

**STORM WATER
POLLUTION PREVENTION
PROGRAM
(SWPPP)**

**MUNICIPAL SEPARATE STORM
SEWER SYSTEM PROGRAM
(MS4)**

BENTON COUNTY

FOLEY, MINNESOTA

(Revised April 5, 2004)

STORM WATER POLLUTION PREVENTION PROGRAM (SWPPP)

MUNICIPAL SEPARATE STORM SEWER SYSTEM PROGRAM

The SWPPP Summary is prepared by Benton County Highway Department under the direction of Robert H. Kozel, Benton County Highway Engineer.

The included components of the SWPPP are intended to meet the requirements of Permit No: MN R 040000 (Noticed as Permit Number MNR580000)

The SWPPP addresses the six minimum control measures of V.G.1. through V.G.6., modifications of the SWPPP, Evaluating-Recordkeeping and Reporting of the SWPPP

**STORMWATER POLLUTION PREVENTION PROGRAM
MUNICIPAL SEPARATE STORM SEWER SYSTEM PROGRAM**

V. G. 1. PUBLIC EDUCATION AND OUTREACH

a) Audiences would include:

- Government Agencies
- Private Entities
- Certain sections of Colleges
- Certain sections of High Schools
- Civic organizations
- Individuals at Public Meetings
- Developers
- Contractors
- Service Organizations

b) Measurable Goals

- Responses by agencies, organizations or individuals – compared to number of people initially contacted.
- Goal would be to get some response or feed-back from each group contact and approximately 1 out 3 individual contacts.
- Goal responses would be expected to increase each year

c) Activities used to reach educational goals for each audience.

1) Prepare Booklet (Keep simple for average public to take time to read and understand).

Page 1 – Cover

Page 2 - Purpose and authority of Pollution Control Agency

Page 3 – Program administered by Benton County.

Page 4 - Storm Water Systems under operation of Benton County:

- CSAH 29 & 33, in the City of Sartell
- CSAH 33 (Benton Drive) in City of Sauk Rapids
- CSAH 3 (2nd Street North) in City of Sauk Rapids
- CSAH 8 (14th Avenue and 3rd Street SE) in City of St. Cloud.
- Typical Highway Ditches

Page 5 – Items of Impact on bodies of water:

- St. Cloud Drinking Water, from Mississippi River
- Fish Impact
- Silting (plugging of storm sewers and culverts)
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2) Distribution of Booklet

- Government Agencies
- Private Entities
- Certain sections of Colleges
- Certain sections of High Schools
- Civic organizations
- Individuals at Public Meetings

- 3) Additional Activities to Reach Goals.
 - Local Authority gets scheduled at public service organizations to give presentations.
 - Local Authority complete mailings to other governmental agencies.
 - Include packet of data for inclusion in other types of permitting.
 - Public Notices
 - 4) Coordination with other Public Agencies, with common or overlapping MS4 permit requirements.
 - Coordinate Public Meetings.
 - Coordinate Public Notices
 - Coordinate Reportings of problems.
 - 5) Train in-house staff
 - 6) Develop Audience mailing list including appropriate parties of V.G.1.a) shown above.
- d) Activity Implementation plans.
- Responsible Agency: Benton County Highway Department, Department of Development, Emergency Management
 - Time Schedule:
 - Preparation of Booklet –2003
 - Distribution of Booklets –2003
 - Public Hearings & Individual Presentations- 2003 to 2004 and ongoing.
- e) Measurable Goals
- Responses by agencies, organizations or individuals – compared to number of people initially contacted.
- Goal would be to get some response or feed-back from each group contact and approximately 1 out 3 individual contacts.
- Goal responses would be expected to increase each year.
- f) BMPs – 05-01, 05-02

V. G. 2. PUBLIC PARTICIPATION/INVOLVEMENT

- a) Audiences would include:
- Government Agencies
 - Private Entities
 - Certain sections of Colleges
 - Certain sections of High Schools
 - Civic organizations
 - Individuals at Public Meetings
 - Developers
 - Contractors
 - Service Organizations
- b) Measurable Goals
- Responses by agencies, organizations or individuals – compared to number of people initially contacted.

- Goal would be to get some response or feed-back from each group contact and approximately 1 out 3 individual contacts.
 - Goal responses would be expected to increase each year
- c) Activities used to reach goals for each audience.
- Distribute booklets.
 - Local Authority gets scheduled at public service organizations to give presentations.
 - Local Authority complete mailings to other governmental agencies.
 - Include packet of data for inclusion in other types of permitting.
 - Public Notices
 - Advertise for Public Meeting
 - Conduct Public Meeting
 - Make presentation
 - Take verbal comments.
 - Take written comments.
 - Allow written comments for say 10 days after meeting.
 - Consider oral & written comments.
 - Implement measures as appropriate.
 - Conduct additional public meetings as appropriate
- d) Activity Implementation plans.
- Responsible Agency: Benton County Highway Department, Department of Development, Emergency Management
 - Time Schedule:
 - Distribution of Booklets –2003
 - Public Hearings & Individual Presentations- 2003 to 2004 and ongoing.
- e) Measurable Goals
- Responses by agencies, organizations or individuals – compared to number of people initially contacted.
 - Goal would be to get some response or feed-back from each group contact and approximately 1 out 3 individual contacts.
 - Goal responses would be expected to increase each year.
- f) BMPs – 05-03, 05-04, 05-16, 05-17

V. G. 3. ILLICIT DISCHARGE DETECTION AND ELIMINATION

- a) Audiences would include:
- Government Agencies
 - Private Entities
 - Certain sections of Colleges
 - Certain sections of High Schools
 - Civic organizations
 - Individuals at Public Meetings
 - Developers
 - Contractors

b) Measurable Goals

- Return of reports of suspected illicit discharge.
- Telephone calls by concerned citizens.
- Early response in the case of any spill.

c) Activities used to reach goals for each audience.

- Distribute educational booklets.
- Develop brochure describing discharges and detection methods.
- Public Notices to report spills or illicit discharges.
- Include packet of data for inclusion in other types of permitting.
- Development of Maps and details of all storm sewer systems and control features.
- Adopt ordinance prohibiting illicit discharge.
- Develop "Reporting Form" for public use to report illicit discharge.
- Designate a Local Government Site Inspector and Enforcer

d) Activity Implementation plans.

- Responsible Agency: Benton County Highway Department, Department of Development, Emergency Management
- Time Schedule:
 - Distribution of Booklets –2003
 - Public Notices –2003 and ongoing.
 - Develop Brochure –2004

e) Success of meeting Goals

- Responses by agencies, organizations or individuals – when a spill or illicit discharge is discovered.
- Monitoring of reportings.
- Adoption of Ordinance.
- Designation of Local Government Site Inspector and Enforcer.
- Goal responses would be expected to increase each year.

f) BMPs – 05-05, 05-06, 05-07,05-08

V. G. 4. CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

a) Audiences would include:

- Government Agencies
- Private Entities
- Developers
- Contractors
- Individuals at Public Meetings

b) Measurable Goals

- Increased use of common BMPs
- Inclusion of erosion control plans in developer's agreements
- Return of reports of suspected problems.

- Telephone calls by concerned citizens.
 - Early response in the case of any problems.
- c) Activities used to reach goals for each audience.
- Distribute educational booklets.
 - Develop brochure describing common construction methods.
 - Develop sample erosion control plan indicating required details.
 - Public Notices to report problems.
 - Include packet of data for inclusion in other types of permitting.
 - Require erosion control plan as part of developer's agreement or plat
 - Develop ordinance for requirement of erosion control plan, inspection, regulation and penalty for non-compliance.
 - Develop of "Reporting Forms" for non-compliance.
 - Designate a Local Government Site Inspector and Enforcer.
 - Preparation of Construction Plans and Special Provisions
 - Conduct Preconstruction Conferences
 - Notification of proposed construction submitted to Utility Companies
- d) Activity Implementation plans.
- Responsible Agency: Benton County Highway Department, Department of Development, Emergency Management
 - Time Schedule:
 - Distribution of Booklets – Summer 2003
 - Public Notices – Summer 2003 and ongoing.
- e) Success of meeting Goals
- Responses by agencies, organizations or individuals – when a project is being constructed.
 - Monitoring of reportings.
 - Findings of Local Government Site Inspector and Enforcer.
 - Goal responses would be expected to increase each year.
- f) BMPs – 05-09, 05-18, 05-19, 05-20, 05-21

V. G. 5. POST-CONSTRUCTION STORM WATER MANAGEMENT

- a) Audiences would include:
- Government Agencies
 - Private Entities
 - Developers
 - Contractors
 - Individuals at Public Meetings
- b) Measurable Goals
- Increased use of common permanent BMPs
 - Inclusion of permanent erosion control plans in developer's agreements
 - Return of reports of suspected problems.

- Telephone calls by concerned citizens.
 - Early response in the case of any problems.
- c) Activities used to reach goals for each audience.
- Distribute educational booklets.
 - Develop brochure describing common construction methods and requirements for final stabilization
 - Develop ordinance regulating final stabilization and providing security for ongoing maintainence.
 - Public Notices to report problems.
 - Include packet of data for inclusion in other types of permitting.
 - Require erosion control plan as part of developer's agreement or plat.
 - Complete final inspections of platted areas and construction sites.
- d) Activity Implementation plans.
- Responsible Agency: Benton County Highway Department, Department of Development, Emergency Management.
 - Time Schedule:
 - Distribution of Booklets –2003
 - Public Notices –2003 and ongoing.
- e) Success of meeting Goals
- Responses by agencies, organizations or individuals – when a project is being constructed.
 - Monitoring of reportings
 - Positive final inspection reports.
 - Goal responses would be expected to increase each year.
- f) BMPs – 05-10, 05-22, 05-26

V. G. 6. POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS.

- a) Audiences would include:
- Government Agencies
 - Individuals at Public Meetings
- b) Measurable Goals
- Increased use of common permanent BMPs
 - Review of routine inspection reports
 - Return of reports of suspected problems.
 - Telephone calls by concerned citizens.
 - Early response in the case of any problems.
- c) Activities used to reach goals for each audience.
- Distribute educational booklets.
 - Develop brochure describing common practices.

- Develop Training Course Agenda
- Conduct bi-annual training for selected individuals.
- Designate Site Inspector & Enforcer.
- Prepare site inspection forms.
- Maintain files of inventory and actions.
- Public Notices to report problems.
- Include packet of data for inclusion in other types of permitting.
- Require erosion control plan as part of developer's agreement or plat.
- Complete final inspections of platted areas and construction sites.

d) Activity Implementation plans.

- Responsible Agency: Benton County Highway Department, Department of Development, Emergency Management
- Time Schedule:
 - Distribution of Booklets – Summer 2003
 - Public Notices – Summer 2003 and ongoing.
 - Develop Training Course – Winter 2005
 - Designate Site Inspector/Enforcer – Spring 2004
 - Inspections – as required.

e) Success of meeting Goals

- Responses by agencies, organizations or individuals – when a project is being constructed.
- Monitoring of reportings
- Positive final inspection reports.
- Goal responses would be expected to increase each year.

OTHER

Identification of Special Waters – BMP 05-11
Wetland Delineation – BMP 05-12
Environmental Review – BMP 05-13
Endangered Species – BMP 05-14
Historic/Archeological Review – BMP 05-15