N/A - Permanent Depth 3-10'
- Yes  No  N/A - Permanent volume 1800 cf/acre
- Yes  No  N/A - Water quality volume min of 1/2" of runoff from new impervious surface
- Yes  No  N/A - Max discharge rate of 5.66 cfs/acre of pond surface
- Yes  No  N/A - Min 1.5 to 1 Length to Width ratio to prevent short-circuiting
- Yes  No  N/A - Energy Dissipation for basin outlet
- Yes  No  N/A - Provide stabilized emergency overflow
- Yes  No  N/A - Max Slopes/Min Widths
- Yes  No  N/A - 3:1 max permanent storage area
- Yes  No  N/A - 10:1 vegetation shelf, 10' wide min
- Yes  No  N/A - x% max, x' wide maintenance area surrounding pond
- Yes  No  N/A - City standard or approved equal outlet structure

**Permanent Infiltration/filtration Structures**

- Yes  No  N/A - Industrial, vehicle fueling or maintenance area (not allowed)
- Yes  No  N/A - Detailed construction sequencing included (BMP installation, land disturbing activity and stabilization).
- Yes  No  N/A - Area calls for fence/flagging during construction to prevent compaction
- Yes  No  N/A - Pretreatment device provided (i.e. grass or rock swale/strip)
- Yes  No  N/A - Sized to treat min of 1/2" runoff from new impervious surface
- Yes  No  N/A - Water quality volume discharge within 48 hours
- Yes  No  N/A - Min 3' separation between basin bottom and ground water level

**City Stormwater Design standards New Development/Redevelopment**

- Yes  No  N/A - Is the Site New Development (less than 15% impervious pre development)
- Yes  No  N/A - Is the Site a Redevelopment of an existing site (more than 15% impervious pre-development)
- Yes  No  N/A - Are the post development 2yr, 10yr, and 100 year peak discharge rates less than pre-development rates
- Yes  No  N/A - Is The Site within a Drinking Water Supply Management Area (DWSMA)
- Yes  No  N/A - Does the Site allow for infiltration (soil type, land use, DWSMA)
- Yes  No  N/A - New Development (Less than 15% impervious pre-project) - Does the post development site retain a minimum of 1 inch of runoff from the new impervious area
- Yes  No  N/A - Redevelopment (more than 15% impervious pre-project) - Does the post development site reduce TP, TSS, and Volume in runoff

**Mitigation**

- Yes  No  N/A - Is Mitigation Proposed?
- Yes  No  N/A - Is it proposed in a location that will yield benefit to the same receiving water?
- Yes  No  N/A - Is it proposed in the Same MnDNR catchment area as the original construction or the adjacent DNR catchment upstream?
- Yes  No  N/A - Is it within the City of Cloquet?
- Yes  No  N/A - Will it be completed within 24 month after the start of construction on the proposed site?
- Yes  No  N/A - Is there a written and recorded maintenance agreement for the mitigation area that does not involve any City responsibilities?

Yes  No  N/A **Have the requirements of this section been satisfied?**

### SWPPP Review Checklist



Review Comments:

**Section 4 - Construction Activity Requirements (Key areas of review only, not all inclusive)**

- Yes  No  N/A Stabilization to occur within 14 days
- Yes  No  N/A Ditches must be stabilized within 200 ft. of discharge point within 24hrs of connection
- Yes  No  N/A Pipe outlets must have energy dissipation within 24 hrs. of a connection
- Yes  No  N/A No unbroken slope lengths greater than 75ft for grades of 3:1 or steeper
- Yes  No  N/A Slopes of 3:1 or steeper must be stabilized using erosion control blanket conforming to MnDOT Specs
- Yes  No  N/A Temporary stockpile protection provided
- Yes  No  N/A Minimize and clean vehicle tracking
- Yes  No  N/A Install temporary sediment basins as required (10 acres or more drainage to common point)

**Dewatering**

- Yes  No  N/A - Disperse discharge using appropriate energy dissipation measures
- Yes  No  N/A - Dewatering can not cause nuisance conditions, erosion or inundation of wetlands
- Yes  No  N/A - Use appropriate BMP's to prevent sediment laden water from leaving the project site.
- Yes  No  N/A Inspect site every 7 days and with in 24hrs of a 0.5 inch or greater rain event.
- Yes  No  N/A Required Maintenance/Replacement
- Yes  No  N/A - Silt Fence - 1/3 full (w/in 24 hrs.)
- Yes  No  N/A - Sediment Basins - 1/2 storage volume (w/in 72 hrs.)
- Yes  No  N/A - Vehicle tracking - (every 24/hrs.)

Yes  No  N/A **Have the requirements of this section been satisfied?**

Review Comments:

**Section 5 - Wetlands, Public, Special and Impaired Waters**

- Yes  No  N/A Does the NWI indicate any wetlands in the area of the project site?
  - Yes  No  N/A Will the City require a wetland delineation on the project site
  - Yes  No  N/A - Have all WCA regulations been meet and permits approved by the LGU, BOWSR, Army Corps etc.
  - Yes  No  N/A Will this project require a Public Waters Work Permit from the DNR (i.e. potential for change to the *course, current* or *cross-section* within the Ordinary High Water level of a Public water.)
  - Yes  No  N/A - Does the SWPPP address Navigation, Floodplains, fish migration/spawning, and invasive species concerns during and post construction.
- If discharging to a Special or Impaired Water does the SWPPP adequately address the following:
- Yes  No  N/A - Exposed soil covered with in 7 days
  - Yes  No  N/A - Temporary Sediment Basins for 5 acre drainage area
  - Yes  No  N/A - Wet pond water quality volume = 1inch runoff from new impervious



# NPDES – MS4 Checklist B Site Inspection to Determine Compliance on Construction sites (19.9)

Drafted by: John M Anderson 4/9/21

## NPDES Construction Site Inspection Report



Date: \_\_\_\_\_ City Project No./Grading Permit No.: \_\_\_\_\_  
 Time: \_\_\_\_\_ Weather: \_\_\_\_\_  
 Inspector: \_\_\_\_\_ Organization/Department: \_\_\_\_\_

Inspection Type:  
 Weekly  Rainfall > 1/2" in last 24 hrs (Amount: \_\_\_\_\_ in)  Other

Item	Comment/Required Action	Task Completed
Natural resource areas (streams, wetlands etc.) protected with appropriate BMP's?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Perimeter controls and sediment barriers adequately installed and functioning? (24hrs to repair)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Discharge points and receiving waters free of sediment deposits? (7 days to repair)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Storm drain inlets properly protected?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Construction exits preventing sediment tracking off site? (24hrs to repair)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Concrete washout facilities available, clearly marked and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Non-Stormwater discharges (wash water, dewatering etc.) properly controlled?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment Basins functioning? (72hrs to repair)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment contained on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

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1 of 4

**NPDES Construction Site Inspection Report**



Item	Comment/Required Action	Task Completed
Temporary stockpiles properly protected and located?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Slopes and disturbed areas not actively being worked properly stabilized?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Infiltration areas properly marked and undamaged?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Equipment fueling, cleaning and maintenance areas free of spills, leaks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is trash/litter from work areas collected and placed in covered dumpsters?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
SWPPP requires revisions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments/Sketches:

Confirmation of corrective action completion:

Inspectors Signature \_\_\_\_\_

Date \_\_\_\_\_



## City of Cloquet, Minnesota



# Section VII Documentation

SECTION	Title	2020 Permit Reference
A	Public Education and Outreach	16.8
B	Public Education and Outreach Annual Assessment	16.9
C	Public Participation and Involvement	17.7
D	Public Participation and Involvement Annual Assessment	17.8
E	IDDE Enforcement	18.15
F	IDDE Training	18.17
G	IDDE Annual Assessment	18.18
H	Site Plan Review – Construction Runoff Control	19.13
I	Training for Site Inspection Staff	19.14
J	Enforcement Related to Construction Site Runoff Control ERPs	19.15
K	Construction Site Runoff Control Annual Assessment	19.16
L	Mapping of Structural Stormwater not owned by the City	20.16
M	Post Construction Stormwater Management Site Plan Review	20.20
N	Post Construction Stormwater Management Training	20.21
O	Enforcement Related to Post Construction Stormwater Management ERPs	20.22
P	Post Construction Stormwater Management Annual Assessment	20.23
Q	Snow and Ice Control Training	21.7
R	Structural Pollution Control Devices Inspections	21.9, 21.13
S	Pond and Outfall Inspections	21.10, 21.13
T	BMP maintenance and repair	21.11, 21.13
U	Training for employees on good housekeeping	21.12, 21.13
V	Pond Sediment Excavation	21.14
W	Good Housekeeping Annual Assessment	21.15

Documentation is contained in a separate document

City of Cloquet, Minnesota



## Section VIII Regulatory Mechanism

SECTION	Title	2020 Permit Reference
A	IDDE – General (adopted –3/7/06)	18.4
B	IDDE – Pet Waste (to be adopted in within 12 months)	18.5
C	IDDE – Salt storage (to be adopted within 12 months)	18.6
D	Construction Site Runoff Control (adopted 3/7/06)	17.8
E	Post Construction Stormwater Management (to be adopted within 12 months)	20.3



# NPDES – MS4

## Regulatory Mechanism A

### IDDE General (18.4)

Chapter 18.3 – Cloquet City Code  
Adopted 3/7/06

#### CITY OF CLOQUET - CITY CODE

#### CHAPTER 18 - STORM WATER MANAGEMENT

#### Section 18.3: Waste Controls and Prohibited Discharges

**18.3.01. Waste Controls and Prohibited or Illicit Discharges.** It shall be considered an offense for any person to cause or allow a Prohibited or Illicit Discharge into Waters of the State, including the City Storm Sewer System, or any Natural Waterway.

##### Subd. 1. Illegal Disposal.

- a) No person shall throw, deposit, place, leave, maintain, keep or permit to be thrown, placed, left, maintained or kept, any refuse, rubbish, garbage, or any other discarded or abandoned objects, articles, or accumulations, in or upon any street, alley, sidewalk, storm drain, inlet, catch basin, conduit or drainage structure, business place, or upon any public or private plot of land in the City, so that the same might be or become a pollutant, except in containers, recycling bags, or other lawfully established waste disposal facility.
- b) No person shall intentionally dispose of grass, leaves, dirt, or other landscape debris into a water resource buffer, street, road, alley, catch basin, culvert, curb, gutter, inlet, ditch, natural watercourse, wetland, flood control channel, canal, storm drain or any natural waterway.

##### Subd. 2. Prohibited or Illicit Discharges.

- a) No Person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the MS4 any materials, including but not limited to Pollutants or waters containing any Pollutants, other than Storm Water, except for the Non-storm Water Discharges identified in (1) below. The commencement, conduct or continuance of any Illicit Discharge to the MS4 is prohibited except as described as follows:
  - 1) Certain categories of Non-storm Water Discharges are authorized under the City's MS4 permit because they have been evaluated by the City and identified as not being significant contributors of Pollutants: water line flushing, landscape irrigation, diverted stream flows, rising ground waters, uncontaminated groundwater infiltration (as defined at 40 CFR § 35.2005(b)(20)), uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, de-chlorinated swimming pool discharges, street wash water, and discharges or flows from firefighting activities. These categories are hereby exempt from the discharge prohibitions established by this ordinance
  - 2) Discharges specified in writing by the City Engineer as being necessary to protect public health and safety.
  - 3) The prohibition shall not apply to any Non-storm Water Discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the United States Environmental Protection Agency (EPA), provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the MS4.

##### Subd. 3. Illicit Connection.

- a) The construction, use, maintenance or continued existence of Illicit Connections to the MS4 is prohibited.
- b) This prohibition expressly includes, without limitation, Illicit Connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

- c) A Person is considered to be in violation of this ordinance if the Person connects a line conveying sewage to the MS4, or allows such a connection to continue.
- d) Illicit Connections in violation of this ordinance must be disconnected and redirected, within the timeframe specified in the Notice of Violation (NOV), to an approved onsite wastewater management system or the Sanitary Sewer System upon approval of the City Engineer.
- e) Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the MS4, shall be located by the owner or occupant of that property upon receipt of written Notice of Violation from the City Engineer requiring that such locating be completed. The Notice of Violation shall specify a reasonable time period within which the location of the drain or conveyance is to be determined, and shall require that the drain or conveyance be identified as storm sewer, sanitary sewer, or other, and further require that the outfall location or point of connection to the MS4, Sanitary Sewer System, or other discharge point be identified. Results of these investigations are to be documented and provided to the City Engineer.

**Subd. 4. Good Housekeeping Provisions.** Any owner or occupant of property within the City shall comply with the following good housekeeping requirements:

- a) No person shall leave, deposit, discharge, dump, or otherwise expose any chemical, septic waste or Prohibited Discharge in an area where discharge to streets, storm sewer systems, or natural waterways may occur. This section shall apply to both actual and potential discharges.
- b) Storage of Materials, Machinery, and Equipment:
  - 1) Objects, such as motor vehicle parts, containing grease, oil or other hazardous substances, and unsealed receptacles containing hazardous materials, shall not be stored in areas susceptible to runoff or discharge to streets, storm sewer systems, or natural waterways.
  - 2) Any machinery or equipment that is to be repaired or maintained in areas susceptible to runoff shall be placed in a confined area to contain or collect leaks, spills, or discharges without discharge to streets, storm sewer systems or natural waterways.
  - 3) No machinery or equipment shall be pressure washed for the removal of grease, oil or other hazardous substances, in an area susceptible to runoff or discharge to streets, storm sewer systems, or natural waterways.
- c) **Removal and Disposal of Debris, Residue and Hazardous Wastes.** All waste and unused building materials (including garbage, debris, cleaning wastes, animal wastes, wastewater, petroleum based products, fuels, paints, toxic materials, or other hazardous materials) shall be removed and properly disposed of off-site and shall not be allowed to be carried by runoff into a receiving channel, storm sewer system, or wetland. Hazardous wastes shall not be placed in a trash container.



**NPDES – MS4**  
**Regulatory Mechanism B**  
**IDDE Pet Waste (18.5)**  
Chapter xx – Cloquet City Code  
Anticipated to be Adopted 2021

**Current City Code does not address pet waste requirements**



**NPDES – MS4**  
**Regulatory Mechanism C**  
**IDDE Salt Storage (18.6)**  
Chapter xx – Cloquet City Code  
Anticipated to be Adopted 2021

**Current City Code does not address salt storage requirements**



# NPDES – MS4

## Regulatory Mechanism D

### Construction Site Runoff Control (17.8)

Chapter 18.5 thru 18.8 Cloquet City Code  
Adopted 3/7/06

#### CITY OF CLOQUET – CITY CODE

#### CHAPTER 18 - STORM WATER MANAGEMENT

##### Section 18.5: Construction Site Management and the National Pollution Discharge Elimination System (NPDES) Construction General Permit

**18.5.01. NPDES Permit General Requirements.** It is unlawful to initiate any land development activity, land disturbing activity, or other construction activities which may result in an increase in storm water quantities, degradation of storm water quality, or restriction of flow in any storm sewer system, open ditch or natural channel, storm water easement, water body, or wetland outlet within the jurisdiction of the City, without having first complied with the terms of this Chapter and the most current version of NPDES general permit for construction.

**Subd. 1.** For construction or development projects, or any land disturbing activity that disturbs one or more acres of land, site owners and their construction operators must apply for coverage under the Minnesota Pollution Control Agency's (MPCA's) NPDES permit program.

**Subd. 2. SWPPP Review by City of Cloquet.** Prior to submitting any NPDES permit application to the MPCA, and prior to conducting any construction activity, a Storm Water Pollution Prevention Plan (SWPPP) must be completed and submitted to the City of Cloquet for review and approval.

**Subd. 3. Submission of SWPPP to State for Permit.** Following review and approval of the SWPPP by the City, the applicant shall make application to the Minnesota Pollution Control Agency (MPCA) for coverage under the National Pollutant Discharge Elimination System (NPDES) permit program and receive a valid permit.

**Subd. 4. Submission of NPDES Permit to City and Issuance of City Grading Permit.** Following the issuance of a NPDES Permit by the MPCA, the applicant shall provide a copy of the issued permit for the project to the City. At this point the City shall issue a Grading Permit in accordance with by the Minnesota State Building Code, as adopted by the City of Cloquet. No person shall commence construction activity until a NPDES permit for the project is issued by the MPCA and a Grading Permit has been issued, as required by the City of Cloquet.

**Subd. 5. Other Required Permits.** For certain construction or development projects, various other permits may also be required. It shall be the Applicant's responsibility to obtain any required permits from the City of Cloquet and other governmental agencies having any jurisdictional authority over the work to be performed. Typically, such agencies may include, but are not limited to the U.S. Army Corps of Engineers, the Minnesota Pollution Control Agency, the Minnesota Department of Natural Resources, the Minnesota Department of Transportation, the State Historical Preservation Office, and others.

**18.5.02. Storm water Pollution Prevention Plan (SWPPP) Requirements.** Any person, firm, sole proprietorship, partnership, corporation, state agency, or political subdivision proposing a subdivision of land, a subdivision plat, or any type of construction project that results in a land disturbing activity involving 1 acre or more within the City, must submit to the City a Storm Water Pollution Prevention Plan (SWPPP) for review and approval, unless an exemption waiver is provided in accordance with this Section.

**Subd. 1.** The SWPPP shall be prepared in accordance with requirements of the MPCA's NPDES permit program. These requirements shall include a drawing or drawings delineating the features incorporated into the SWPPP, including details of perimeter protection, construction phasing, storm drain inlet protection, erosion control measures, temporary and final stabilization measures, drainage easements and storm water management facilities, including all BMP's to be utilized. In addition any construction specifications for the project shall contain technical provisions describing erosion, sedimentation, and water control measures to be utilized during and after construction as well as to define the entities responsible for the installation and maintenance of the BMP's. The project SWPPP must be incorporated into the construction project's specification documents.

**Subd. 2.** The SWPPP developed for all projects, including all plans, drawings, specifications, and computations for storm water management facilities, shall be prepared, reviewed and signed by a Professional Engineer registered in the State of Minnesota, except in the following cases:  
All residential or non-commercial/industrial projects that include less than five acres of impervious surface.



- A) All residential development projects with an ultimate planned density of less than one-half (0.5) units per acre.

**Subd. 3.** The provisions of this Section shall also apply to any project site that is part of a larger Common Plan of Development or Sale that will disturb greater than or equal to one acre.

**Subd. 4. Subdivision Plat Approval and Subdivision Registration Process.** No subdivision approval, plat approval or building permit shall be issued, nor shall any land be disturbed until the SWPPP has been approved by the City and a copy of a State issued NPDES permit for the project has been provided to the City. Upon the sale of individual lots, the new owners shall be required to file a Subdivision Registration Form with the MPCA, which allows the original permittee to transfer the responsibilities of the project NPDES permit for a portion of the site to another party without reapplying for permit coverage. Each new owner must complete this form and submit it to the MPCA and provide the assigned registration number to the City.

**Subd 5.** For sites or projects that are less than one acre, but are within 100 feet of Special Waters or Protected Waters such as Otter Creek, Fond du Lac Creek, any protected wetlands, or are within an existing subdivision or development with documented flooding problems associated with storm water runoff, a SWPPP shall be provided to the City in compliance with the provisions of this Section to preserve or protect the water quality of downstream resources. In addition, a Grading permit must be obtained for all grading projects in accordance with the Minnesota State Building Code, as adopted by the City of Cloquet.

**Subd. 6. Erosion and Sediment Control.** Erosion and sediment control, at a minimum, shall meet the requirements and provisions defined in the most current MPCA NPDES General Storm Water Permit for Construction Activities, also referred to as the NPDES Construction Permit.

**Subd. 7. Storm Water Detention/Retention/Treatment Facilities.** Storm Water Detention, Retention or Treatment facilities proposed to be constructed in the Storm Water Management Plan shall be designed and maintained according to the most current practices as reflected in the Nationwide Urban Runoff Program study and in accordance with the MPCA's NPDES Permit requirements. All above ground Storm Water Detention, Retention or Treatment Facilities shall have a minimum setback from all property lines as established by the Cloquet Zoning Ordinance.

**Subd. 8. Regional Ponds.** Regional ponds may be used provided they are constructed ponds, (not a natural wetland or water body) and designed in accordance with the NPDES permit program requirements for all water from impervious surfaces that reach the pond. Permittees shall not construct regional ponds in wetlands, regardless of their condition, quality or designation, unless such wetlands are mitigated in accordance with applicable rules. The owner must obtain written authorization from the City or private entity that owns and maintains the regional pond. If the City is the owner of the regional pond, the City may apply a System Charge or Assessment that would cover a prorated share of the pond's construction and operation and maintenance costs.

**Subd. 9. Adequacy of Outlets.** The adequacy of any Outlet used as a discharge point for proposed Storm Water Management Systems must be assessed and documented to the satisfaction of the City Engineer. To the extent practicable, hydraulic capacities of downstream natural channels, storm sewer systems, or streets shall be evaluated to determine if they have sufficient conveyance capacity to receive and accommodate post-development runoff discharges and volumes. In addition, projected velocities in downstream natural or manmade channels shall not exceed that which is reasonably anticipated to cause erosion.

**Subd. 10. Storm Water Discharges to Trunk Highway Right-of-Way.** For development projects which lie adjacent to trunk highway right-of-ways and include Storm Water Management Systems that will discharge storm water onto highway right-of-way, a drainage permit must first be obtained from the Minnesota Department of Transportation (Mn/DOT) prior to the City approving any SWPPP for the project.

**Subd. 11. Drainage Easements and Discharges to Adjacent Property.** No constructed Storm Water Management Systems or Permanent Facilities, proposed as part of the SWPPP for a development, may discharge storm water onto adjacent property unless a drainage easement is in place or the peak design flow rate for the Permanent Facilities maintains the pre-development existing flow rates and hydrologic conditions for the 2-year, 10-year, and 100-year rainfall events.

**Subd. 12. Exemptions.** Exemptions to the SWPPP requirements of this section include:

- a) An individual SWPPP is generally not required for individual lots or properties located within a subdivision or plat for which a SWPPP has already been approved. All construction, however, must be in accordance with the previously permitted SWPPP for the subdivision, including the NPDES Permit requirements and Subdivision Agreement. (See Section 18.4.02, Subd. 4).
- b) A parcel for which a building permit has been approved on/or before the effective date of this Chapter and an NPDES permit was not required.
- c) Any land disturbance activity not associated with building construction that will affect less than 1 acre of undeveloped land.
- d) Emergency work to protect life, limb, or property.

#### 18.5.03. Plan Review.

**Subd. 1. SWPPP Requirements.** The SWPPP shall include all requirements of the most current NPDES Construction Permit and address the applicable provisions of this ordinance.

- a) **Review and Approval of SWPPP.** The City shall review and approve the proposed development plan and SWPPP prior to the submission of an application to the MPCA for a NPDES Permit.
- b) **Modification of Plan.** Modifications to the SWPPP or plans shall be submitted to the City for review and approval.

#### 18.5.04. Inspections.

**Subd. 1. Inspections By Owner, Owner's Contractor or Owner's Agent.** In accordance with MPCA requirements, the SWPPP for a project must identify the person responsible for the completion of routine inspections of the site to insure compliance with the SWPPP and the effectiveness of all BMPs employed. At a minimum, inspections of the site must take place once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours. A written record of rainfall amounts received onsite, as well as a written record of all inspections and maintenance conducted during construction must be maintained by the responsible person and be made available to the City upon request.

**Subd. 2. City inspections.** The City may conduct inspections on a regular basis to monitor erosion and sediment control practices. In all cases the inspectors will attempt to work with the builder or developer to maintain proper erosion and sediment control at all sites. In cases where cooperation is withheld, construction stop work orders may be issued by the City until erosion and sediment control measures meet the requirements of this ordinance. *Inspections as defined in this provision do not fulfill the inspections and maintenance requirements of the owner and/or contractor as required by the NPDES Construction Permit Program and Subdivision 1 of this Section.*

**Subd. 3. Notification of Failure of the SWPPP.** The City may notify the permit holder of the failure of the SWPPP's measures.

- a. **Initial contact.** The initial contact will be to the party or parties listed on the application and/or the SWPPP as contacts. Except during an emergency action, forty-eight (48) hours after notification by the City or seventy-two (72) hours after the failure of erosion control measures, whichever is less, the City at its discretion, may begin corrective work. Such notification should be in writing, but if it is verbal, a written notification should follow as quickly as practical. If after making a good faith effort to notify the responsible party or parties, the City has been unable to establish contact, the City may proceed with corrective work. There are conditions when time is of the essence in controlling erosion. During such a condition the City may take immediate action, and then notify the applicant as soon as possible.
- b. **Erosion off-site.** If erosion breaches the perimeter of the site, the applicant shall immediately develop a cleanup and restoration plan, obtain the right-of-entry from the adjoining property owner, and implement the cleanup and restoration plan within forty-eight (48) hours of obtaining the adjoining property owner's permission. In no case, unless written approval is received from the City, may more than seven (7) calendar days go by without corrective action being taken. If in the discretion of the City, the permit holder does not repair the damage caused by the erosion, the City may do the remedial work required. When restoration to wetlands and other resources are required, the applicant should be required to work with the appropriate agency to ensure that the work is done properly.
- c. **Erosion into streets, wetlands or water bodies.** If eroded soils (including tracked soils from construction activities) enter or appear likely to enter streets, wetlands, or other water bodies, cleanup and repair shall be immediate. The applicant shall provide all traffic control and flagging required to protect the traveling public during the cleanup operations.
- d. **Failure to do corrective work.** When an applicant fails to conform to any provision of this policy within the time stipulated, the City may take the following actions.
  - 1) Issue a stop work order, withhold the scheduling of inspections, and/or the issuance of a Certificate of Occupancy.
  - 2) Revoke any permit issued by the City to the applicant for the site in question or any other of the applicant's sites within the City's jurisdiction.
  - 3) If circumstances exist such that noncompliance with this ordinance poses an immediate danger to the public health, safety and welfare, as determined by the City, the City may take emergency preventative action to correct the deficiency or hire a contractor to correct the deficiency. The issuance of a permit constitutes a right-of-entry for the City or its contractor to enter upon the construction site for the purpose of correcting deficiencies in erosion control.
  - 4) Require reimbursement to the City for all costs incurred in correcting storm water pollution control deficiencies. If payment is not made within sixty (60) days after costs are incurred by the City, then the City may assess the remaining amount against the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the City, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minnesota Statute 429.081 to challenge the amount or validity of such assessment costs related to cleanup or corrective actions taken by the City.

**Section 18.6: Construction Storm Water Management**

**Subd. 1. Applicability.** Every applicant for subdivision approval or a permit to allow land disturbing activities of one acre or greater, including projects that are less than one acre that are part of a larger common plan of development or sale, must meet the requirements of this ordinance. No subdivision approval or permit to allow land disturbing activities shall be issued until approval of the storm water management plan in accordance with the provisions of this ordinance. The provisions of this ordinance do not apply to:

- a) The plowing, tilling, planting, or harvesting of agricultural, horticultural, or silvicultural crops.
- b) Site development of individual lots for which a storm water management plan was approved as part of a larger common development plan in accordance with this ordinance.
- c) Property for which a grading permit was approved by the city on or before the effective date of this ordinance.
- d) Subdivisions for which a preliminary plat was approved by the city council on or before the effective date of this ordinance.

**Subd. 2. Site Plan Submittal.** Owners and/or operators of construction activity must submit site plans to the city that meet the requirements of Subd. 3 of this Section (following), for review and approval prior to start of construction activity.

**Subd. 3. Calculations.** Hydrologic and hydraulic design calculations must be submitted for the pre-development and post-development conditions for the two-, ten-, and 100-year events. Such calculations shall include:

- a) Description of the design storm frequency, intensity and duration;
- b) Time of concentration;
- c) Soil curve numbers or runoff coefficients;
- d) Peak runoff rates and total runoff volumes for each watershed area;
- e) Infiltration rates, where applicable;
- f) Culvert capacities;
- g) Flow velocities;
- h) Data on the increase in rate and volume of runoff for the design storms used; and
- i) Documentation of sources for all computation methods and field test results.

**Subd. 4. Volume Control and Pollutant Management.** Storm water volume management practices shall infiltrate or retain a runoff volume equal to one inch times the area of proposed increase of impervious surface(s) on site. Green Infrastructure techniques and practices (including, but not limited to, infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, and green roofs), shall be given preference as design options consistent with zoning, subdivision and Planned Unit Development (PUD) requirements.

- a) New development projects (*less than 15 percent existing impervious*) shall achieve no net increase from pre-project conditions (on an annual average basis) of:
  - 1) Storm water discharge volume, unless precluded by the storm water management limitations in c) below.
  - 2) Storm water discharge of Total Suspended Solids (TSS).
  - 3) Storm water discharge of Total Phosphorus (TP).
- b) Redevelopment projects (*15 percent or more existing impervious*) shall achieve a net reduction from pre-project conditions (on an annual average basis) of:
  - 1) Storm water discharge volume, unless precluded by the storm water management limitations in c) below.
  - 2) Storm water discharge of TSS.
  - 3) Storm water discharge of TP.
- c) The use of infiltration techniques are prohibited when the infiltration structural storm water BMP will receive discharges from, or be constructed in, the following areas:
  - 1) Where industrial facilities are not authorized to infiltrate industrial storm water under an NPDES/SDS Industrial Storm water Permit.
  - 2) Where vehicle fueling and maintenance occur.
  - 3) Where less than three (3) feet of separation from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock exists.
  - 4) Where high levels of contaminants in soil or groundwater will be mobilized by infiltrating storm water.
- d) The use of infiltration techniques will be restricted when the infiltration device will be constructed in areas:
  - 1) With predominately Hydrologic Soil Group D (clay) soils.
  - 2) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
  - 3) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
  - 4) Where soil infiltration rates are more than 8.3 inches per hour.

In these restricted areas, the city engineer may request additional information and/or testing to ensure that infiltration basins will perform properly and that groundwater is adequately protected.
- e) Mill and overlay and other resurfacing activities are not considered fully reconstructed.
- f) For linear projects a reasonable attempt must be made to obtain right-of-way during the project planning process for volume control practices. Projects where the lack of right-of-way

precludes the installation of volume control practices to meet a) or b) above, exceptions as described in Subd. 5 below can be applied.

**Subd. 5. Volume Control and Pollutant Management, Exceptions and Mitigation.**

- a) **Exceptions.** A lesser volume control standard on the site of the original construction activity may be applied, at the discretion of the city, under the following circumstances:
- 1) The owner and/or operator of a construction activity is precluded from infiltrating storm water due to limitations under Subd. 3, c), d) or f).
  - 2) The owner and/or operator of the construction activity implements to the maximum extent practicable volume reduction techniques, other than infiltration, on the site of the original construction activity that reduce storm water discharge volume but may not meet the requirements of post-construction storm water management.
- b) **Mitigation.** If the owner and/or operator of a construction activity believes that the requirements for TP and/or TSS cannot be met on the site of the original construction activity, the owner and/or operator must provide appropriate documentation to the city as support. Storm water discharges that do not meet the TP and/or TSS standards on the site of the original construction activity may be mitigated off-site at the city's discretion. The proposed mitigation must meet the following criteria:
- 1) Mitigation project areas should be selected in the following order of preference and in consultation and with approval by the city:
    - a) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
    - b) Locations within the same Department of Natural Resource (DNR) catchment area as the original construction activity.
    - c) Locations in the next adjacent DNR catchment area up-stream
    - d) Locations within the city.
  - 2) Mitigation projects must involve the creation of new structural storm water BMPs, the retrofit of existing structural storm water BMPs, or the use of a properly designed regional structural storm water BMP.
  - 3) Routine maintenance of structural storm water BMPs required by this section cannot be used to meet mitigation requirements.
  - 4) Mitigation projects must be completed within 24 months after the start of the original construction activity.
- c) If the mitigation project is a private structural storm water BMP and the city is not responsible for long-term maintenance of the project, the city will require written and recorded documentation of maintenance responsibilities.

## Section 18.7: Inspections

## 18.7.01. Powers and Authority of Inspectors.

**Subd. 1. Right of Entry.** The City Engineer and those individuals acting under his direction and control are authorized to enter all properties at any reasonable time for the purposes of inspection, observation, measurement, sampling and testing pertinent to discharge to the Municipal Separate Storm Sewer Systems (MS4) as often as may be reasonably necessary to determine compliance with this Chapter 18 of the Cloquet City Code.

It shall be unlawful for any person to refuse entrance to or impede the City Engineer or an inspector acting under his direction and control in the performance of his/her duties, and the City Engineer and every such inspector shall have the right to enter all such properties and every part thereof necessary for the performance of such inspection, observation, measurement, sampling and testing as authorized under this section, upon display of proper identification.

**Subd. 2. Indemnification.** While performing the necessary work on private properties referred to in Section 18.7.01, Subd. 1, above, the City Engineer and those individuals acting under his direction and control shall observe all safety rules applicable to the premises established by the owner, and the owner shall be held harmless for injury or death to such employees, and the City respectively shall indemnify the owner against loss or damage to its property by City employees and against liability claims and demands for Personal injury or property damage asserted against the owner and growing out of the gauging and sampling operation, except as such may be caused by negligence of the owner or the failure of the owner to maintain safe conditions as required under this ordinance.

**Subd. 3. Easements.** The City Engineer and other duly authorized employees of the City have the right to enter all private properties through which the City holds a utility easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the storm water facilities lying within said easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the easement pertaining to the private property involved.

**Section 18.8: Enforcement and Penalties**

**18.8.01. Enforcement and Penalties.** Any person, or entity failing to comply with or violating any of these regulations, may be deemed guilty of a misdemeanor and be subject to a fine up to the maximum amount for a misdemeanor offense as established under Minnesota Statutes. In addition, any such violation may be deemed to create a public nuisance, and the City may seek abatement as provided in Chapter 7, and may seek reimbursement for all costs necessarily incurred in abating the nuisance. Further, all land use and building permits may be suspended until the applicant has corrected the violation. Each day that a violation exists shall constitute a separate offense.





**NPDES – MS4**  
**Regulatory Mechanism E**  
**Post Construction Stormwater Management (20.3)**  
Chapter xx – Cloquet City Code  
Anticipated to be Adopted 2021

**Current City Code does not comply with new requirements detailed in 2020 MS4 Permit**

City of Cloquet, Minnesota



## **Section VIII**

# **Regional Stormwater Protection Team RSPT**

## **Regional Stormwater Protection Team (RSPT)**

The City of Cloquet is a member of the Regional Stormwater Protection Team and has been since 2007. The group's purpose is to coordinate public education and outreach in the Twin Ports area related to stormwater. The group is made up of MS4s both traditional and non-traditional as well as other non MS4 entities. The following is a list of RSPT members:

Lake Superior National Estuarine Research Reserve  
University of Minnesota Sea Grant  
City of Proctor  
St Louis River Alliance  
Minnesota DNR Coastal Program  
City of Hermanton  
University of Wisconsin – Superior  
City of Superior  
Canosia Township  
Midway Township  
South St. Louis Soil and Water Conservation District  
Minnesota Department of Transportation  
City of Rice Lake  
Village of Oliver  
City of Duluth  
University of Minnesota Duluth  
City of Cloquet  
Minnesota Pollution Control Agency  
Duluth Township  
Lake Superior College  
Lake Superior Research Institute  
Village of Superior  
Natural Resources Research Institute  
St. Louis County  
Western Lake Superior Sanitary District

The mission of RSPT is as follows:

- Incorporate stormwater pollution prevention measures into local jurisdiction and agency programs and planning.
- Avoid a piecemeal approach to stormwater pollution prevention and program development.
- Share resources for stormwater pollution prevention projects.
- Provide consistent and regionally appropriate environmental messages.
- Improve communication and interrelationships between agencies and local jurisdictions.
- Support existing RSPT member agency and entity missions and partnership agreements.
- Reduce stormwater peak flows and pollutant loads within the Western Lake Superior Watershed.
- Work to enhance citizen knowledge about stormwater pollution prevention.

RSPT collects dues from its MS4 members, and those dues are used to produce education and outreach material and make that material available to twin ports residents in various forms that include but not limited to:

TV and Radio PSA on stormwater topics

Storm drain stenciling

Dog waste bag dispensers

PSAs played in a variety of other locations such as movie theaters, websites

Appearances at a variety of festivals in the twin ports area with stormwater education materials

Outreach targeting students at higher education institutions in the twin ports area

The City of Cloquet actively participates in RSPT in order to carry out its responsibilities related to stormwater outreach and education