



MS4 Annual Report

SD Department of Environment and Natural Resources

General Information

Name of MS4 Program:

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General Questions Regarding Your MS4 Program

Storm Water Management Program (SWMP)		Comments
		(Please use this space to clarify or add to your answer)
Has a compliance schedule been developed for fully implementing the SWMP? (Please explain)	Y or N Yes	The City of Sturgis has been enforcing stormwater management for years, and we continue to review and make changes to the process that allow for a better implementation.
Is the SWMP put together in a written document(s)?	Y or N Yes	The City of Sturgis adopted a written SWMP in 2008.
Has the SWMP continued to be revised?	Y or N Yes	City Staff and Administration are currently reviewing the 2008 SWMP to see what if any changes need to be made for a better implementation.
Does the SWMP have internal stake holders? (i.e. other internal departments responsible for implementing parts of the SWMP).	Y or N Yes	Currently the administration and enforcement of the City of Sturgis SWMP is a collaborative effort by the City Administration, City Council, Public Works, Water Department and Planning & Permitting Department.
Does the SWMP list staff /roles and responsibilities that have been assigned?	Y or N No	This will become a goal for the upcoming year; recently the City has gone thru a restructuring, in which different departments have assumed different roles and responsibilities.
Is the implementation of the SWMP shared with any other entity?	Y or N Yes	Implementation of the SWMP is in part a responsibility of the Sturgis Water Department, who are governed by a Municipal Water Board in accordance with State Statute.
If the implementation of the SWMP is shared with another entity, is there a written agreement documenting responsibilities?	Y or N No	This will be a goal for the upcoming year.
Does the SWMP identify pollutants of concern? (List all pollutants addressed in your SWMP)	Y or N No	It identifies waste products such as tires, oils and batteries.
Have strategies been implemented to address the discharge of the pollutants of concern?	Y or N No	The City has adopted a Code Enforcement program to help identify discharge of pollutants by the private sector; in addition we implement BMP's for City actions such as sand/salt application during ice and snow events.

Does your SWMP contain a description of the rationale for each BMP, and measurable goal, and an assessment of each goal for each of the minimum control measures?	Y or N No	
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Public Education and Outreach		Comments (Please use this space to clarify or add to your answer)
Are educational materials distributed or outreach activities conducted to educate the public on reducing pollutants in storm water runoff?	Y or N Yes	The City of Sturgis uses its Monthly SIP Publication (Sturgis Information Publication) that is mailed out each month to every resident that has a Utility Account; in addition we include information on our Water Bills and in our Rally Vending Guide and have plans to add pollutant information to our City Web Site.
Are local businesses targeted with informational materials on improper waste disposal and illegal discharges?	Y or N Yes	Information is direct mailed to resident and businesses alike via our monthly Water Bill and Monthly SIP publication.

Public Involvement/Participation		Comments (Please use this space to clarify or add to your answer)
Has the public been involved in developing, reviewing, and implementing the SWMP?	Y or N Yes	The Public Works Department has been the lead in the City's community cleanup program. The community has responded very well with this program cleaning up pollutants such as yard waste old automobiles, appliances and many others.
Are efforts being made to reach out and engage the entire community in the MS4 program?	Y or N Yes	Examples: The Public Works Department continues to support local service organizations and works with these groups for road and drainage cleanup projects. The City contributes to their individual project funds such as 4-H camps for their efforts in these cleanup projects and more recently has assisted in the Neighbor Works work camps.
Has your MS4 complied with all public notice requirements?	Y or N Yes	
Are you documenting efforts to involve the public and ensure they were given opportunities to be involved?	Y or N Yes	The city maintains records of all mailings.

Illicit Discharge Detection and Elimination		Comments (Please use this space to clarify or add to your answer)
Does your MS4 have an ordinance prohibiting non-storm water discharges into the storm sewer system?	Y or N Yes	
Does your MS4 have enforcement measures for illicit discharges?	Y or N Yes	List enforcement mechanisms: Any code enforcement officer may issue notices of violation and administrative citations, inspect public and private property, and enforce any available administrative and judicial remedies. Any person violating any provision of the Code for which a civil penalty may be assessed may be issued an administrative citation by a code enforcement officer as provided for in this Title.

		<p>A continuing violation of the Code constitutes a separate and distinct violation each day that the violation exists.</p> <p>A civil penalty shall be assessed by means of an administrative citation issued by the code enforcement officer and shall be payable directly to the City.</p> <p>Penalties assessed by an administrative citation shall be collected in accordance with the schedule of civil penalties.</p>
<p>Has a plan been developed and implemented to detect illicit discharges, including the following elements (must be a written part of the SWMP):</p> <ul style="list-style-type: none"> • Procedures for locating priority areas. • Procedures for tracing the source of the discharge. • Procedures for removing the source of the discharge. • Procedures for evaluating /assessing the illicit discharge plan. 	<p>Y or N</p> <p>No</p>	<p>We have not implemented a detection plan in our SWMP (in writing) however we do regularly inspect our storm lines with a camera system and utilize smoke testing procedures to detect infiltration areas in our system.</p>
<p>Does your MS4 have a map of:</p> <ul style="list-style-type: none"> • Storm sewer system • Storm sewer outfalls • Names and locations of waters of the state that receive discharges from the outfalls. 	<p>Y or N</p> <p>Yes</p>	<p>In the past year the City GIS department has created a detailed mapping system of the Storm Sewer System to include all outfalls, water of the state and all private ownership of parcels.</p>
<p>Are public employees, businesses, and the general public being informed of hazards associated with illegal discharges and improper disposal of waste?</p>	<p>Y or N</p> <p>Yes</p>	<p>Each year the City sends out informational packets to local business owners and Rally vendors informing them of illicit discharge and the requirements for containment.</p>
<p>Is dry weather screening being conducted to detect illicit discharges?</p>	<p>Y or N</p> <p>Yes</p>	<p>The City of Sturgis, during the Annual Sturgis Motorcycle Rally, hires additional staff to act as Inspectors during the event. All car/bike washes, oil changing stations, tire repair stations, and food vendors are subject to rigorous inspections to ensure the proper measures are being taken to eliminate illicit discharge.</p>
<p>Are illicit discharge investigations and enforcement actions being documented?</p>	<p>Y or N</p> <p>Yes</p>	<p>If illicit discharges are encountered, code enforcement personnel investigate, document and asses penalty if warranted.</p>

Comments

Construction Site Storm Water Runoff Control

(Please use this space to clarify or add to your answer)

<p>Does your MS4 have an ordinance or regulatory mechanism to require erosion and sediment controls for construction activities of one or more acres?</p>	<p>Y or N</p> <p>Yes</p>	<p>Yes Construction Activities are regulated in Title 2- Contractors' Licensing and Construction Regulations; Title 11-Health and Sanitation and Title 19- Subdivision of Land.</p>
<p>Does your MS4s have requirements for proper erosion and sediment control BMPs?</p>	<p>Y or N</p> <p>Yes</p>	<p>City of Sturgis uses the DENR requirements for Erosion and Sediment control.</p>
<p>Does your MS4s have requirements for construction site operators to control waste materials?</p>	<p>Yes</p>	

Does your MS4s have procedures for site plan review that considers water quality impacts?	Y or N Yes	The building inspector is required to make multiple site visits during the course of any particular construction project to ensure the site meets all regulations and that adopted BMP's are being utilized.
Does your MS4s have procedures for receipt and consideration of information submitted by the public?	Y or N No	
Does your MS4s have procedures for site inspections?	Y or N Yes	The building inspector is required to make multiple site visits during the course of any particular construction project to ensure the site meets all regulations and that adopted BMP's are being utilized.
Does your MS4s have procedures for enforcement?	Y or N Yes	In 2010 the City adopted an Administrative Code Enforcement program. The enforcement of the City's Code is an important public service and is vital to the protection of the public's health, safety and welfare.

Comments

Post Construction Storm Water Management

(Please use this space to clarify or add to your answer)

Does your MS4 have an ordinance or other regulatory mechanism to require post construction BMPs for new development and redevelopment projects?	Y or N Yes	City Ordinance requires that as part of the building permit process a final grading plan is submitted and approved by the Building Inspector along with the requirement for all disturbed areas to be re-established with 1 year of project completion.
Does your MS4 have requirements to ensure long-term operation and maintenance of the BMPs.	Y or N Yes	City Ordinance requires all drainages and water ways be kept free of debris and properly maintained.

Comments

Pollution Prevention/Good Housekeeping

(Please use this space to clarify or add to your answer)

Has pollution prevention guidelines for reducing pollutant runoff from municipal operations been developed and implemented?	Y or N Yes	Sand/Gravel placement is limited for ice control. This material is successfully removed as part of the sweeping and inlet cleaning each year.
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Public Education and Outreach

List all public education and outreach goals that were to be completed in 2012. Explain how you have determined the goal has been met and list the date(s) each goal was completed:

1. Continue partnership with other governmental agencies to address storm water pollution prevention problems.
2. Prepare and distribute semi-annual newsletter to the public.
3. Prepare annual news article for the local newspaper.
4. Place reminder comments on monthly "utility bills" regarding cleanup weeks and other appropriate information concerning stormwater pollution prevention.
5. Stencil storm sewer inlets with warnings.
6. Present annual report to the City Council on the Sturgis Stormwater Pollution Prevention Program.
7. Develop a Program to be given to local service organizations such as school groups, local service organizations and others that address the Sturgis Stormwater Pollution Prevention Program.
8. Expand the City's website to provide more information under its own heading "Storm Water Pollution Prevention".

For goals that were not completed in 2012, provide an explanation why the goal was not met, and the new implementation schedule for meeting the goal?

3. *Prepare annual news article for the local newspaper.*

The "Local" newspaper has undergone significant changes over the last year, which has created difficulties in getting good local coverage. The City has had a better response from the utilization of Social Media outlets such as the "Sturgisbuzz", "Meade County Town Hall", and the City Website along with the submission of Annual Reports.

List all best management practices (BMPs) that have already been implemented for public education and outreach that are continuing to be maintained through the SWMP (include a schedule indicating how each is being implemented).

1. City of Sturgis continues to be a partner with other governmental agencies of the Black Hills Area such as the Belle Fourche River Drainage Basin Study Group.
2. A monthly City newsletter (SIP) is being mailed to all residents and businesses with an active utility account; frequently this publication includes Stormwater guidelines and discusses any prevalent issues that have been discovered.
3. In combination with the SIP publication the monthly utility bills are being utilized as a reminder to residents regarding the SWWP and BMP's.
4. Throughout the year the City places comments on the monthly "utility bills" concerning cleanup weeks and other pollution prevention topics.
5. The Storm sewer inlets have been stenciled with appropriate warning notices and are touched up as needed to keep them legible.
6. The City Manager includes the annual report when making his yearly presentation to the Sturgis City Council.
7. A program is presented to the Sturgis Chamber of Commerce Leadership Class each year as well as other local service organizations.
8. The city keeps updating its website. The website will include items on "Storm Water Pollution Prevention "City Recycling Efforts and now has a document search feature that enables the public to search all city documents to include the Annual Report and Publications.

Please explain if the BMPs that have been implemented for public education and outreach are having the desired effect. Also explain how the desired effect of each BMP is being determined.

The last couple of years the City has significantly seen a reduction in the number of violations, we believe that this has been the result of our public outreach efforts as well as a successful implementation of our Code Enforcement Department. The Code Enforcement program has helped to identify violations and educate the property owners how to mitigate such violations from happening in the future.

We have also been very happy with our recycling effort that has helped to eliminate items that would otherwise be discarded such as batteries and oils.

Public Involvement/Participation

List all public involvement and participation goals that were to be completed in 2012. Explain how you have determined the goal has been met and list the date(s) each goal was completed:

1. The City will continue staff education on the effects of stormwater pollution and will continue to be proactive in looking for educational changes needed.
2. Continue Stormwater Inlet Stenciling Program with the public school's involvement.
3. Continue to actively promote spring and fall cleanup program.
4. Continue incentive programs for local service organizations to participate in cleanup activities such as 4-H Club's and Scout Troops doing roadside cleanup and other cleanup projects that could affect the waterways.
5. Hold annual public meetings/forums to discuss the City's Stormwater Pollution Prevention Plan.
6. Develop the use of different types of media for public notification.
7. Enlist the participation of citizens when rewriting/updating City Ordinances and the Pollution Prevention Plan.

For goals that were not completed in 2012, provide an explanation why the goal was not met, and the new implementation schedule for meeting the goal?

Goals have been met

List all best management practices (BMPs) that have already been implemented for public involvement and participation that are continuing to be maintained through the SWMP (include a schedule indicating how each is being implemented).

The City frequently discusses storm water requirements during Planning Commission meetings that are open to the public throughout the year.

The City of Sturgis has sponsored two (2) Clean up events each year, with one taking place in the Spring and the other in the Fall. This is done so that the residents may deposit large or other items that would otherwise be "dumped". Flyers and announcements on the City website and on the utility bill are provided.

The City continues to be involved in with clean up events for specific areas such as Bear Butte Creek, typically with these events we work closely with civic groups such as the Kiwanis or local Boy Scout Organizations.

Please explain if the BMPs that have been implemented for public involvement and participation are having the desired effect. Also explain how the desired effect of each BMP is being determined.

The two (2) City Sponsored clean up events have had a tremendous impact on the number of violations that are found each year. The Code Enforcement officer is able to use these events as a public awareness and education, by identifying possible violations and giving the property owner a feasible course of action to mitigate the circumstance. In doing so, each year we see fewer violations, as it appears most of the time people are simple un-aware of the violations or how to take care of it.

Illicit Discharge Detection and Elimination

List all illicit discharge detection and elimination goals that were to be completed in 2012. Explain how you have determined the goal has been met and list the date(s) each goal was completed:

1. Develop an educational program for the City Employees with regards to the detection of illicit discharges.
2. Use of a City "Stormwater Inlet Map"
3. Develop a discharge detection program.
4. Make changes to the City Ordinances to address any detected illicit discharge problems.

For goals that were not completed in 2012, provide an explanation why the goal was not met, and the new implementation schedule for meeting the goal?

Goals have been met

List all best management practices (BMPs) that have already been implemented for illicit discharge detection and elimination that are continuing to be maintained through the SWMP (include a schedule indicating how each is being implemented).

Illicit discharges are generally any discharge into a storm drain system this is not composed entirely of stormwater. The exceptions include water from fire fighting activities and discharges from facilities already under an NPDES permit. Illicit discharges are a problem because, unlike wastewater which flows to a wastewater treatment plant, stormwater generally flows to waterways without any additional treatment. Illicit discharges often include pathogens, nutrients, surfactants, and various toxic pollutants.

The City of Sturgis SWMP is reactive in addressing spills and other illicit discharges to the storm drain system that are found to exist within the City while also being proactive in preventing and eliminating illicit discharges through education, training and enforcement. This year we have smoke testing scheduled to identify areas of infiltration.

The City GIS Dept. has been a key player in helping to identify and track violations each year. We have spent countless hours inventorying city infrastructure such as our Storm Sewer System, City owned properties and areas of special concern such as waterways and drainages.

Please explain if the BMPs that have been implemented for illicit discharge detection and elimination are having the desired effect. Also explain how the desired effect of each BMP is being determined.

When the City of Sturgis began looking for illicit discharges thru the course of the year, a number of violations were found to exist, however by educating business owners and public and thru the use of an inspection program the number of illicit discharges that occur have dramatically dropped.

Construction Site Storm Water Runoff Control

List all construction site storm water runoff control goals that were to be completed in 2012. Explain how you have determined the goal has been met and list the date(s) each goal was completed:

1. Develop Ordinances and Construction Standards for the control of Construction Site Runoff. The Ordinance will include penalties for non-compliance.
2. The City created a "Planning & Permitting Department" to help the community and contractors better understand the importance of the Stormwater Pollution Prevention Plan and how they can assist in implementing and complying with the program.
3. Establish a program to eliminate all gravel streets within the city.

For goals that were not completed in 2012, provide an explanation why the goal was not met, and the new implementation schedule for meeting the goal?

All goals have been met

List all best management practices (BMPs) that have already been implemented for construction site storm water runoff control that are continuing to be maintained through the SWMP (include a schedule indicating how each is being implemented).

The City of Sturgis requires SWPP be submitted to the SDDENR for all projects where applicable because we recognize that during the construction process, soil is highly vulnerable to erosion by wind and water. Eroded soil endangers water resources by reducing water quality and causing the siltation of aquatic habitat for fish and other desirable species. Eroded soil also necessitates repair of sewers and ditches and the dredging of lakes. In addition, clearing and grading during construction cause the loss of native vegetation necessary for terrestrial and aquatic habitat.

During the course of these projects stormwater runoff control items are monitored to ensure that BMP's are being followed and that they remain in place and operational until the project is completed and a signed off by the City.

Please explain if the BMPs that have been implemented for construction site storm water runoff control are having the desired effect. Also explain how the desired effect of each BMP is being determined.

By requiring contractors to submit SWPP to the SDDENR and thru the continuous monitoring of stormwater runoff control activates we have been able to minimize any adverse impacts to our Stormwater systems.

The City of Sturgis is seeing more projects that are being designed with good storm water BMP's in mind. In the last several years we have seen multiple projects that have included detention basins. Last year our industrial park underwent a major storm water improvement plan to help minimize runoff, which included site grading and a detention basin. As well they Sturgis Economic Development Corporation has implemented a standardized or uniform site grading plan that has been implemented with any new construction that takes place in the Industrial park. This has significantly reduced the amount of runoff and erosion that was happening in our industrial park.

Post Construction Storm Water Management

List all post construction storm water management goals that were to be completed in 2012. Explain how you have determined the goal has been met and list the date(s) each goal was completed:

1. The City continues its efforts to control growth away from potential sensitive runoff areas.
2. Review construction standards for the construction of grassy drainage areas, detention ponds and other sensitive areas.
3. Installation of special trash and debris collection inlets in areas with large impervious areas such as large parking lots.

For goals that were not completed in 2012, provide an explanation why the goal was not met, and the new implementation schedule for meeting the goal?

Goals have been met

List all best management practices (BMPs) that have already been implemented for post construction storm water management that are continuing to be maintained through the SWMP (include a schedule indicating how each is being implemented).

The City of Sturgis continues to review local Ordinances that pertain to storm water management. In 2010 the City identified several potential sensitive runoff areas in the Comprehensive plan. In following up with the comprehensive plan the City will begin to look at design standards for streets and subdivisions.

Please explain if the BMPs that have been implemented for post construction storm water management are having the desired effect. Also explain how the desired effect of each BMP is being determined.

The City's Comprehensive Plan has helped identify current land use, infrastructure and parks and community facilities as well as areas for future growth. Through this process the city hosted a multitude of Public Meetings to discuss land use and development policies such as integration of stormwater retention facilities into greenway systems and project design to reduce stress on the city's surface drainage ways.

Pollution Prevention/Good Housekeeping

List all pollution prevention and good housekeeping goals that were to be completed in 2012. Explain how you have determined the goal has been met and list the date(s) each goal was completed:

1. Maintain Staff training program.
2. Maintain street sweeping program.
3. Maintain regular storm sewer maintenance program.
4. Maintain gravel/sand control for ice on streets in winter.
5. Maintain spring and fall cleanup for leaves, grass and branch collection.
6. Maintain storm sewer inlet marking program.
7. Maintain and encourage recycling program for used motor oil, tires, batteries, etc.
8. Continue annual review of Stormwater Pollution Prevention Plan.
9. Develop new ordinances pertaining to the cleaning and maintenance of private parking lots.
- 10.

For goals that were not completed in 2012, provide an explanation why the goal was not met, and the new implementation schedule for meeting the goal?

All goals have been met

List all best management practices (BMPs) that have already been implemented for pollution prevention and good housekeeping goals that are continuing to be maintained through the SWMP (include a schedule indicating how each is being implemented).

1. Staff training continues.
2. Sturgis has a very aggressive street sweeping program. Sweeping occurs as soon as weather conditions allow, which can occur at any month of the year.
3. Stormwater inlets are cleaned annually with the collection lines being flushed as a part of this process.
4. Sand/Gravel placement is limited for ice control. This material is successfully removed as part of the sweeping and inlet cleaning each year.
5. This program is a big success and will continue into the future.
6. The Public Works Department continues with the implementation of this program.
7. This has been a successful program and the City will continue the recycling of used oil, tires and batteries into the future.
8. The Storm Water Plan will continue to be reviewed on an annual basis.
9. This was included with the update of the Comprehensive Plan in 2011.

Please explain if the BMPs that have been implemented for pollution prevention and good housekeeping goals are having the desired effect. Also explain how the desired effect of each BMP is being determined.

The City of Sturgis BMPs for storm water pollution prevention includes categories related to outside work activities. To help eliminate Oil and grease from roadways and parking lots, Wash water from outdoor cleaning activities, Pesticides and fertilizers from grounds maintenance, Sediment from construction sites and erosion, Discarded trash such as cigarette butts, paper wrappers, and plastic bottles and metals from roadway runoff (e.g., tires and brake pads) and aerial deposition.

Constant patrolling or monitoring of these activities by the Code Enforcement Department has significantly reduced the total number of violations occurring each year and educating property owners when violations exist and how to mitigate have helped to reduce violations from reoccurring.

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Name (print) Daniel Ainslie
Title City Manager
Signature Dao Aoi
Date March 18, 2013