



## Municipal Separate Storm Sewer System (MS4) Program



### 2021 Annual Report

Prepared For:

North Dakota Department of Environmental Quality

Division of Water Quality

Permit #NDR04-0012

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## **OVERVIEW**

The City of Minot is committed to managing storm water quality and minimizing pollution of the Souris River. The Municipal Separate Storm Sewer System (MS4) Program is a vital piece of that commitment. The City of Minot's MS4 Permit will maintain compliance with the North Dakota Department of Environmental Quality by using the six Minimum Control Measures (MCMs). Each MCM will be addressed by implementing various Best Management Practices (BMPs).

## **MINIMUM CONTROL MEASURE 1**

### *Public Education & Outreach on Storm Water Impacts*

The purpose of this MCM is to inform individuals in the community about how their actions can affect the Souris River. By using a variety of methods and materials to educate the public, multiple audiences can be targeted to provide each citizen with relevant, helpful information. Measurable progress can be seen in the volume of information distributed, as well as the number of calls the Engineering Department receives regarding storm water pollution prevention. The following BMPs are implemented in Minot to fulfil the requirement of this MCM.

#### **BMP 1 – Annual Storm Water Mailing**

An annual storm water brochure will be mailed to each citizen that receives a water bill in the City of Minot.

- Target Audience: General Public
- Target Pollutants: Nutrients (fertilizer & pet waste), sediment, litter, oil, yard waste
- Educational Goals: Raise awareness and understanding of the impact that one person can have on storm water quality. Encourage use of proper yard maintenance (i.e. disposal of grass clippings, fertilizer tips, etc.). Minimize litter in the storm sewer (i.e. cigarette butts)
- Responsible Department: Engineering Department. Draft of the outreach will be created each spring. Final copy ready to print by May. Water Department will mail out with the Annual Water Quality Report.
- Medium: Mail
- Performance Measures: Compost collection numbers, algae growth, number of phone calls inquiring about storm water.
- Method for Adjusting Target Audience: None, since the audience is Citywide.

#### **BMP 2 – Storm Water Webpage**

The City will maintain a Storm Water website page with pertinent storm water related information.

- Target Audience: General Public, Construction Industry
- Target Pollutants: Nutrients (fertilizer & pet waste), sediment, litter, oil, yard waste

- Educational Goals: Raise awareness and understanding. Encourage proper yard maintenance (i.e. disposal of grass clippings, fertilizer tips, etc.). Minimize litter in the storm sewer (i.e. cigarette butts)
- Responsible Department: Engineering Department will develop material and administer the webpage.
- Medium: Web
- Performance Measures: Compost collection numbers, number of phone calls inquiring about storm water, and number of contractors calling regarding construction storm water compliance.
- Method for Adjusting Target Audience: None, since the audience is Citywide.
- Method for Adjusting Educational Goals: As regulations change, the webpage will be updated as needed. It will also be updated annually to include the annual flyer sent out by mail.

### **BMP 3 – Public Service Announcements**

As needed, public service announcements will be publicized on the City's homepage regarding yard waste disposal. Usually this will occur during the fall.

- Target Audience: General Public
- Target Pollutants: Yard Waste
- Educational Goals: Encourage use of compost sites
- Responsible Department: Public Works Department. Once leaves clogging storm drain inlets become an issue, contact the Public Information Officer to release the PSA.
- Medium: Web & Facebook
- Performance Measures: Compost collection numbers and storm sewer cleaning needed.
- Method for Adjusting Target Audience: None, since the audience is Citywide.

### **BMP 4 – Brochures, Pamphlets and Flyers**

Literature will be available to anyone visiting the Public Works Building. The information will be placed in the spindle near the front door and near the Engineering Department front desk.

- Target Audience: General Public, Commercial, Construction, MS4 Employees
- Target Pollutants: All
- Educational Goals: Raise awareness, increase understanding, open dialogue with contractors about storm water compliance.
- Responsible Department: Engineering Department.
- Medium: Flyer, Brochure, Pamphlet

- Performance Measures: Number of informational materials created and distributed, number of building permits, events that poster was displayed.
- Method for Adjusting Target Audience: If materials are not being picked up, place in a more conspicuous location for easy access.

### **BMP 5 – Annual Letter to Licensed City Contractors**

Annually, a letter regarding storm water compliance on construction sites will be sent out to licensed contractors within the City. This letter will outline the Local, State and Federal requirements and provide City Staff contact information for inquiries about storm water erosion and sediment controls.

- Target Audience: Construction Industry
- Target Pollutants: Sediment, Oil, Litter, Concrete Washout
- Educational Goals: Encourage compliance with the NDDEQ Construction General Permit, encourage proper concrete washout, erosion and sediment control use and maintenance.
- Responsible Department: Engineering Department. Letter to be sent out in early spring. Inspections Department will provide list of licensed contractors and addresses.
- Medium: Mail
- Performance Measures: Number of violations issued, site inspection results.
- Method for Adjusting Target Audience: If mail does not prove useful, consider using website and email.
- Method for Adjusting Educational Goals: As regulations change, the content will be updated as needed to ensure compliance.

### **BMP 6 – Annual Letter to Concrete Companies**

Annually, a letter regarding concrete washout will be sent to the concrete companies operating within the City of Minot.

- Target Audience: Concrete Companies
- Target Pollutants: Concrete Washout
- Educational Goals: Encourage use of leak-proof washout pits or washout boxes installed on trucks.
- Responsible Department: Engineering Department. Letter to be sent out in early spring.
- Medium: Mail
- Performance Measures: Number of violations issued, site inspection results, number of concrete washout illicit discharges.
- Method for Adjusting Target Audience: Target audience will remain the same. Any new concrete company operating within the City will be added to the mailing.

- Method for Adjusting Educational Goals: As regulations change, the content will be updated as needed to ensure compliance.

### **BMP 7 – Pet Waste Stations at Public Parks**

Pet Waste Stations are placed by the Minot Park District at the dog friendly parks and along some shared use paths within the City.

- Target Audience: Pet Owners
- Target Pollutants: Nutrients
- Educational Goals: Increase awareness and encourage owners to pick up pet waste.
- Responsible Department: Minot Park District
- Medium: Sign
- Performance Measures: Number of pet waste bags taken. Amount of pet waste left behind.
- Method for Adjusting Target Audience: New stations will be installed as new parks or trails are built. Waste stations may be moved to address areas of ongoing pollution problems.

## **MINIMUM CONTROL MEASURE 2**

### *Public Participation/Involvement*

In addition to awareness, this MCM promotes action of citizens in the community. By providing opportunities for the public to get involved in storm water pollution prevention, individuals can see the way that they make a difference. The goal of public participation and involvement is to make storm water pollution prevention the responsibility of everyone in the community. The BMPs for this MCM are described below.

#### **BMP 1 – Publicizing the MS4 Program**

The MS4 Program (this document) will be placed on the City of Minot Storm Water webpage. The webpage will ask for comment on the document and request any changes or additions from the public. Comments can be received in writing via mail, email or telephone. All comments will be reviewed by the Engineering Department prior to approval and implementation. If the comment cannot be implemented, the citizen will be notified and given an explanation.

- Target Audience: General Public, Construction Industry, Commercial and Retail, MS4 Employees
- Medium: Website
- Performance Measures: Number of comments received on the Program.

#### **BMP 2 – Encouraging Reports from Citizens**

Multiple methods of outreach will encourage the public to report any improper handling of storm water, such as introducing trash or yard waste into the storm sewer system. Citizens will be able to make a report via mail, email or telephone. All reports will be reviewed by the Engineering Department and if requested, the citizen will be contacted about resolution of the situation.

- Target Audience: General Public
- Target Pollutants: Nutrients (fertilizer & pet waste), sediment, litter, oil, yard waste
- Goals: Empower the community to take responsibility for health of the river, promote citizen involvement.
- Responsible Department: Engineering Department will receive reports and inspect reported sites
- Medium: Website, Brochures, Flyers
- Performance Measures: Number of reports received, number of actual violations found.

#### **BMP 3 – Volunteer River Cleaning Opportunities**

- Target Audience: General Public
- Target Pollutants: Litter

- Action Goals: Remove litter from the river, spread awareness.
- Message: Don't litter.
- Method for Adjusting Educational Goals: Determine from year to year if littering has been minimized by this effort.

*Adopt-A-Highway* - This program is sponsored and coordinated by the North Dakota Department of Transportation. Each adoptable section is about 3 miles long and must be cleaned twice per year by the adopting group.

- Responsible Department: NDDOT
- Medium: Signs placed along the Highway.
- Performance Measures: Amount of litter on the Highway.

*Project CLEAN (Community Leaders Enhancing Neighborhood Areas)* – This is an annual event sponsored by the Minot Area Chamber EDC that asks business to clean up the right-of-way in front of their businesses. This is conducted every spring after the snow melts.

- Target Audience: Commercial, Retail, General Public, MS4 Employees
- Responsible Department: Minot Area Chamber EDC sponsors program. All departments are encouraged to participate. Conducted in the spring after the snow melts.
- Medium: Newspaper, email, radio, Facebook
- Performance Measures: Number of trash bags handed out or number of trash bags picked up, areas of town that have been cleaned up, number of participants.

*Minot Adopt-A-Trail* - This program is sponsored and coordinated by the Minot Sunrise Rotary and it requires each section of trail that has been adopted to be cleaned twice per year.

- Target Audience: General Public
- Target Pollutants: Litter
- Action Goals: Remove litter and prevent future littering.
- Responsible Department: Minot Sunrise Rotary
- Message: Don't litter.
- Medium: Signs placed along trails
- Performance Measures: Amount of litter on trails, length of trails adopted.
- Method for Adjusting Educational Goals: Determine from year to year if littering has been minimized by this effort.

#### **BMP 4 – Household Hazardous Waste Program**

Annually, the City will host the event for 2 days in the spring that allows residents to dispose of hazardous waste free of charge.

- Target Audience: General Public
- Target Pollutants: Hazardous Waste
- Action Goals: Properly dispose of hazardous waste.
- Responsible Department: Public Works Department, Sanitation
- Medium: Newspaper, Website, Facebook, Radio
- Performance Measures: Amount of hazardous waste collected.

#### **BMP 5 – Compost Collection Sites**

The City Sanitation has 10 Compost Collection Sites around town to minimize improper disposal of yard waste.

- Target Audience: General Public
- Target Pollutants: Yard Waste
- Action Goals: Bring compost and yard waste to the collection sites.
- Responsible Department: Sanitation Department, compost sites are open from late April to the first snow, roughly mid-October.
- Message: Methods to properly dispose of yard waste.
- Medium: Website, Facebook, Newspaper (occasionally)
- Performance Measures: Amount of compost collected from the sites per year, number of plugged storm sewer lines due to yard waste.
- Method for Adjusting Educational Goals: Evaluate the amount of yard waste that has been collected, how many lines have been cleaned due to yard waste, how many phone calls are received about flooding due to plugged drains.

## **MINIMUM CONTROL MEASURE 3**

### *Illicit Discharge Detection & Elimination*

This MCM is perhaps the most critical to the immediate condition of the Souris River. An illicit discharge is defined for these purposes as disposal of a substance which can degrade the quality of storm waters, such as chemicals, petroleum-based products, grass clippings, or leaves. These BMPs directly affect storm water integrity and cleanliness.

#### **BMP 1 – Preventing Illicit Discharges**

Illicit discharges will be publicized in the annual outreach that is sent to all residents that receive a water bill from the City of Minot. Contact information for the Engineering Department will be given for reporting any illicit discharges.

#### **BMP 2 – Tracking Illicit Discharges**

All illicit discharges will be investigated and a report will be created. The reports will be saved on the City's server and can be used for future repeat inspections of the site.

#### **BMP 3 – Facility-Wide Communication**

All City personnel who work in the field on a regular basis are asked to communicate with others if a concern outside of their scope of training is noticed. For example, the Street Department may inform the Engineering Department if storm water pollution is seen in an area. This is a more efficient use of resources and results in a higher rate of pollution mitigation.

#### **BMP 4 – Enforcement Procedures for Illicit Discharges**

- Information will be received by the Engineering Department via phone, email or City of Minot Webpage.
- Once received, discharge information will be documented in a report. Where, who, what, and when.
- Investigation of the illicit discharge shall be done immediately after information is received, no later than 24 hours or the next business day.
- Should a violation be found, the Engineering Department would photograph the incident, create a report and draft a letter to the responsible party. The letter outlines that remedial action within 14 days is required or a fine will be incurred.
- If the violation is a serious concern for storm water quality or no response has been received within 14 days, a fine of \$500 per violation, per day will be administered.
- The Engineering Department will notify the ND Department of Environmental Quality as needed.

## **MINIMUM CONTROL MEASURE 4**

### *Construction Site Storm Water Runoff Control*

#### **BMP 1 – Ordinances**

- City of Minot Code of Ordinances Section 9-85 is the governing document for excavations and water runoff control. This section outlines penalties for storm water related violations. The City is capable of issuing fines of up to \$500 per violation, per day.
- City of Minot Zoning Ordinance Chapter 12.1 – Storm Water Management outlines the requirements of a storm water management plan.
- Section 12.1-3 outlines the requirements that must be fulfilled when submitting a Storm Water Management Plan. This includes disturbed areas, locations of stockpile areas, location of all construction erosion and sediment control measures, and a schedule and provisions for maintenance of erosion and sediment control measure before, during and after construction.
- Enforcement of this ordinance is outlined in Section 12.1-6, which states that building permits will be withheld until the site is in compliance. If the site is out of compliance during construction, inspections or Certificate of Occupancy will be withheld until compliance has been achieved.
- Chapter 11 of the City of Minot Storm Water Design Standards Manual outlines design requirements for temporary construction erosion and sediment controls and the requirements for the Erosion and Sediment Control Plan.

#### **BMP 2 – Site Plan Requirements**

City of Minot reviews all site plans before construction can proceed. Plans are submitted to the Engineering Department. Once all applicable fees have been paid, the review process begins. All departments (Planning, Engineering, Public Works and Traffic) have a chance to review and comment on the plan. The Engineering Department is responsible for reviewing Erosion & Sediment Control Plans.

- Each plan must include the requirements that are outlined in the North Dakota Department of Environmental Quality Construction General Permit requirements.
- If the site does not satisfy those requirements, the comments are sent to the Engineer for revision.
- Erosion & Sediment Control Plan Review Items: permit application note, perimeter controls, inlet protection, concrete washout, dewatering activities, construction entrance, inspection schedule, stabilization and phasing schedule.
- A standard checklist has been created to cover all items to be included in the Erosion & Sediment Control Plan.

### **BMP 3 – Complaints and Concerns from the Public**

In order to raise awareness about construction site runoff, the annual outreach will include the message (or similar), “Only Rain Down the Drain.” Included with that message will be Engineering Department contact information so citizens know who to call in the event of improper management of construction site storm water runoff.

The Engineering Department will be responsible for receiving all storm water related concerns. Concerns can be received via email, phone or City of Minot’s Website. Once the initial information is taken down, City Staff will investigate the concern/complaint/information within 48 hours.

- Investigation will include a site visit with the Project Manager and photos will be taken to document the violation, or lack thereof. If a violation is found, a report will be drafted to include photos of the incident.
- The Engineering Department will send a violation letter accompanied by the report to the Project Manager and/or Project Owner.
- If no response has been received within a timely manner, the City will initiate fines or up to \$500 per violation, per day.

### **BMP 4 – Site Inspection Procedures for Erosion & Sediment Controls**

The Engineering Department is responsible for conducting Site Inspections on both private and public construction sites to ensure compliance with the North Dakota Department of Health Construction General Permit. Inspections will be conducted on an as needed basis or at random throughout the construction season.

- Once onsite, City Staff will notify the Project Manager or Superintendent of the inspection.
- Photos will be taken of all erosion and sediment control devices, documenting all features that are in compliance and in violation.
- If all items are being used correctly and there is no sign of erosion or sediment leaving the site, the inspector may occasionally acknowledge the contractor’s compliance. This encourages contractors to continue proper sediment and erosion control measures and supports cooperation with the City.
- Once the inspection has concluded, a report will be drafted. If there are corrective action items, they will be listed and sent to the Project Manager or Superintendent.
- If no action to correct the violations has been made within an allowable timeframe, a letter will be sent to the Project Manager and Project Owner. The letter will outline the potential violation and fines that could be incurred.
- If there has been no response to the letter within 14 days, the violation will be turned over to the City Attorney’s Office for corrective action.

### **BMP 5 – Tracking Site Inspections**

- The Engineering Department is responsible for creating reports that outline the compliance of construction activities.

- Reports and accompanying photos and emails will be saved on the City's server under the Engineering Drive – Storm Water Management – Erosion Control Inspections. Each report will be saved by the date of the inspection

#### **BMP 6 – Educating the Construction Industry on Erosion & Sediment Controls**

During the annual outreach to licensed contractors, the Engineering Department will offer courtesy visits if there are questions about the ND Department of Health Construction General Permit, erosion and sediment control installation, compliance, inspection frequency, and stabilization.

- The goal is to have contractors feel comfortable enough to ask questions. This helps keep them in compliance and will help minimize inspection frequency at the construction site and violations.

#### **BMP 7 – Single Family Residential Construction Erosion & Sediment Control Handbook**

This handbook outlines the requirements for single family construction. It provides a figure that shows options for erosion and sediment controls on a single lot. This handbook will be updated as necessary and as regulations change. The document will be available at the Public Works Building and on the City of Minot website under the Storm Water Program.

## **MINIMUM CONTROL MEASURE 5**

### *Post-Construction Storm Water Management for New Development & Redevelopment*

#### **BMP 1 – Storm Water Ordinance & Design Standards Manual**

The City has developed a Storm Water Management Ordinance and Design Standards Manual that outlines a reasonable, manageable, and enforceable approach to controlling undesirable impacts from urban storm water runoff in an environmentally responsible manner. Any new or redeveloped multi-family residential, commercial or industrial property must comply with these requirements.

#### **BMP 2 – Structural & Non-Structural BMP Requirements**

New or redeveloped property must implement permanent storm water management facilities that produce flows that are equal to or less than the pre-developed conditions. The Storm Water Management Plan submitted to the Engineering Department will outline the location, capacity and methods for constructing the BMP's.

- The City has also updated the Storm Water Ordinance to require water quality features to be considered during design. This includes infiltration, filtration or extended detention methods to reduce pollutants in storm water.

#### **BMP 3 – Operation & Maintenance of Storm Water Facilities**

Public storm water facilities are maintained annually, or as needed, by the Street Department. Private storm water facilities are to be maintained by the owner. As of 2016, any new development must submit a signed Operation & Maintenance Plan for Storm Water Facilities. This Plan requires inspection and maintenance of the private system. If maintenance is not performed, the City has the right to inspect and maintain the facilities at the cost of the owner.

- All maintenance plans are filed on the City's server, in the file with the Storm Water Management Plan and saved in the Project File.

## **MINIMUM CONTROL MEASURE 6**

### *Pollution Prevention for Municipal Operations*

The City of Minot as a whole is committed to preventing pollution of the Souris River. To set a good example for the community, municipal facilities with the potential to impact storm water use multiple BMPs to control sources of possible pollution.

#### **BMP 1 – Employee Training**

- City Shop & Street Department Employees are trained on good housekeeping practices upon employment.
- Thereafter, these practices are discussed during staff meetings, at least annually.
- Employees in the shop are reminded to maintain their work station and clean up all spills using dry cleaning methods (i.e. cat litter).
- Spill kits are located near the fuel pumps at the Public Works Building.

#### **BMP 2 – Operation & Maintenance Procedures**

- The Public Works & Engineering facility has a SWPPP that is updated regularly.
- Standard Operating Procedures (SOPs) are in place for all Public Works activities that could affect storm water quality.
- Annually, 20% of storm sewer outfalls, snow disposal areas and detention ponds are inspected for signs of pollution, sedimentation, erosion, and illicit discharges.
- Each inspection location will be recorded with date, weather conditions, inspection results, photos and maintenance required. Inspection records will be kept in hard copy form at the Public Works Building and saved on the Engineering Drive on the server.
- Park and golf course maintenance are the responsibility of the Minot Park District.
- Mowing Operations – Grass clippings shall not be blown into any surface waters, catch basins, or curb and gutter.
- Street Sweepers – Sweepers run from early spring into late fall on a rotating schedule. The City has 7 street sweepers running 4 days per week, at 10 hours per day, during those months. The goal is to minimize sediment and debris entering the storm sewer system.
- Fertilizer & Pesticide Application – Fertilizer or pesticide is not to be sprayed within 48 hours of a rain event. It is also prohibited to spray these chemicals onto or near surface waters.
- Storm Sewer System Cleaning – storm sewers are cleaned on an as needed basis, more frequently in the fall when leaves can plug up drains. The goal is to minimize sediment, debris and other pollutants from entering the storm sewer system and ultimately the Souris River.
- City vehicles and equipment are regularly inspected for leaks or other needed maintenance.

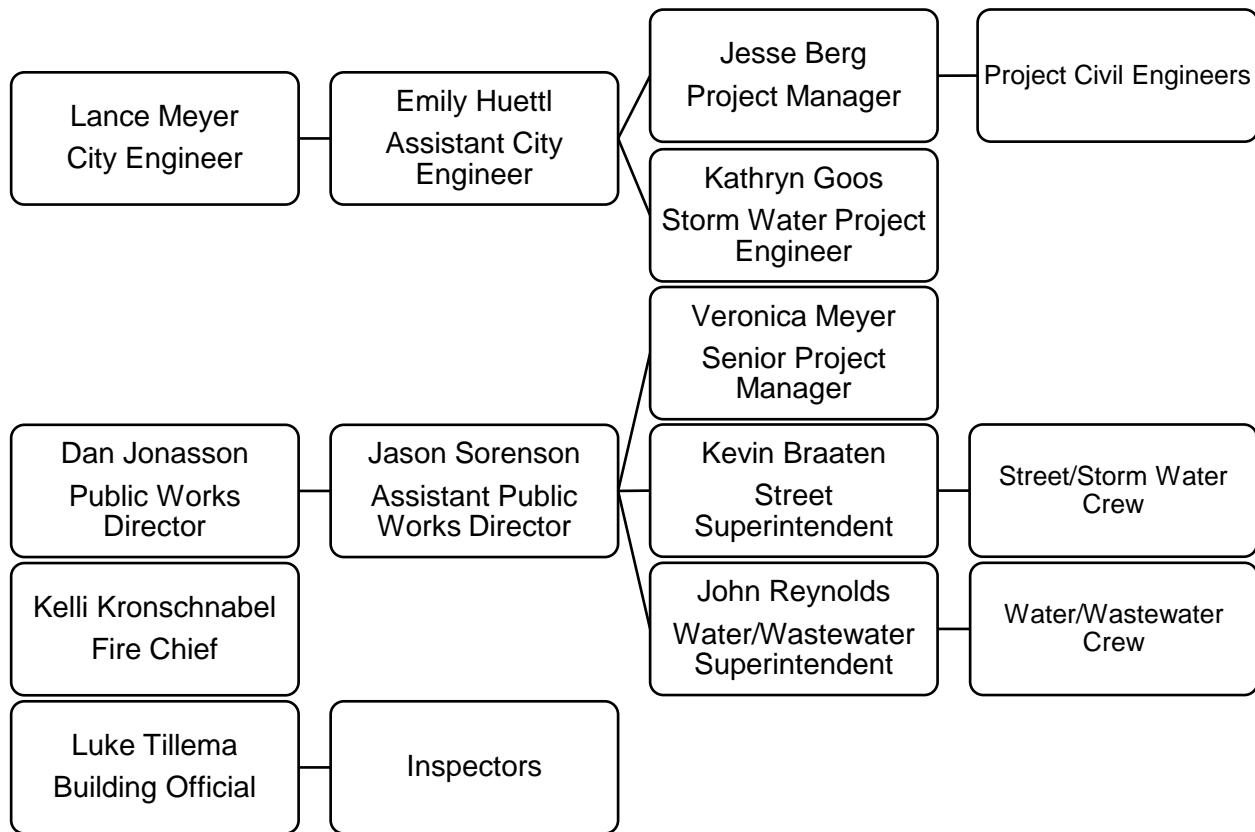
- All fleet vehicle maintenance is done indoors. The building has floor drains which flow to an oil/sand separator. The separator is cleaned out annually. Additionally, the shop floor drains are directed toward the sanitary sewer system.
- Fleet vehicles are washed indoors. The drain in the floor flows to the sanitary sewer system.
- Used oil is collected and recycled in the shop.

### **BMP 3 – Minimizing Pollutant Exposure**

- Sand & Salt Building – sand, salt and sand/salt mixtures are stored in an enclosed building to eliminate contact with storm water.
- Runoff from outdoor areas where sand and salt are mixed flows into a natural detention/infiltration area northeast of the lot.
- Snow disposal locations – snow disposal areas are not located in or near waters of the state. One location is at the Sertoma Softball Complex Parking lot. This area is gravel and utilizes infiltration. Each spring the parking lot is cleaned and trash is picked up. Another location is at the Public Works storage yard. This area is grass and allows for infiltration of melting snow.

## **APPENDIX A: ORGANIZATIONAL CHART OF CITY EMPLOYEES**

# Organizational Chart of City Employees



Updated 2/2022

## **APPENDIX B: MCM 1 BMPs**

# STORM WATER NEWS

## 2021



Please visit our City of Minot website at [minotnd.org](http://minotnd.org) and Like us on Facebook!

### YOU CAN BE THE SOLUTION TO STORM WATER POLLUTION!

Storm water runoff is rain water or snowmelt that flows over the surface of the earth. In an undisturbed world, runoff would be managed and filtered by natural erosion controls like grass, vegetation, and trees. In the world we live in now, runoff flows over many impervious surfaces like roofs, sidewalks, driveways, and roads. These surfaces don't allow the water to infiltrate into the soil, which causes debris, chemicals, and other pollutants to be picked up by the storm water. In the City of Minot, anything that enters the storm drain is discharged directly to the Souris River without treatment. If large amounts of pollutant make their way to the Souris River, this can create a hazardous environment for fish and other species that use the water (including humans!). This plays a vital role in water quality worldwide. Everyone lives downstream!



Image courtesy of NCDENR

#### City of Minot Quick Facts:

The City works diligently to keep our storm sewer system in proper working order. Throughout the year, we conduct various activities to keep the system clear of sediment and debris. In 2020, the City of Minot:

- Swept up almost 10,000 cubic yards of sediment and debris from our roadways. This not only makes our roadways look nice but it keeps pollutants and sediment out of the Mouse River.
- Cleaned out 582 catch basins & manholes.
- Cleaned approximately 15,100 feet of storm sewer pipe.
- Collected almost 4,000 tons of compost material from compost sites around town.

*For more information, visit the City of Minot Storm Water Webpage by clicking on the Engineering Department at [minotnd.org](http://minotnd.org)*

### Storm Water Quick Facts

- Polluted storm water runoff is the number one water pollutant.
- A city block creates five times more runoff than a woodland area of the same size.
- Sediment can cloud water and destroy aquatic habitats.
- Leaves and grass clippings not only carry pollutants, they can clog storm drains which can lead to localized flooding.
- Polluted storm water can affect drinking water sources, which can affect human health and increase costs for treatment of drinking water.

# Yard Maintenance - The Scoop

Yard waste can be a major contributor to storm water pollution. Something as simple as fertilizing your yard directly before a rainstorm can cause harmful pollutants to wash down the storm drain. Want to know how you can help? Follow some of these helpful tips:

## Lawn Maintenance:

- Mulch rather than bag lawn clippings. Clippings provide up to 25% of your lawns fertilizer needs.
- Sweep grass on paved areas rather than spraying it with water.
- Spot treat weeds (preferably not before a rain storm).
- Clean up pet waste as soon as possible.

## Watering:

- Do not overwater. Excessive runoff can cause more pollutants to make its way down the storm drain.
- Adjust sprinkler heads to ensure they are only spraying the grass. No need to water the sidewalk.
- Consider installing a rain barrel that captures rain water from downspouts. The captured water can be used to water plants, flowers and grass.

## Fertilizer:

- Fertilize only when necessary.
- Do not fertilize if it might rain in the next few days.



## Keep the Butts Out!

Each year, thousands of cigarette butts are discarded onto streets and sidewalks. When it rains, those butts are carried to the curb and into the catch basins. Once in the storm sewer system, they will eventually make their way into the Souris River.

The problem is that cigarette butts are not biodegradable. It can take 15 years to break down the filters. Not only do they pose an ingestion/choking hazard for wildlife, over those 15 years they will be releasing toxic substances into the environment.

Hold on to your cigarette butts and **please dispose of them properly.**

## FOR MORE INFORMATION:

Contact the City of Minot Engineering Department:

Phone: (701) 857-4100

Email: [engineers@minotnd.org](mailto:engineers@minotnd.org)

Online: [www.minotnd.org](http://www.minotnd.org)  
(go to Engineering Department)

North Dakota Department of Environmental Quality:

<http://deg.nd.gov/WQ/>

US Environmental Protection Agency (EPA):

<http://water.epa.gov/polwaste/npdes/stormwater/>

Looking for Kids Activities?

Visit:

<http://water.epa.gov/polwaste/nps/kids/index.cfm>

The EPA has supplied kid friendly activities to educate them on pollution prevention and watershed protection.

## Construction and Projects ►

### Documents

### GIS

### Personnel

### Project Bid Information

### Storm Water Program

### Traffic

### Special Assessments

### Floodplain Management ►

### Downtown Parking

### Standard Specifications and Details

### Capital Improvement Plan

## Storm Water Program

Storm water runoff occurs when rainfall or melted snow flows over the ground. Runoff that is not soaked into the soil becomes surface flow. As storm water flows across impervious areas such as parking lots, streets and roofs, it can accumulate debris, sediment, and chemicals (pollutants) that can negatively impact our water. These pollutants are then discharged directly into the Mouse River.

### Reduce Storm Water Pollutants

- Pick up your pets' waste and dispose of it properly.
- Use a commercial car wash or wash your car on your lawn.
- Utilize a rain barrel to capture runoff from downspouts and use it to water the lawn, plants and flowers.
- Be careful not to fertilize your lawn before a rain storm.
- Use the City's Compost Collection sites for lawn clippings and other yard waste.
- Clean up spilled oil or household chemicals with a dry absorbent, like kitty litter.

Potential storm water pollution should be reported to the City of Minot Engineering Department at 701-857-4100. Only rain water should go down the storm drain.

### Contractors

If you have any questions regarding storm water erosion control, sediment control or permitting, please call the City of Minot Engineering Department at 701-857-4100. We also have packets containing permit information available at the Public Works Building at 1025 31st Street SE.

### Resources

- [EPA Stormwater Homepage](#)
- [State of North Dakota Stormwater Program](#)

### Related Documents

- [Storm Water Management Ordinance](#)
- [2021 Annual Storm Water Flyer.pdf](#)
- [Bottoms Up Poster \(PDF\)](#)
- [NDPDES Construction General Permit.pdf](#)
- [Notice of Intent \(PDF\)](#)
- [Notice of Termination \(PDF\)](#)
- [Single Family Residential Construction Erosion Sediment Control Standards \(PDF\)](#)
- [City of Minot MS4 Program \(2020 Permit Update\).pdf](#)

## Routes & Schedule

### Collection Carts

### Collection Locations

### Spring and Fall Clean Up

### General Topics

### Hazardous Waste Collection

### Holidays

### Recycling

### Electronic Recycling

### Special Wastes

### Yard Waste

## Residential Collection

The City of Minot collects household waste twice a week per home. Mondays and Thursdays as well as Tuesdays and Fridays. Small tree branches will be collected throughout the week as time permits.

For large or bulk items please schedule a pickup time with the Public Works Department.

The City's automated collection system requires all waste be in a bag in the collection cart to mitigate debris and litter.

For more details on the automated system please see our [FAQs](#).

### Routes & Schedule

Find out when and where the Public Works Department collects waste within Minot.

### Collection Carts

Get information on how to handle your waste containers.

### Collection Locations

Find out where the Collection Division picks up garbage.

### Spring and Fall Clean Up

The City of Minot Sanitation Department provides clean up week twice a year for its residential garbage collection patrons. The City is divided into four quadrants and crews will pick up in a specific quadrant each day that week. There is no extra charge to participate in spring and fall clean up. You must have City of Minot garbage collection to place garbage out for collection.

### General Topics

Learn about winter collection, fees, construction debris and much more.

### Hazardous Waste Collection

Learn how hazardous waste materials are handled by the City of Minot.

### Holidays

Find out which holidays that garbage is not picked up within Minot.

### Recycling

View resources that will help you recycle more effectively.

### Electronic Recycling

Find out where you can recycle electronic materials.

### Special Wastes

Get a full list of the special wastes within Minot.

### Yard Waste

Yard waste includes grass clippings, garden waste, leaves, vines, flowers, flowerbed clippings and apples that have fallen from trees.

### Documents

- [2021 Garbage Rules and Landfill Schedule](#)
- [Valet Service Application](#)

## BUILDING PERMIT ACTIVITY

BUILDING PERMIT ACTIVITY								
	2018		2019		2020		2021	
	QTY	VALUATION	QTY	VALUATION	QTY	VALUATION	QTY	VALUATION
<b>NEW RESIDENTIAL BUILDINGS</b>								
(101) Single Family Dwellings	68	\$7,669,484.00	67	\$7,774,000.00	85	\$15,527,996.00	84	\$16,803,000.00
(102) Townhouses	2	\$20,000.00	4	\$335,000.00	46	\$6,440,000.00	4	\$568,000.00
(103) Two Family Dwellings					2	\$281,000.00	4	\$1,153,000.00
(104) Three & Four Family Dwellings							0	\$0.00
Moved or Relocated Single Family Dwellings	8	\$50,000.00	4	\$40,000.00	2	\$0.00	8	\$151,000.00
Moved or Relocated Duplex					1	\$0.00	0	\$0.00
(105) Five or More Family Dwellings							1	\$9,043,000.00
<b>NEW NONRESIDENTIAL BUILDINGS</b>								
(318) Amusement, Social and Recreational	1	\$1,426,000.00					4	\$5,938,000.00
(319) Churches and Other Related							0	\$0.00
(320) Industrial and Manufacturing	6	\$3,220,000.00	9	\$1,194,000.00	2	\$320,000.00	3	\$299,000.00
(321) Parking Garages							0	\$0.00
(322) Service Stations and Repair Garages							1	\$1,721,000.00
(323) Hospitals and Institutions	4	\$129,956,409.00			2	\$0.00	1	\$171,936,166.00
(324) Offices, Banks & Professional			1	\$111,000.00	5	\$11,340,400.00	6	\$5,900,220.00
(325) Public Works and Utilities	4	\$45,061,515.00					0	\$0.00
(326) Schools and Educational							0	\$0.00
(327) Stores, Customer Services, and Warehouses	4	\$5,589,000.00	2	\$1,730,000.00	2	\$312,000.00	8	\$5,337,000.00
(328) Misc. Nonresidential Buildings					1	\$20,000.00	0	\$0.00
(329) Structures other than Buildings, includes Foundations	15	\$219,000.00	12	\$374,000.00	4	\$480,000.00	20	\$585,952.00
Misc. Moved or Relocated Buildings	1	\$0.00					0	\$0.00
<b>REMODELS AND ADDITIONS</b>								
(434) Residential Remodel	63	\$1,658,000.00	57	\$1,877,500.00	53	\$1,152,600.00	56	\$1,271,000.00
(435) Residential Addition	13	\$905,200.00	13	\$881,500.00	11	\$1,072,000.00	3	\$272,000.00
(436) Commercial Remodel	91	\$12,063,576.00	83	\$18,061,000.00	69	\$6,794,850.00	73	\$8,840,800.00
(437) Commercial Addition	9	\$3,605,000.00	1	\$400,000.00	9	\$2,570,000.00	4	\$14,502,000.00
(500) Fire Department Construction Permit							2	\$2,000.00
<b>DEMOLITIONS</b>								
(645) Demolition Residential	74	\$481,800.00	33	\$240,900.00	27	\$287,900.00	31	\$229,500.00
(649) Demolition Commercial	13	\$566,000.00	18	\$714,000.00	8	\$389,000.00	12	\$392,000.00
(655) Interior Demolition Residential	1	\$20,000.00					0	\$0.00
(659) Interior Demolition Commercial	2	\$2,000.00	2	\$60,000.00	3	\$16,000.00	6	\$543,000.00
<b>TOTALS</b>	<b>511</b>	<b>\$214,213,484.00</b>	<b>416</b>	<b>\$35,353,600.00</b>	<b>474</b>	<b>\$49,355,446.00</b>	<b>452</b>	<b>\$246,870,839.00</b>

# STORM WATER NEWS

## 2021



Please visit our City of Minot website at [minotnd.org](http://minotnd.org) and Like us on Facebook!

### YOU CAN BE THE SOLUTION TO STORM WATER POLLUTION!

Storm water runoff is rain water or snowmelt that flows over the surface of the earth. In an undisturbed world, runoff would be managed and filtered by natural erosion controls like grass, vegetation, and trees. In the world we live in now, runoff flows over many impervious surfaces like roofs, sidewalks, driveways, and roads. These surfaces don't allow the water to infiltrate into the soil, which causes debris, chemicals, and other pollutants to be picked up by the storm water. In the City of Minot, anything that enters the storm drain is discharged directly to the Souris River without treatment. If large amounts of pollutant make their way to the Souris River, this can create a hazardous environment for fish and other species that use the water (including humans!). This plays a vital role in water quality worldwide. Everyone lives downstream!



Image courtesy of NCDENR

#### City of Minot Quick Facts:

The City works diligently to keep our storm sewer system in proper working order. Throughout the year, we conduct various activities to keep the system clear of sediment and debris. In 2020, the City of Minot:

- Swept up almost 10,000 cubic yards of sediment and debris from our roadways. This not only makes our roadways look nice but it keeps pollutants and sediment out of the Mouse River.
- Cleaned out 582 catch basins & manholes.
- Cleaned approximately 15,100 feet of storm sewer pipe.
- Collected almost 4,000 tons of compost material from compost sites around town.

*For more information, visit the City of Minot Storm Water Webpage by clicking on the Engineering Department at [minotnd.org](http://minotnd.org)*

### Storm Water Quick Facts

- Polluted storm water runoff is the number one water pollutant.
- A city block creates five times more runoff than a woodland area of the same size.
- Sediment can cloud water and destroy aquatic habitats.
- Leaves and grass clippings not only carry pollutants, they can clog storm drains which can lead to localized flooding.
- Polluted storm water can affect drinking water sources, which can affect human health and increase costs for treatment of drinking water.

# Yard Maintenance - The Scoop

Yard waste can be a major contributor to storm water pollution. Something as simple as fertilizing your yard directly before a rainstorm can cause harmful pollutants to wash down the storm drain. Want to know how you can help? Follow some of these helpful tips:

## Lawn Maintenance:

- Mulch rather than bag lawn clippings. Clippings provide up to 25% of your lawns fertilizer needs.
- Sweep grass on paved areas rather than spraying it with water.
- Spot treat weeds (preferably not before a rain storm).
- Clean up pet waste as soon as possible.

## Watering:

- Do not overwater. Excessive runoff can cause more pollutants to make its way down the storm drain.
- Adjust sprinkler heads to ensure they are only spraying the grass. No need to water the sidewalk.
- Consider installing a rain barrel that captures rain water from downspouts. The captured water can be used to water plants, flowers and grass.

## Fertilizer:

- Fertilize only when necessary.
- Do not fertilize if it might rain in the next few days.



## Keep the Butts Out!

Each year, thousands of cigarette butts are discarded onto streets and sidewalks. When it rains, those butts are carried to the curb and into the catch basins. Once in the storm sewer system, they will eventually make their way into the Souris River.

The problem is that cigarette butts are not biodegradable. It can take 15 years to break down the filters. Not only do they pose an ingestion/choking hazard for wildlife, over those 15 years they will be releasing toxic substances into the environment.

Hold on to your cigarette butts and **please dispose of them properly.**

## FOR MORE INFORMATION:

Contact the City of Minot Engineering Department:

Phone: (701) 857-4100

Email: [engineers@minotnd.org](mailto:engineers@minotnd.org)

Online: [www.minotnd.org](http://www.minotnd.org)  
(go to Engineering Department)

North Dakota Department of Environmental Quality:

<http://deg.nd.gov/WQ/>

US Environmental Protection Agency (EPA):

<http://water.epa.gov/polwaste/npdes/stormwater/>

Looking for Kids Activities?

Visit:

<http://water.epa.gov/polwaste/nps/kids/index.cfm>

The EPA has supplied kid friendly activities to educate them on pollution prevention and watershed protection.



Land development changes the natural landscape and drainage patterns in watersheds throughout North Dakota. Activities such as new home construction typically involve clearing of the vegetation that once slowed runoff and allowed rain and snowmelt to soak into the soil. New home construction may also involve grading to direct stormwater from the home lot to a storm sewer or drainage ditch. Stormwater runoff is not directed to a wastewater treatment plant, but runs directly into rivers, streams, lakes and wetlands. Although the runoff from one lot may not be enough to cause pollution problems, runoff from hundreds of sites throughout a watershed is a different story.



## **SEDIMENT- Problems and Solutions**

Lots with bare soil are highly susceptible to water erosion. As the rainfall and snowmelt runoff travels over the bare soil, it picks up sediment which may be carried to local water bodies. Some sediment, like clay, may take hours to settle out of stormwater runoff. Suspended in the water, sediment can reduce the amount of sunlight that reaches aquatic plants and may damage the gills of fish. When sediment settles out, it fills in the spaces where fish lay their eggs and suffocates the eggs and aquatic insect larvae that inhabit the bottom of the waterbody. Sediment-laden water can also interfere with recreation, make the waterbody unappealing and cause problems for downstream water treatment plants treating the water.

The owners of newly constructed homes are responsible for controlling the amount of sediment and other pollutants leaving their properties. During home construction, the contractor(s) may have used one or more of the following erosion and sediment control measures.

- **Sediment logs or silt fences** pond and filter stormwater, allowing sediment to settle out.
- **Inlet protection devices** prevent sediment from entering the storm sewer by ponding water.
- **Rain gutter extensions** and energy dissipaters reduce the force of the flow from the downspout. These devices should be allowed to drain to a densely vegetated area such as a lawn or garden. They may also drain to the storm sewer system, if allowed by local regulations.
- **Detention/retention areas** pond water to allow sediment to settle out, usually to a sediment trap.

All erosion and sediment control structures should be installed so they will not cause property damage from flooding. Periodic cleaning and maintenance is necessary for sediment control structures to function properly, and they should be inspected at least once every seven days and within 24 hours of a 1/2-inch rainfall. However, these measures are only temporary. Homeowners must permanently stabilize the soil on their properties by planting grass seed, spreading mulch and/or laying sod.

Soil stabilization should be done as soon as practical. Conditions such as ongoing construction may hamper stabilization of the entire lot all at once. A homeowner may stabilize one area at a time or leave the temporary measures in place until the entire lot can be stabilized at one time. If the site cannot be permanently stabilized before winter, then all temporary measures must remain in place. The temporary measures may be removed once vegetative coverage is 70 percent of pre-construction coverage.

In most cases, the contractor will have completed his work before soil stabilization has been achieved. After the contractor has left, it becomes the responsibility of the homeowner to maintain all temporary control devices. The homeowner must also clean up any sediment that has been carried off the property to roadways or drainage ditches. Sediment cannot be washed into storm sewer systems.

## **FERTILIZER – Problems and Solutions**

Fertilizers carried in runoff from home lots to waterbodies may also cause pollution. Fertilizer nutrients, such as phosphorus and nitrogen, promote

rapid algae growth in a waterbody. Large algal blooms are unattractive and can interfere with recreation. Even worse is the impact of excessive algae growth on aquatic life. As algae dies, its decomposition depletes the oxygen in the water that fish and other aquatic life need for survival.

The following recommendations can help homeowners protect the environment when using fertilizer.

- Testing the soil in the yard determines if fertilizer is needed or not.
- When fertilizing the new lawn, it is important to apply the product according to the manufacturer's directions. Over-application may harm lawns.
- Fertilizer should not be applied over any hard surface such as sidewalks, driveways or streets. Any granular fertilizer that has landed in these areas should be swept up and spread on the lawn or garden.

## **RUNOFF CONTROL -Landscaping**

Proper landscaping can also help control stormwater runoff. Included below are a few common landscaping practices.

- Maintaining a vegetative buffer zone between a homeowner's property and a nearby waterbody.
- Creating rain gardens, which are bowl-shaped gardens designed to absorb stormwater runoff.
- Using rain barrels to catch and store rainfall from the roof and then applying the water to lawn or gardens.
- Planting native plants, shrubs or trees in areas of the property which are rarely disturbed.
- Using xeric landscaping with plants having low water requirements to minimize the amount of water used.



Homeowners should check local ordinances before implementing any landscaping measures that may affect the local drainage system.

All landscaping features used to retain or store stormwater should be properly designed and installed so they do not become breeding grounds for mosquitoes. Retention measures, such as rain gardens, should allow water to soak into the soil within 24 hours of a light rainfall event. Rain barrels should have lids and spigots, along with screening to cover all overflow openings.

## **MORE WAYS TO REDUCE STORM-WATER POLLUTION**

The following practices can help homeowners further reduce the potential for stormwater pollution.

- Keeping trash, including leaves and grass clippings, off streets and out of storm drains and waterbodies.
- Repairing automotive leaks.
- Properly disposing of hazardous wastes.
- Preventing oil, pesticides, paint or other material from being poured down the storm drain.
- Minimizing the use of pesticides, fertilizers and deicing materials.
- Testing the soil and using zero-phosphate fertilizer if possible.
- Picking up and burying or flushing pet wastes.
- Washing cars on the lawn or in commercial washes.

For more information on stabilization practices or additional ways to reduce stormwater pollution, contact the local public works department at

- 701.857.4100 or
- <http://www.minotnd.org/166/Storm-Water-Program>

or the North Dakota Department of Health at

- 701.328.5210 or
- [www.health.state.nd.us/wq/](http://www.health.state.nd.us/wq/)

For more information on lawn care and plant selection, contact the NDSU Extension service or the Ward County Soil Conservation.

***The best way to solve the problem of***

\*Information obtained from the North Dakota Department of Health and the City of Minot.



April 2021

RE: Storm Water Permit Compliance

Contractors,

Warm weather is on the way and construction season has begun. The City relies on contractors (you) to keep our storm water clean by managing runoff and pollutants that come into contact with construction sites. The City of Minot will be checking storm water compliance on all sites throughout the construction season. Please remember that even small ground disturbances can have a major impact on our local water quality.

Important reminders for 2021:

- ✓ All projects larger than one acre are required to apply for a North Dakota Pollutant Discharge Elimination System (NDPDES) Construction Storm Water Permit through the North Dakota Department of Environmental Quality (NDDEQ).
- ✓ Inlet protection that was removed for the winter should be re-installed as soon as possible.
- ✓ Inspections of BMPs must be performed every 14 days and within 24 hours of receiving over  $\frac{1}{4}$  inch of rain.
- ✓ Keep all BMPs in proper working order. Cleanout is required once sediment reaches  $\frac{1}{3}$  the height of silt fence and fiber rolls.
- ✓ Construction entrances play an important role in keeping sediment on site. If sediment is tracked onto the roadway, it must be cleaned up no later than the end of the workday.
- ✓ Concrete trucks must be washed out into a leak-proof pit or container. Washing out into the curb and gutter, catch basins, or anywhere it could cause pollution is a violation of City ordinances.
- ✓ Remember - It is easier to prevent erosion than it is to catch sediment! Consider keeping soil in place (erosion control) rather than catching it at the perimeter of the site (sediment control).

If you have any questions or concerns regarding the NDDEQ application process, erosion/sediment control, inspections, or maintenance, please call the City Engineering Department at (701) 857-4100 or [engineers@minotnd.org](mailto:engineers@minotnd.org) . We would be more than happy to assist with any storm water compliance questions.

Sincerely,

Emily Huettl, PE  
Assistant City Engineer

★The Magic City★



April 2021

RE: Concrete Washout Practices

Concrete Suppliers and Contractors,

With the construction season beginning, the City of Minot would like to remind you of the importance of using proper concrete washout facilities. City ordinances prohibit pollution of any part of the storm sewer system, including the curb and gutters. Washing out concrete trucks into the right-of-way directs water to the storm sewer, which flows directly to the Mouse River or one of the many Coulees that run through the City of Minot.

Concrete wash water has a high pH as well as many chemicals that can pollute our waters. Concrete trucks must be washed out in a location AWAY from the curb, into a leak proof pit, or in the washout box located on some concrete trucks. If a concrete truck is seen washing their truck into the City right-of-way, the City will issue a fine of \$500.00 per occurrence.

Additionally, any sediment tracked into the City right-of-way from concrete trucks or equipment must be cleaned up by the end of the work day.

We are relying on you to keep our waters safe and pollution free. Please remind your employees of the requirements that the City of Minot will be enforcing this year. If you have any questions or would like additional information, please contact the City Engineering Department at 701-857-4100 or [engineers@minotnd.org](mailto:engineers@minotnd.org).

Sincerely,

Emily Huettl, PE  
Assistant City Engineer

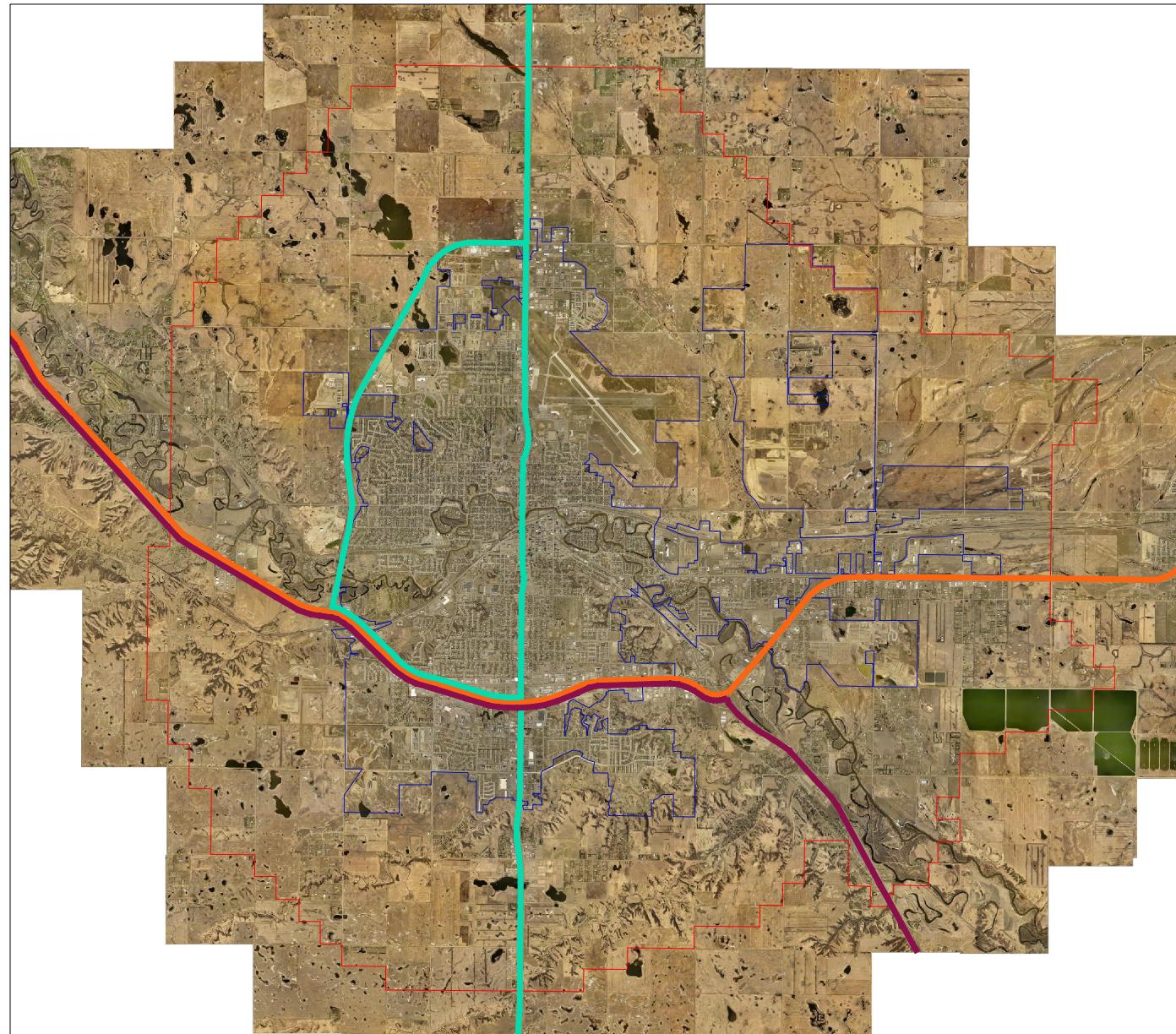
★The Magic City★

PO Box 5006 • 515 2nd Ave. SW • Minot, North Dakota 58702-5006 • (701) 857-4100 • Fax (701) 857-4130

## **APPENDIX C: MCM 2 BMPs**

# 2018 ADOPT-A-HIGHWAY - MINOT DISTRICT

## NORTH DAKOTA DEPARTMENT OF TRANSPORTATION



### LEGEND

- HWY 83  
15 ADOPTED SECTIONS
- HWY 52  
4 ADOPTED SECTIONS
- HWY 2  
4 ADOPTED SECTIONS
- MINOT CITY LIMITS
- MINOT 2-MILE EXTRATERRITORIAL JURISDICTION

# City holds annual cleanup events

LOCAL NEWS

MAY 1, 2021

The annual spring cleanup event in the City of Minot will take place this coming week, along with the annual household hazardous waste collection program.



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[Why this ad? ▾](#)

City sanitation crews will pick up furniture, up to two appliances, tires, propane tanks and additional household garbage, according to the city. Pickup begins each day at 7 a.m. The city will be divided into four sections, with pickup held on different days, Monday through Thursday, for each section. Visit [minotnd.org](http://minotnd.org) for information regarding pickup days.

The hazardous waste collection will be held Friday and Saturday, May 7 and 8, at the Public Works Building. Collections will be accepted from 8 a.m. to 5 p.m. each day. City sanitation customers may deliver all household hazardous waste not normally picked up by the sanitation crews without charge through the program.

The household hazardous waste drop off and exchange facility at the landfill will be open during normal landfill hours in spring through fall, depending on weather. The facility will collect items to include paints, stains, varnishes, solvents, oils, pesticides, herbicides, car care products and household cleaning products. Collected items deemed suitable for reuse will be available without charge to anyone wanting them.

# CLEAN UP WEEK



SPRING COLLECTION  
MAY 3 - 7

HAZARDOUS WASTE  
COLLECTION

3 Weather Alerts In Effect

ADVERTISEMENT



South Dakota

MAKE HISTORY

## Minot-area hazardous waste collection

Hazardous waste collection (AP)

Hazardous waste collection (AP)

By Grace Kraemer

Published: Jan. 26, 2021 at 9:25 PM CST

[Facebook](#) [Email](#) [Twitter](#) [Pinterest](#) [LinkedIn](#)

MINOT, N.D. — For those of you doing some new year housecleaning, the City of Minot is offering an outlet for hazardous wastes that can't go in your regular garbage.

Hazardous waste collection events are set up for May 7-8 and Sept. 24-25.

Those events will be held at Minot Public Works from 8:00 a.m. to 5 p.m.

If you are looking to get rid of any paint, stains, car care products or any other hazardous waste items, the facility that handles those is only available during the spring, summer and fall.

ADVERTISEMENT



WINTER  
OLYMPICS  
FEB 3-20 2022

[View Medal Count](#)


But that could be changing soon.

"We are looking at potentially uses if our recycling transfer facility becomes a reality here shortly, that would be something that could be used as an all-seasons collection site for household hazardous waste," said Derek Hackett, Minot Public Information Officer.

The City Council approved funding for a potential design for the transfer facility, but it's in the early stages. Residents are advised not to throw those items away in the garbage, to avoid contaminating water.

# LET'S GET TOGETHER TO MAKE MINOT SHINE! CITYWIDE CLEAN UP SET FOR MAY 7 & 8

The trash in our community is not a welcome site to any of us, especially visitors. That's why Project CLEAN (Community Leaders Enhancing Area Neighborhoods) is gearing up for their annual clean up May 7 & 8. The group is concentrating on the entrances to the city, to spruce up before summer. Groups can stop by the Chamber EDC office and sign up for the designated areas and pick up trash bags up until and on May 7. We will not have trash bags and sign ups available on Saturday, May 8, but feel free to come in any time, even now, to pick up trash bags.

Volunteers can help anytime between 9 a.m. and 5 p.m. on Friday and Saturday from 9 a.m. to 1 p.m. Any questions or suggestions call the Chamber EDC at 852-6000 or email [minot@minotchamberedc.com](mailto:minot@minotchamberedc.com).

Routes & Schedule

Collection Carts

Collection Locations

Spring and Fall Clean Up

General Topics

Hazardous Waste Collection

Holidays

Recycling

Electronic Recycling

Special Wastes

Yard Waste

## Hazardous Waste Collection

### 2022 Household Hazardous Waste Collection

The City of Minot will sponsor two Household Hazardous Waste Collection Programs this year at the City of Minot Public Works building from 8 a.m. to 5 p.m. both days. All household hazardous waste not normally picked up by the sanitation crews may be brought to this program free of charge for City of Minot Sanitation customers.

- **May 6th & 7th**
- **September 23rd & 24th**

E-waste will also be accepted at this time.  
(TVs, computers, printers, tablets, etc.)



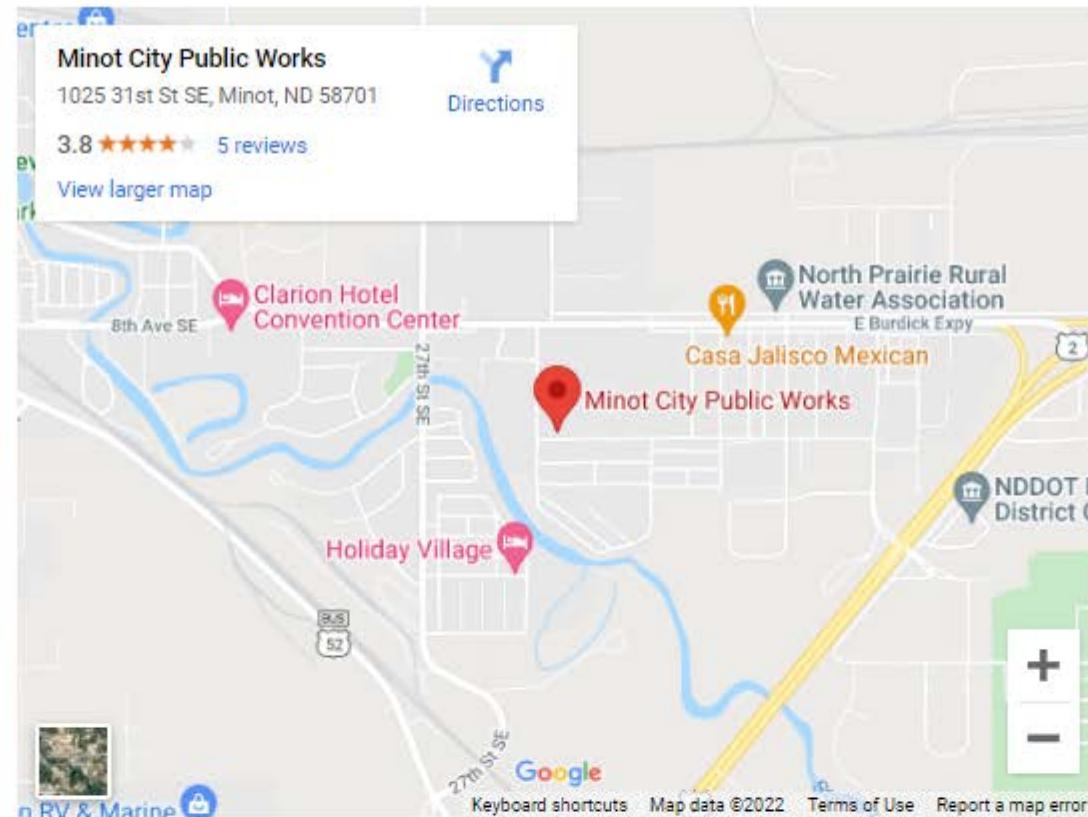
### HOW TO: HHW and E-WASTE COLLECTION

2021 Spring Household Hazardous Waste Collection

Share

Watch on YouTube





## Permanent Household Hazardous Waste Drop

The household hazardous waste drop off and exchange facility at the landfill will be open during normal landfill hours, in spring through fall, depending on weather. The facility will accept residential quantities of:

- Paint
- Stains
- Varnishes
- Solvents
- Oil
- Pesticides
- Herbicides
- Car care products
- Household cleaning products

Collected items deemed suitable for reuse will be available, free of charge, to persons wanting them.

## Asbestos & Other Materials

Asbestos and other hazardous materials please call 701-857-4140.

## Routes & Schedule

### Collection Carts

### Collection Locations

### Spring and Fall Clean Up

### General Topics

### Hazardous Waste Collection

### Holidays

### Recycling

### Electronic Recycling

### Special Wastes

### Yard Waste

## Yard Waste

**PLEASE NOTE:** Effective Wednesday, December 15, 2021, residential yard waste collection sites will be closed for the season. Yard waste is accepted year round at the [Minot Landfill](#) at no charge.

The City does not collect yard waste with its collection crews. If you wish to dispose of yard waste, you can haul it to the City of Minot Landfill, free of charge, or haul the yard waste to one of the ten compost sites located around the City of Minot (the sites are illustrated on the map). Don't mix yard waste with household garbage.

These compost sites are for City of Minot garbage collection patrons only and are not to be used by non-residents or by commercial haulers. Yard waste includes:

- Grass clippings
- Garden waste
- Leaves
- Vines
- Flowers
- Flowerbed clippings
- Apples that have fallen from trees

### Grass Clippings

Grass clippings returned to the lawn provide up to 25 % of your lawn's total fertilizer needs. Clippings contain about 4% nitrogen, 2 percent potassium and 1 percent phosphorus. While decomposing, they also serve indirectly as a food source for the bacteria in the soil, which are doing many beneficial things (such as decomposing thatch) for a healthy turf environment.

### Yard Waste Collection Sites

Find out where you can take yard waste by locating the compost site nearest you in the [Sanitation Services App](#).

### Branch and Tree Collection

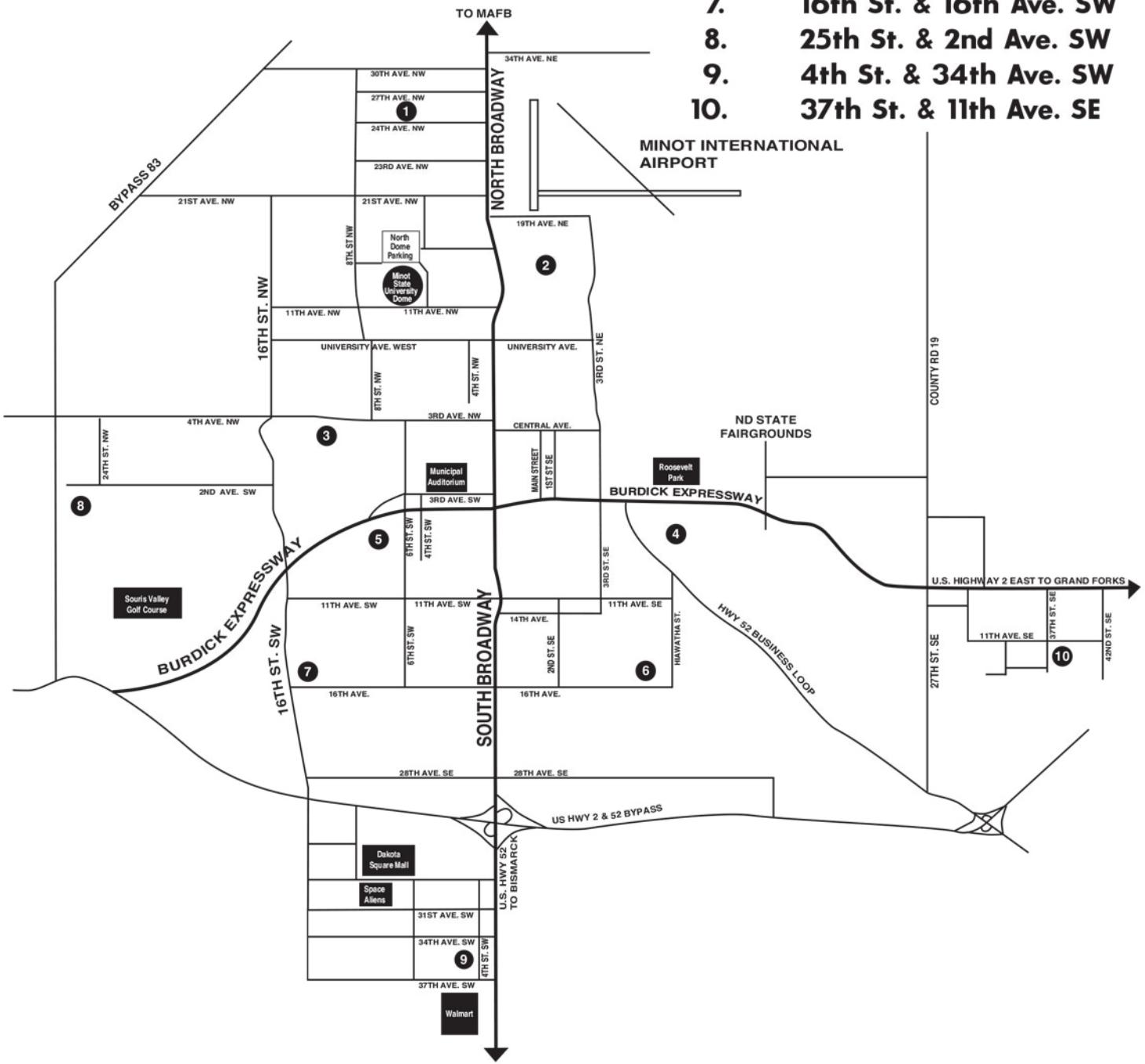
Only trees and hedge trimmings cut by the homeowner will be picked up curbside by a separate truck. Trees cut by anyone other than the homeowner will not be hauled by the City.

Branches must be:

- Less than a pickup load
- Neatly stacked and bundled
- Cut pieces no longer than 6 feet
- Logs must be smaller than 10 inches in diameter
- Bundle must weigh less than 40 pounds
- Please have cut ends facing the street

# Yard Waste Collection Sites

SITE #	LOCATION
1.	27th Ave. & 7th St. NW
2.	15th Ave. & 2nd St. NE
3.	11th St. & 4th Ave. NW
4.	13th St. & 5th Ave. SE
5.	7th St. & 9th Ave. SW
6.	7th St. & 16th Ave. SE
7.	16th St. & 16th Ave. SW
8.	25th St. & 2nd Ave. SW
9.	4th St. & 34th Ave. SW
10.	37th St. & 11th Ave. SE



## **APPENDIX D: MCM 3 BMPs**

**2021 Daily Rainfall Totals from NDAWN Website**

Date	Total Rainfall (inch)	Duration (hrs)	BOLD indicates > <b>0.25"</b>
<b>April</b>			
4/11/2021	0.2	8	
4/12/2021	0.01	1	
4/14/2021	0.1	3	
4/16/2021	0.02	2	
0.33			
<b>May</b>			
5/2/2021	0.02	1	
5/4/2021	0.01	1	
5/5/2021	0.01	1	
5/15/2021	0.02	1	
5/20/2021	0.17	1	
5/21/2021	<b>0.27</b>	<b>5</b>	
5/22/2021	0.12	5	
5/23/2021	0.23	3	
5/24/2021	0.15	1	
1			
<b>June</b>			
6/5/2021	0.02	1	
6/6/2021	0.04	2	
6/11/2021	<b>0.95</b>	<b>7</b>	
6/19/2021	0.14		
6/20/2021	0.21		
6/25/2021	0.07		
6/27/2021	0.23		
1.66			
<b>July</b>			
7/5/2021	<b>0.35</b>	<b>3</b>	
7/8/2021	<b>0.99</b>	<b>12</b>	
7/12/2021	0.01	1	
7/16/2021	<b>1.95</b>		
3.3			
<b>August</b>			
8/4/2021	0.07	3	
8/9/2021	0.1		
8/10/2021	0.21		
8/21/2021	<b>1.3</b>		
8/23/2021	0.05		

1.73

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**September**

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9/3/2021	0.22
9/12/2021	0.17

0.39

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**October**

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10/10/2021	<b>0.72</b>
10/13/2021	0.08
10/14/2021	1.13

1.93

# STORM WATER NEWS

## 2021



Please visit our City of Minot website at [minotnd.org](http://minotnd.org) and Like us on Facebook!

### YOU CAN BE THE SOLUTION TO STORM WATER POLLUTION!

Storm water runoff is rain water or snowmelt that flows over the surface of the earth. In an undisturbed world, runoff would be managed and filtered by natural erosion controls like grass, vegetation, and trees. In the world we live in now, runoff flows over many impervious surfaces like roofs, sidewalks, driveways, and roads. These surfaces don't allow the water to infiltrate into the soil, which causes debris, chemicals, and other pollutants to be picked up by the storm water. In the City of Minot, anything that enters the storm drain is discharged directly to the Souris River without treatment. If large amounts of pollutant make their way to the Souris River, this can create a hazardous environment for fish and other species that use the water (including humans!). This plays a vital role in water quality worldwide. Everyone lives downstream!



Image courtesy of NCDENR

#### City of Minot Quick Facts:

The City works diligently to keep our storm sewer system in proper working order. Throughout the year, we conduct various activities to keep the system clear of sediment and debris. In 2020, the City of Minot:

- Swept up almost 10,000 cubic yards of sediment and debris from our roadways. This not only makes our roadways look nice but it keeps pollutants and sediment out of the Mouse River.
- Cleaned out 582 catch basins & manholes.
- Cleaned approximately 15,100 feet of storm sewer pipe.
- Collected almost 4,000 tons of compost material from compost sites around town.

*For more information, visit the City of Minot Storm Water Webpage by clicking on the Engineering Department at [minotnd.org](http://minotnd.org)*

### Storm Water Quick Facts

- Polluted storm water runoff is the number one water pollutant.
- A city block creates five times more runoff than a woodland area of the same size.
- Sediment can cloud water and destroy aquatic habitats.
- Leaves and grass clippings not only carry pollutants, they can clog storm drains which can lead to localized flooding.
- Polluted storm water can affect drinking water sources, which can affect human health and increase costs for treatment of drinking water.

# Yard Maintenance - The Scoop

Yard waste can be a major contributor to storm water pollution. Something as simple as fertilizing your yard directly before a rainstorm can cause harmful pollutants to wash down the storm drain. Want to know how you can help? Follow some of these helpful tips:

## Lawn Maintenance:

- Mulch rather than bag lawn clippings. Clippings provide up to 25% of your lawns fertilizer needs.
- Sweep grass on paved areas rather than spraying it with water.
- Spot treat weeds (preferably not before a rain storm).
- Clean up pet waste as soon as possible.

## Watering:

- Do not overwater. Excessive runoff can cause more pollutants to make its way down the storm drain.
- Adjust sprinkler heads to ensure they are only spraying the grass. No need to water the sidewalk.
- Consider installing a rain barrel that captures rain water from downspouts. The captured water can be used to water plants, flowers and grass.

## Fertilizer:

- Fertilize only when necessary.
- Do not fertilize if it might rain in the next few days.



## Keep the Butts Out!

Each year, thousands of cigarette butts are discarded onto streets and sidewalks. When it rains, those butts are carried to the curb and into the catch basins. Once in the storm sewer system, they will eventually make their way into the Souris River.

The problem is that cigarette butts are not biodegradable. It can take 15 years to break down the filters. Not only do they pose an ingestion/choking hazard for wildlife, over those 15 years they will be releasing toxic substances into the environment.

Hold on to your cigarette butts and **please dispose of them properly.**

## FOR MORE INFORMATION:

Contact the City of Minot Engineering Department:

Phone: (701) 857-4100

Email: [engineers@minotnd.org](mailto:engineers@minotnd.org)

Online: [www.minotnd.org](http://www.minotnd.org)  
(go to Engineering Department)

North Dakota Department of Environmental Quality:

<http://deg.nd.gov/WQ/>

US Environmental Protection Agency (EPA):

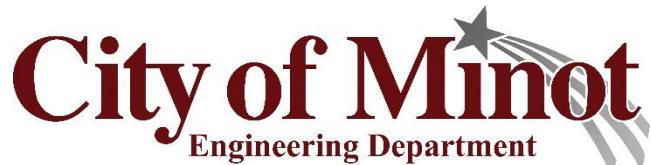
<http://water.epa.gov/polwaste/npdes/stormwater/>

Looking for Kids Activities?

Visit:

<http://water.epa.gov/polwaste/nps/kids/index.cfm>

The EPA has supplied kid friendly activities to educate them on pollution prevention and watershed protection.



Date, 2021

Name  
Address  
Minot, ND 58701

RE: Storm Water Pollution Prevention Compliance – Address

To whom it may concern:

The City of Minot has found items of concern on this property regarding compliance with local ordinances and Storm Water Regulations. On Date, 2018, the City became aware of possible violations on this property and a site visit was performed; please see the attached report.

Results and findings of site inspection.

Explanation of concerns and supporting ordinances.

This letter is intended to inform you of the violations found on the property and request action. If compliance is not achieved within X days, this matter may be turned over to law enforcement for further action.

If you have any questions regarding this letter or the attached report, please contact me at (701) 857-4100.

Sincerely,

Kathryn Goos  
Project Civil Engineer

★The Magic City★

PO Box 5006 • 515 2nd Ave. SW • Minot, North Dakota 58702-5006 • (701) 857-4100 • Fax (701) 857-4130

## **APPENDIX E: MCM 4 BMPs**

## **BMP 1 - Article 12.1 Storm Water Ordinance**

<https://www.minotnd.org/DocumentCenter/View/349/Storm-Water-Management-Ordinance>

**April 5, 2021 Regular City Council Meeting**

**MINOT CITY COUNCIL – SCHEDULED MEETING – APRIL 5, 2021 AT 5:30 P.M.**

**ORDINANCE NO. 5587 - ZONING ORDINANCE TEXT AMENDMENT – ZONING SUPPLEMENT TO THE CITY OF MINOT – SECOND READING – APPROVED**

Alderwoman Olson moved the City Council place ordinance no. 5587 on second reading, amending the text of the Zoning Supplement to the City of Minot Code of Ordinances. Motion seconded by Alderman Ross and carried unanimously.

Alderwoman Olson moved the City Council pass ordinance no. 5587 on second reading. Motion seconded by Alderman Ross and carried by the following roll call vote: ayes: Evans, Jantzer, Olson, Pitner, Podrygula, Ross, Sipma; nays: none.

## Storm Water Management Plan Checklist

### Office Use Only

Plan Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid (\$75 + \$15/acre):  Yes  No

Project Name

Site Address

A storm water management plan/permit is required for all residential projects with three or more units, all commercial projects, and all industrial projects within the City limits and ETA. The City Engineer will not issue a storm water permit until the storm water management plan has been reviewed and approved by the City. The application for a storm water permit is separate from the site plan review application, but must be submitted in conjunction with the site plan review application. This checklist must be completed by the developer/engineer and submitted to the City with the storm water management plan.

### Waiver Request:

The developer may request that the City waive the submittal and review of a storm water management plan if the following conditions apply (as determined by the City Engineer):

The associated plat and its storm water management plan were approved within the past 24 months and the proposed site plan construction has not caused significant changes to the storm water management plan.

The disturbed area is less than 2,000 square feet and construction will not significantly change the drainage patterns or imperviousness.

Note that a waiver of the storm water management plan granted by the City is not a waiver of a storm water management permit, including, its permit fee requirements, or erosion control requirements.

### Storm Water Management Plan: Items to be included in the plan

Item		YES	NO	Page
1.	<b>Existing Conditions:</b> Does the storm water management plan include a map of existing conditions containing the following items?:			
A	Name, address, phone number, and email of the developer, owner, and engineer			
B	North Arrow			
C	Scale (plan view drawn at 1" = 50' or larger scale)			

## STORM WATER MANAGEMENT PLAN CHECKLIST

Item		YES	NO	Page
D	The section, township, and range of the project site and the location of the tract by an insert or other map at a scale sufficient to clearly identify the location of the property, and giving such information as: lot number, block number, street address, names and numbers of adjoining roads, railroads, utilities, subdivisions, towns, districts, and other identifying landmarks.			
E	Existing topography with a contour interval appropriate to the land, but not greater than 2 feet. All elevations must be provided in NGVD 1929 datum.			
F	Watershed boundary map illustrating the project site location as a subwatershed within the watershed of the larger or major drainage basin.			
G	Delineation of streams, rivers, public waters, and wetlands located on or immediately adjacent to the site, and information including: <ul style="list-style-type: none"> <li>● depth of water,</li> <li>● description of vegetative cover found within the site,</li> <li>● description of general water quality (if applicable), and</li> <li>● classification given by state or federal agencies.</li> </ul>			
H	Delineation of existing drainage conditions, including: <ul style="list-style-type: none"> <li>● Location and dimensions of existing storm water drainage systems and natural drainage patterns on and immediately adjacent to the site.</li> <li>● Direction of flow, identifying those unaltered areas of the site where storm water collects or passes, and including areas where storm water flows onto the site and off site via overland flow).</li> <li>● Peak rate of flow leaving the site</li> <li>● Identification of downstream receiving streams, rivers, wetlands, or public ditches.</li> </ul>			
I	Description of the soils on the site, including <ul style="list-style-type: none"> <li>● A map indicating the areas to be disturbed,</li> <li>● Information on the suitability of the soils for the proposed project, including hydrologic soil group and hydraulic conductivity (if available)</li> <li>● Potential for erosion,</li> <li>● Type of storm water management system proposed, and</li> <li>● Any remedial steps taken by the developer to render the soils suitable.</li> </ul>			

## STORM WATER MANAGEMENT CHECKLIST

Item		YES	NO	Page
J	Depiction of the current extent of vegetative cover and a clear delineation of any proposed removal of vegetation.			
K	Description of the current land use of the area in which the site is located			
L	Depiction of the 10-year and 100-year floodplain, flood fringe and floodway, including water surface elevations shown in NGVD29 datum.			
M	Depiction of groundwater elevation data and the estimated ground water table in relation to surface contours.			
2	<b>Construction Site Plan:</b> Does the storm water management plan include a construction site plan showing the following items? (Note: a full site plan is required as a separate submittal to the City of Minot Engineering Department):			Page
A	Location and dimensions of all proposed land disturbing activities and any phasing or scheduling of those activities.			
B	Approximate locations of all temporary soil or dirt stockpile areas			
C	Location and description of all construction site erosion control measures necessary to meet the requirements of the Storm Water Management Ordinance (City of Minot Ordinances Ch. 28.1).			
D	Schedule of anticipated start and completion dates for each land disturbing activity, including the installation of erosion control measures			
E	Provisions for maintaining construction site erosion control measures prior to, during, and after construction, including a final seeding or stabilization plan.			
3	<b>Final Site Plan:</b> Does the storm water management plan include a final site plan (at the same scale as the Existing Conditions map) showing the following items?:			Page
A	Proposed final grading plan shown at contour intervals equivalent to the Existing Conditions map, or as required to clearly indicate the proposed changes relative to existing topography; contour intervals must be sufficient to delineate rear and side yard drainage from each parcel, and be no greater than two (2) feet (NGVD 1929 datum).			
B	Landscape plan, drawn to an appropriate scale, including dimensions and distances and the location, type, size, and description of proposed landscape materials which will be added to the site as part of development.			

## STORM WATER MANAGEMENT CHECKLIST

Item		YES	NO	Page
C	<p>Drainage plan for the proposed condition, including:</p> <ul style="list-style-type: none"> <li>● Sub-basins, including curve number and drainage area</li> <li>● Location and dimensions of proposed storm water drainage systems and natural drainage patterns on and immediately adjacent to the site,</li> <li>● Direction of flow, identifying those unaltered areas of the site where storm water collects or passes, and including areas where storm water flows onto the site and off site via overland flow</li> <li>● Direction of flow and elevation from the rear and side yard of each parcel.</li> <li>● Peak rate of flow leaving the site.</li> </ul>			
D	Proposed site, alignment, and intended use of any structures to be erected on the site.			
E	Existing and proposed impervious areas and a clear delineation and tabulation of all areas which shall be paved or surfaced, including description of surfacing materials to be used.			
F	<p>Easements provided for drainage, including:</p> <ul style="list-style-type: none"> <li>● Areas of flow or detention inundated during the 100-year storm event, including identification of the water surface elevation and overflow routes,</li> <li>● Areas provided for access to storm water management features,</li> <li>● Off-site flowage easements (upstream and downstream).</li> </ul>			
G	The 100 Year Floodplain and floodplain easements			
H	Additional information pertinent to this particular project which, in the opinion of the developer, is necessary for the review of this project.			
<b>4</b>	<b>Narrative Analysis:</b> Does the storm water management plan include a narrative analysis addressing the following items?:			
A	Pre- and post-development hydrologic and hydraulic analysis.			
B	Erosion and sedimentation control use prior to, during, and after construction.			
C	Protective measures for proposed and existing structures, and water quality concerns.			
D	Feasibility of on-site infiltration to reduce runoff volume and address water quality concerns.			

## STORM WATER MANAGEMENT CHECKLIST

Item		YES	NO	Page
E	<p>Discussion of how the storm water management plan applies or observes the principles of Subdivision B of the City of Minot Ordinance Ch. 28, which includes the following topics:</p> <ul style="list-style-type: none"> <li>● City of Minot Storm Water Design Standards Manual</li> <li>● Planning preferences for storm water management</li> <li>● Capacity considerations</li> <li>● Floodplain considerations</li> <li>● Water quality considerations</li> <li>● Operation maintenance and inspection considerations</li> </ul>			
<b>5 Operations and Maintenance Plan: Items to Include in the Plan</b>				
A	An inspection schedule for all storm water management facilities, Acknowledging the City's right to inspect all storm water management facilities.			
B	Description of and schedule for regular maintenance.			
C	Criteria for determining the need for non-regular maintenance			
D	Clear definition of the party responsible for inspections and maintenance.			
E	A letter of acknowledgement or maintenance agreement signed by the developer or agent who will perform the planned maintenance activities.			
F	Discussion of the access considerations for all permanent storm water management facilities.			
G	A signed agreement acknowledging the developer's responsibility to provide final grading plans to all property owners in the development.			

### Site Imperviousness Summary:

	Pervious Area (square feet)	Impervious Area (square feet)	Total Area (square feet)
Existing Conditions			
Proposed Conditions			
Change (i.e., proposed minus existing)			

What is the area of land-disturbing activity (if less than total)?

Square Feet

Notes:

# STORM WATER MANAGEMENT PLAN CHECKLIST

## Site Hydrologic Modeling Summary:

Existing Conditions				
Storm Event	Peak Flow (cfs) by Discharge Location*			
	Discharge 1	Discharge 2	Discharge 3	Discharge 4
5-Year, 24-hour				
10-Year, 24-hour				
100-Year, 24-hour				

Proposed Conditions				
Storm Event	Peak Flow (cfs) by Discharge Location*			
	Discharge 1	Discharge 2	Discharge 3	Discharge 4
5-Year, 24-hour				
10-Year, 24-hour				
100-Year, 24-hour				

\* if there are multiple discharge locations from the project site

The storm water management plan, including all maps, drawings, specifications, and narrative analyses, reports, and computations, must be submitted under the seal and signature of a Professional Engineer registered in the State of North Dakota.

Have all items of the storm water management plan been signed by a Professional Engineer registered in the State of North Dakota?

YES                    NO

## Submittals:

One (1) printed hard copy, one (1) .pdf copy, and review fee

YES                    NO

## Comments:

## Site Name:

### SITE INFORMATION

Location: \_\_\_\_\_ Date: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_ Contact Information: \_\_\_\_\_  
 Inspector: **Emily Huettl, City of Minot** Contact Information: **701-857-4100**  
**emily.huettl@minotnd.org**  
 Weather: \_\_\_\_\_ Project Type: \_\_\_\_\_

### BMPS & STORM WATER COMPLIANCE

Section I. GENERAL REQUIREMENTS				
<b>1a.</b>	NPDES Permit Obtained/Certificate On Hand or Posted at Job Site?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>1b.</b>	SWPPP Being Followed/Posted at Job Site?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>1c.</b>	SWMP Being Followed?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>1d.</b>	Site Inspections/Log Up-To-Date?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>1e.</b>	Previous Corrective Actions Done Adequately?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>1f.</b>	Inlets/Pipes, Adjacent Property, or Receiving Waters Free of Sediment From Construction Site?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Section II. SITE MANAGEMENT				
<b>2a.</b>	Stockpiles Placed Well and Protected?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>2b.</b>	Construction Site Entrances/Exits In-Place? Proper Installation and No Maintenance Needed?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>2c.</b>	Erosion and Sediment Control Materials Acceptable as Specified?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>2d.</b>	Street and Curb/Gutter Free of Sediment?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>2e.</b>	Appropriate Site Phasing/Construction Sequencing?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>2f.</b>	Idle Lots, Areas Stabilized, Undisturbed? Exposed Soil Areas Acceptable?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>2g.</b>	Damaging Flow from Off-Site Handled Appropriately (Diversion, Temp. Water Traps)?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Section III. EROSION CONTROL				
<b>3a.</b>	Exposed Soil Areas Provided with Temporary or Permanent Protection? (Mulch, Sod, etc.)?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>3b.</b>	Mulch Evenly Spread to 90% Coverage?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>3c.</b>	Blanket Installed Properly? (Trenched in at Top of Grade, Stapled)	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>3d.</b>	Ditch Check Material / Install Spacing Good?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Section IV. PERIMETER CONTROL				
<b>4a.</b>	Installed Correctly? (Compacted, Trenched)	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>4b.</b>	No Blow-outs, Pushed Over, or Destroyed Sections?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>4c.</b>	No Sediment Removal Needed? (1/3 Capacity Needs Maintenance)	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>4d.</b>	Removed After Stabilization of Catchment Area?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Section V. SURFACE WATERS					
<b>5a.</b>	Stormwater Pond Slopes in Good Shape?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>5b.</b>	Temporary Sediment Basins Installed and Stabilized Outlet In-place?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>5c.</b>	Permanent Sediment Basins Installed and Stabilized Outlet In-place?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Section VI: SLOPES					
<b>6a.</b>	Tracking / Slope Tracking Utilized?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>6b.</b>	Exposed Slopes Stabilized in Appropriate Time Frame? 3 days (critical areas), 7 days (steeper than 3:1), 14 days (10:1 to 3:1), 21 days (steeper than 10:1)	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>6c.</b>	Blanket or Hydromulch on Slopes 3:1 or Steeper?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>6d.</b>	Soil Appropriately Prepped for Blanket or Seed and Mulch Installation?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>6e.</b>	Slopes Damaged / Unstabilized?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Section VII. INLET PROTECTION					
<b>7a.</b>	Curb and Gutter Inlet Protection In-place? Maintained? Appropriate for Phase?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>7b.</b>	Drop Inlet Protection In-place? Maintained? Appropriate for Phase?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>7c.</b>	Culvert Inlet Protection In-place? Maintained? Appropriate for Phase?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>7d.</b>	Inlet Protection Removed After Stabilization of Catchment Area?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Section VIII. VEGETATION ESTABLISHMENT					
<b>8a.</b>	Temporary Vegetation Adequate? (70% Cover)	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>8b.</b>	Seed Type and Application Rate Acceptable?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>8c.</b>	Adequate Watering?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Section IX. POLLUTION PREVENTION					
<b>9a.</b>	Construction Site Wastes (Debris, Brush, etc.) Stored / Recycled Appropriately?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>9b.</b>	Hazardous Materials Being Maintained with the Appropriate BMPs?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>9c.</b>	Concrete Washout In-Place and Maintained?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>9d.</b>	Dust Controlled?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>9e.</b>	Dewatering Activities Using Appropriate BMPs to Not Cause Nuisance Conditions?	<input type="checkbox"/> NA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Comments:

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**CORRECTIVE ACTION REQUIRED**

Item	Instructions, Locations, Details, etc.	Date Completed	Priority Status

**CONTACT INFORMATION**

City of Minot  
Engineering Department  
(701) 857-4100

## **BMP 7 - Single Family Residential Construction Erosion Control Standards**

<https://www.minotnd.org/DocumentCenter/View/63/Single-Family-Residential-Construction-Erosion-Sediment-Control-Standards-PDF>

## **APPENDIX F: MCM 5 BMPs**

# City of Minot Storm Water Management Plan

Volume 3: Storm Water Design Standards Manual

# V3



## **BMP 1 - Storm Water Design Standards Manual**

<https://www.minotnd.org/DocumentCenter/View/1553/Storm-Water-Design-Standards-Manual>

## **APPENDIX G: MCM 6 BMPs**

# Storm Water Pollution Prevention Plan

City of Minot  
Public Works & Engineering Facility  
1025 31<sup>st</sup> St SE  
Minot, ND 58701



Prepared by:

City Engineering Department

March 2021

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## Storm Water Pollution Prevention Plan Introduction

This Storm Water Pollution Prevention Plan (SWPPP) applies to the City of Minot's (City) facility at 1025 31<sup>st</sup> St SE in Minot, North Dakota. This SWPPP identifies actions that City staff will implement in order to comply with the terms and conditions of the North Dakota Department of Environmental Quality Municipal Separate Storm Sewer System (MS4) Permit #NDR04-0000. This permit has been developed to comply with the requirements set forth by the Environmental Protection Agency (EPA), which follows the requirements of the Federal Water Pollution Control Act (Clean Water Act) and Phase II of the National Pollutant Discharge and Elimination System (NPDES) program.

Per the City's MS4 Permit, the City is required to practice Minimum Control Measures (MCMs) to ensure pollution is not entering the storm sewer system. The permit requires the City to address MCM #6, Prevention of Pollution and Good Housekeeping for Municipal Facilities. Thus, the City is required to plan and implement a Storm Water Pollution Prevention Plan for each facility that has potential to impair the quality of storm water runoff.

## Goals

The goals of this plan are as follows:

- Implement and maintain Best Management Practices (BMPs) that reduce, eliminate, and prevent the discharge of storm water pollutants
- Prevent violations of water quality
- Eliminate illicit discharges from municipal facilities to the storm sewer system

## Objectives

This plan will satisfy the following objectives:

- Identify potential sources of storm water pollution associated with the facility.
- Identify storm water BMPs that will be used for the prevention of pollution.
- Identify operations, maintenance, inspections and record keeping needed for these BMPs.

This SWPPP will be reviewed for its effectiveness and relevance on an as needed basis. This includes additions of new operations or modified operations at this facility. Attached to this plan is the SWPPP Revision Documentation Form that will document all revisions to this plan.

## Site Description

A separate SWPPP is required for each geographically separated municipal facility. This SWPPP will be applicable to the Public Works & Engineering Facility located at 1025 31<sup>st</sup> St SE, including the Water & Wastewater Department across the street to the west. The Public Works & Engineering property is approximately 17.5 acres and involves multiple municipal activities. Approximately 5.7 acres are impervious. Therefore, only 32% of the property is paved or covered by buildings. The Water & Wastewater Department facility is composed of 3 lots totaling 13.2 acres. Approximately 4.3 acres of this facility is impervious, resulting in 32% imperviousness for both facilities.

To the maximum extent possible, all unpaved areas are left covered with native vegetation. This will help reduce erosion, which reduces the amount of sediment going down the storm drain and also provides dust control. In October of 2017, the entrance to the vehicle and equipment storage areas was repaved to include a wider turning radius. This work was done in an effort to reduce sediment tracking onto 31<sup>st</sup> St SE by large City vehicles and equipment.

Each facility is bordered by a secured fence and has two main entry points with gates that are locked after business hours.

This City facility serves multiple functions for the following departments:

- Engineering Department
- Public Works Department
- Storm Water Department
- Street Department
- Inspections Department
- Sanitation Department
- Equipment and Vehicle Maintenance Department
- City Transit Department
- Assessors Department

This site has storage for vehicles, buses, snow removal equipment, street sweepers and garbage trucks. Also on site is a fueling station, a public works lay down yard, salt and sand/salt mixture storage, vehicle washing and vehicle maintenance. The Public Works & Engineering site includes 7 buildings. The largest building houses office space, vehicle washing, vehicle maintenance, buses, snow removal equipment, and street sweepers. There is a building on site for salt and sand/salt mix storage, an equipment storage building, a building for the sanitation department to store and maintain the garbage trucks, and three additional storage buildings.

Attached is a Site Map of the location that includes facility boundaries, storm sewer lines, storm water outfalls, all potential polluting areas and buildings.

The responsible departments include Public Works and Engineering. The Public Works Employees will implement employee training and inspections of the shop and grounds. Employees of the Engineering Department will assess the effectiveness of this plan and revise as needed. Assessments and revisions

will be done in coordination with the Public Works Department to ensure all departments are included and able to give input.

## **Description of Potential Pollutant Sources**

This section will identify potential pollutants at this site. A potential pollutant is any liquid, solid or gas substance that is processed, handled, stored or disposed of onsite that has potential to be released with storm water discharges.

## **Significant Material Inventory**

This specific facility is subject to Emergency Planning and Community Right to Know Act (EPCRA) Tier II reporting, which documents hazardous substances stored on site that are above the threshold limit determined by the United States Environmental Protection Agency (EPA). The EPCRA Tier II chemicals for this site are gasoline and diesel fuel.

There are two underground storage tanks used for vehicle fueling to the east of the main building. Fueling of all fleet vehicles is conducted via three fuel pumps on individual concrete pads. All employees are trained on fueling techniques as well as emergency shut off procedures. All underground storage tanks are filled by trained personnel from the fuel supplier through a fill port. The fueling area is within the gated area and is only accessible during business hours. This reduces the potential for vandalism.

All other significant materials are located inside buildings and will not be exposed to storm water runoff. These materials include motor oil, white rust inhibitor, closed loop chemical system, vehicle lubricants, car wash soap, and salt and sand/salt mix for deicing activities.

## **Spills and Leaks**

The City is dedicated to being prepared should a spill occur. One potential area for a spill would be the fueling area to the east of the Public Works & Engineering building. The second is the vehicle parking area. This area could have potential for chronic leaks if vehicles are not kept in good condition. A backup generator for the sanitary sewer lift station uses diesel fuel, which is stored in a tank on site.

The vehicle fueling area has multiple measures in place to prevent spills and storm water pollution. Pumps are equipped with a dispenser lock that will not allow fuel to be pumped if the nozzle has not been removed from the pump. Spills from overflowing a fuel tank are avoided by an automatic shut-off sensor on the dispenser nozzle. Additionally, granular absorbent is available in the immediate vicinity of the pumps, in case a spill was to occur.

Underground storage tanks for gas and diesel fuel are equipped with double-walled containment and an interstitial leak monitor, which is checked weekly. The sump is checked for liquid to detect ground water leaks into the system and fuel leaks out of the system.

The vehicle parking area is located to the north of the main office building. City vehicles are kept in proper working order at all times. Many employees utilize the parking lot and are expected to notify the vehicle maintenance shop of leaks as soon as possible to ensure the issue can be remedied in a timely manner. All spills are cleaned up immediately.

The maintenance shop and vehicle wash bay are equipped with sand-oil separators under a sloped concrete floor. All spills that enter the sand-oil separators inside the building are handled during the clean out process. The waste sludge removed from the separators is then disposed of as hazardous waste.

## **Storm Water Controls**

Storm Water Controls are designed to reduce or eliminate the possibility of a non-storm water discharge. The following details the existing and/or planned controls implemented by the City of Minot.

### **Good Housekeeping**

Good housekeeping practices are imperative for a successful pollution prevention program. The following is a list of good housekeeping practices performed at this facility:

- Fleet vehicle/bus washing (not including street sweepers) is conducted indoors and wash water is collected in floor drains that direct flow to sand-oil separators.
- All spills are immediately cleaned up with absorbent materials. Spill kits with granular absorbent and absorbent sheets are located adjacent to every work station.
- All materials are stored indoors when possible.
- Waste oil is stored in 250 gallon totes. Totes are kept closed, except when filling.
- All changing of vehicle fluids is conducted inside the maintenance garage.
- Salt and mixed sand/salt for deicing is stored indoors.
- Spills occurring during addition or removal from salt and sand/salt mix storage piles are cleaned up.
- There are no above ground storage tanks located on this site.
- Vehicle parking areas are kept in a neat and orderly fashion and are regularly inspected for signs of leaks.

### **Preventive Maintenance**

To prevent a non-storm water discharge, all employees are required to do self-assessments of work areas to ensure all housekeeping practices are maintained. There are also weekly, monthly and quarterly inspections performed by the Public Works Department staff to detect any deteriorating equipment and/or any housekeeping items that need to be addressed. All material storage containers are inspected regularly.

The following is a list of preventative maintenance procedures practiced at this location:

- The facility has a spill prevention and response policy.
- The buildings and grounds are inspected for safety and spill hazards on a weekly basis.
- All employees are made aware of spill prevention and response procedures through employee training.
- Spill kits are located near areas of potential spills.
- Sand-oil separators are cleaned out at least twice per year or on an as needed basis.
- The fueling dock is inspected regularly for signs of spills and/or leaks.

- Regular monitoring of fuel quantities dispensed and remaining in the tank identifies any discrepancy that may result from a spill.
- Hydraulic equipment is kept in good repair to prevent leaks.
- Vehicles are inspected regularly for leaks. All fleet vehicles are on a maintenance schedule to help identify vehicles that are not in proper working order.

## Spill Prevention and Response

The purpose of responding quickly and effectively to a spill is to minimize the impact on the environment and human health.

Employees may only conduct spill containment or clean up if they feel they can do so without jeopardizing their safety or the safety of others. The first step is to identify if the material is hazardous or non-hazardous. If the employee knows the material to be non-hazardous and if the employee considers themselves prepared to respond with proper personal protective equipment available and adequate training, they may attempt to contain or clean up the spill. All spills should be contained as close to the source as possible with a dike of absorbent materials from an emergency spill kit.

If the material is unknown, could potentially be hazardous to human health, or pose a fire or explosion hazard, the employee shall contact the fire department immediately. The immediate vicinity shall be evacuated to preserve human health. If possible, the employee shall make an effort to cover any storm drains downstream from the incident to avoid the possibility of the material coming into contact with storm drains.

When possible, it is asked that the employee document the spill with photos and various information regarding the spill such as location, spilled material, odors present, time of spill and weather conditions at time of spill. The Engineering Department shall be notified as soon as reasonably possible for further documentation and involvement of state or other agencies if necessary.

## Employee Training

Employees are trained upon employment regarding good housekeeping practices, materials management, and spill prevention and response. This training is performed in coordination with required safety training. All employees who handle materials of concern are required to attend an annual refresher training to reiterate the best management practices of the facility.

## Storm Water Management Best Management Practices (BMPs)

BMPs for the City of Minot's municipal facilities are designed to reduce the potential of discharging polluted storm water. These BMPs shall be implemented at all times. Upon review of the SWPPP, the BMPs in this report will be evaluated for effectiveness. Any BMP that is not effective shall be updated. New BMPs will be added as needed.

The following is a list of existing Best Management Practices:

Activity	BMPs
<b>Vehicle Washing</b>	<ul style="list-style-type: none"><li>• All fleet vehicles and buses are washed indoors (with the exception of street sweepers), in a sloped wash bay, with floor drains that connect to sand-oil separators.</li><li>• Sand-oil separators are cleaned out at least annually or on an as needed basis. All waste sludge is disposed of as hazardous waste.</li></ul>
<b>Vehicle Maintenance &amp; Repair</b>	<ul style="list-style-type: none"><li>• All vehicle maintenance and repair activities are conducted indoors where floor drains are connected to sand-oil separators.</li><li>• Good housekeeping practices are practiced within the facility, which includes sweeping as needed and cleaning up spills immediately to eliminate the potential of materials being tracked outdoors.</li><li>• Loading and unloading of materials are conducted inside when possible.</li></ul>
<b>Storage of Materials</b>	<ul style="list-style-type: none"><li>• Hazardous materials are stored indoors in proper containers marked with labels that clearly identify the material.</li><li>• A sand-oil separator is located downstream to intercept any material that may be spilled.</li><li>• Emergency spill kits are located throughout the shop for quick response.</li></ul>
<b>Indoor Vehicle &amp; Equipment Storage</b>	<ul style="list-style-type: none"><li>• Large vehicles and equipment are stored indoors to prevent exposure to storm water.</li><li>• A sand-oil separator is located downstream to intercept possible leaks.</li><li>• Vehicles and equipment are kept in proper working order to reduce the potential for leaks.</li></ul>
<b>Outdoor Vehicle &amp; Equipment Storage</b>	<ul style="list-style-type: none"><li>• All employees are asked to inspect vehicles upon use.</li><li>• Employees are required to notify the vehicle maintenance department should a leak be detected.</li><li>• Fleet vehicles are kept in proper working order.</li></ul>
<b>Fuel Storage</b>	<ul style="list-style-type: none"><li>• Interstitial monitoring devices are checked monthly.</li><li>• Weekly reports compare fuel dispenser readings to remaining fuel tank volume to identify leaks.</li></ul>
<b>Fueling Operations</b>	<ul style="list-style-type: none"><li>• Employees are trained on proper fueling techniques to reduce the possibility of spills.</li><li>• There is an emergency shut off located near the fueling area.</li></ul>

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<b>Erosion &amp; Sediment Controls</b>	<ul style="list-style-type: none"> <li>On this site, there are 20.7 acres of pervious surfaces. To the maximum extent possible, native plant species are left undisturbed. This allows for infiltration of storm water.</li> </ul>
<b>Landscape Maintenance</b>	<ul style="list-style-type: none"> <li>All grass clippings are kept off sidewalks and pavement.</li> <li>No pesticides/herbicides are sprayed near surface waters, creeks, ditches or storm drains.</li> </ul>
<b>Street Sweeping</b>	<ul style="list-style-type: none"> <li>The outer surface of the sweepers are rinsed into an outdoor sand/oil separator drain.</li> <li>Collected sweepings are periodically brought to the landfill for use as daily cell cover.</li> </ul>

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## Maintenance

Per the Municipal Separate Storm Sewer System Permit, the City of Minot is required to properly maintain all storm water controls and protective measures to keep them in effective operating condition.

### Vehicle Wash Water and Wastewater

All vehicles are washed indoors. The wash water flows into floor drains that lead to an approved sand-oil separator. The separator is cleaned out at least twice per year and the waste sludge is transported to the landfill and disposed of as hazardous waste. In 2018, the outdoor street sweeper rinse area was replaced with new concrete to capture flows more effectively.

### Vehicle Maintenance

All vehicle maintenance and repair is conducted indoors. The garage floor is sloped so that all materials will flow to floor drains that lead to a sand-oil separator. This separator is cleaned out annually or on an as needed basis. The waste sludge is also transported to the landfill and disposed of as hazardous waste.

### Salt and Sand/Salt Mix Storage

Our salt and sand/salt mix piles are enclosed by a building to prevent contact with storm water. The building was erected in 2009 and is 120 feet by 80 feet. Please reference the attached Site Map for location of the building.

## Inspections

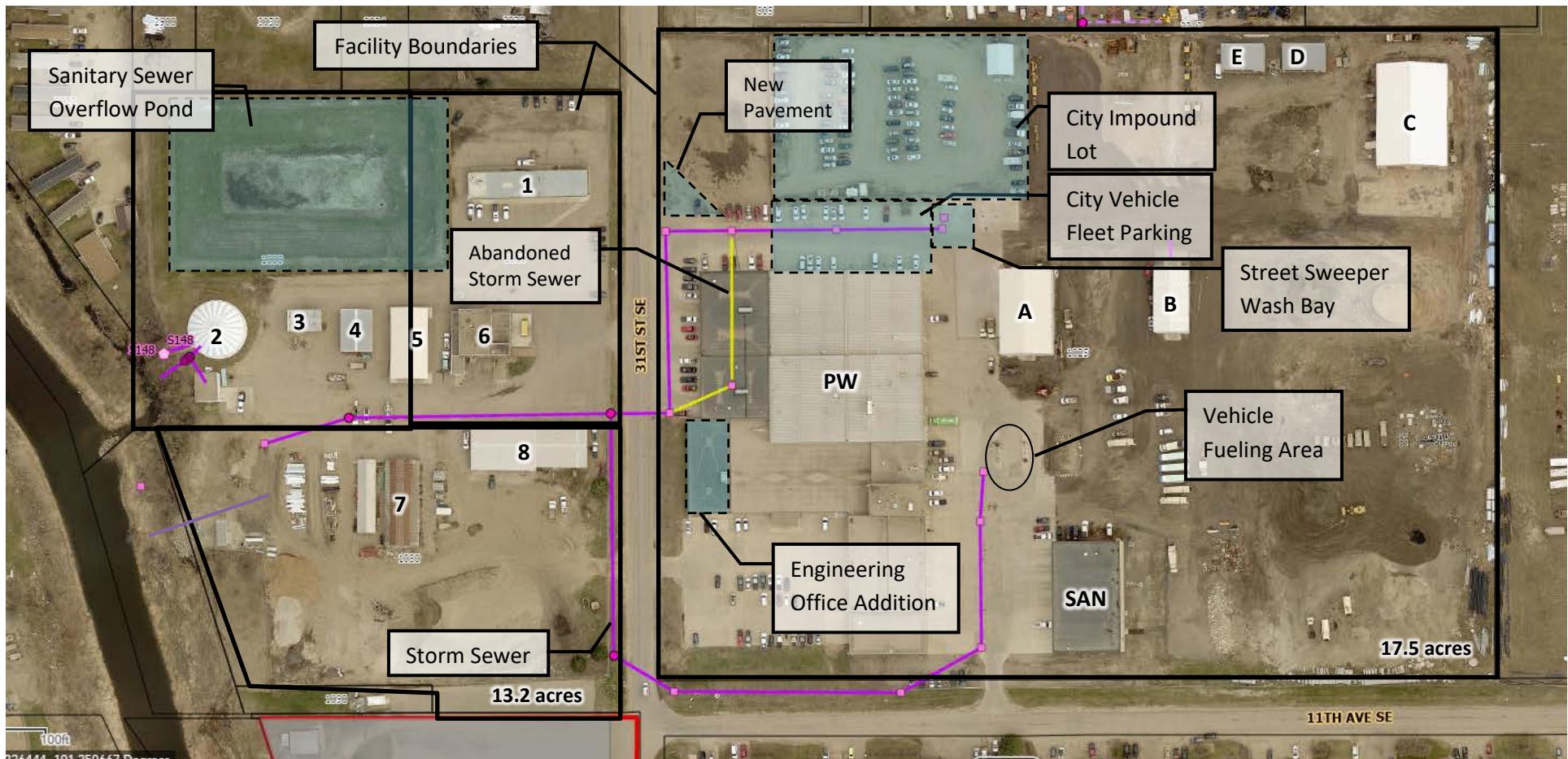
Weekly building and grounds inspections include areas of potential pollution including the fueling station, underground storage tank monitors, and indoor material storage. Employees are required to continually monitor their work stations to insure all good housekeeping and preventative maintenance measures are carried out. In addition, monthly walk-through inspections are done according to the North Dakota Department of Health Underground Storage Tank Program. A copy of the inspection log sheet is included at the end of this report.

Any housekeeping or preventative maintenance measure that is ineffective or outdated shall be reported to the Public Works or Engineering Department for review.

## **Plan Review and Revisions**

This SWPPP will be reviewed for its effectiveness and relevance on an as needed basis. This would include additions of new operations or modified operations at this facility. Attached to this plan is a SWPPP Revision Documentation Form that will document when and what revisions are made.

## Public Works Facility Site Map



Building #	Use	Sq. ft.
PW	Office space/equipment storage/vehicle maintenance	92,000
SAN	Sanitation truck storage	10,400
A	Equipment storage	6,000
B	Vehicle/equipment storage	6,300
C	Salt and sand/salt mix storage	9,600
D&E	Miscellaneous storage	1,500

Building #	Use	Sq. ft.
1	Water Department office	4,200
2	Treated water storage tank	4,100
3	Storage	1,200
4	Vehicle storage	2,000
5	Storage	2,400
6	Sanitary sewer lift station	6,000
7	Storage	7,000
8	Vehicle storage	4,000

# SWPPP Revision Documentation

# Monthly Walk-Through Inspection Checklist



## MONTHLY WALK-THROUGH INSPECTION CHECKLIST

North Dakota Department of Health

Division of Waste Management – Underground Storage Tank Program

Revision: 02/2013 (Page 1 of 2)

Facility Name: \_\_\_\_\_ Facility Location Address: \_\_\_\_\_

Facility Location Address:

Class B Operator Performing or Overseeing Inspection (print name): \_\_\_\_\_

Outfall ID: «ID» Date Inspected: \_\_\_\_\_ Inspected By: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

Watershed: «Watershed» Outfall Type: «Type»

Location: «Location»

Pipe Material: «Material» Pipe Size: «Size»

End Section: «End\_Section» Erosion Protection: «Erosion\_Protection»

Erosion Condition:  None  Minor  Moderate  Severe

Sedimentation:  None  Minor  Moderate  Severe

Restricted Flow: \_\_\_\_\_ Capacity Remaining: \_\_\_\_\_

Maintenance Needed:  None  Vegetation  Sediment  Structural

Other: \_\_\_\_\_

Maintenance Priority:  None  Medium  High  Urgent

Any Sign of Pollution: \_\_\_\_\_

Comments/Recommendations: \_\_\_\_\_

Photo Number: \_\_\_\_\_ GPS Point Number: \_\_\_\_\_

Actual Maintenance Performed: \_\_\_\_\_

Date of Maintenance: \_\_\_\_\_