



MINIMUM CONTROL MEASURE 2

Public Participation /Involvement



MCM 2: Public Participation / Involvement Program

(Permit Section: 17.1 – 17.8)

The City of Fergus Falls implements a public participation / involvement program to solicit public input and involvement with the City's Stormwater Pollution Prevention Program (SWPPP).

The table below provides a list of the public participation / involvement program best management practices (BMPs) implemented by the City of Fergus Falls.

BMP	Description
Public Meeting	The City of Fergus Falls annually provides an opportunity for public to offer input on the MS4 program and SWPPP.
SWPPP Documentation & Access	The City of Fergus Falls provides access to their SWPPP and other program documents through their website and by request.
Public Input	The City of Fergus Falls takes and considers public comments during the annual public meeting and throughout the year.
Documentation	The City of Fergus Falls has developed and implements documentation standards, which are included throughout this document.



MCM 2: BMP SUMMARY SHEET

BMP: Public Meeting

Responsible Person:
Position Title:

BMP Description:

The City provides an opportunity annually for the public to offer input on the MS4 program and SWPPP. The City intends to hold a public meeting to meet this requirement and will follow the appropriate public notice process. The meeting provides an opportunity for the public to give input and ask questions. The City will review all input received for consideration and make modifications to the SWPPP when appropriate.

The City hosts an annual public involvement activity that includes a pollution prevention or water quality theme (e.g. rain barrel distribution event, rain garden workshop, cleanup event, storm drain stenciling, volunteer water quality monitoring, adopt-a-storm-drain program, household hazardous waste collection day, etc.).

BMP Activity Log

Date	Description	Notes
Annual y	Public meeting with notice published in local paper; typically held on the second council meeting in May.	Documentation maintained of notices, electronic correspondence agendas, roster, etc.
Annual y		



BMP: SWPPP Documentation & Access

Responsible Person:

Position Title:

BMP Description:

The City of Fergus Falls posts its SWPPP, ordinances and other water resources information on its website for the public to access at any time. The City also provides copies of the SWPPP, annual reports, and other MS4 related documentation to the public upon request. The public can obtain this formation by visiting City Hall or contacting the City Staff.

BMP Activity Log

Date	Description	Notes
Ongoing	Information on website or as requested.	
2021	City maintains a SharePoint site to document all SWPPP information.	



BMP: Public Input

Responsible Person:
Position Title:

BMP Description:

The City of Fergus Falls considers public input submitted to the City regarding the SWPPP and other MS4 program documents.

Public Report/Input Written Procedures:

Purpose: This procedure outlines the process for the City of Fergus Falls to receive, consider, and document public input on the following:

- SWPPP and MS4 program to improve or protect water quality.
- Reports of illicit discharges.
- Reports of non-compliance or other stormwater related information on construction activity.
- Reports of other stormwater related issues and/or topics.

Procedure:

- 1) Reports/input associated with the items identified above shall be directed to the City Administrator. Contact can be made by the following means:
 - a. Contact with City staff
- 2) Public reports/input shall be documented. Documentation shall include at a minimum the following:
 - a. Relevant information received, reports, and/or input comments.
 - b. Responses from the City.
 - c. Any modifications made to the SWPPP.
- 3) The City Administrator shall take the following actions:
 - a. Direct the appropriate staff to respond as necessary to the report/input received.
 - b. Make modification to the SWPPP and MS4 program as necessary.
 - c. Report back to person who made the report or direct the appropriate staff to report back.
 - d. Verify that documentation is completed and filed with SWPPP.

BMP Activity Log

Date(s)	Description	Notes
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Annually	Review input and revise SWPPP as necessary.	Document all relevant written input submitted regarding the SWPPP and any modifications made to the SWPPP



Documentation of Compliance

(Permit Section: 17.7)

Responsible Person:

Position Title:

The City of Fergus Falls' standards for documentation will include the following as required in Section 17.7 of the general permit:

- All relevant written input submitted by persons regarding the SWPPP
- All responses from the permittee to written input received regarding the SWPPP, including any modifications made to the SWPPP as a result of the written input received
- Date(s), location(s), and estimated number of participants at events held for purposes of compliance with item 17.3
- Notices provided to the public of any events scheduled to meet item 17.3, including any electronic correspondence (e.g., website, e-mail distribution lists, notices, etc.)
- Date(s), location(s), description of activities, and estimated number of participants at events held for the purpose of compliance with item 17.6.

MCM 2 Annual Assessment

(Permit Section: 17.8)

Responsible Person:

Position Title:

The City will annually assess its public participation and involvement program to evaluate program compliance, the status of achieving the measurable requirements in Section 16, and determine how the program might be improved. The City must perform the annual assessment prior to completion of each annual report and document any modifications made to the program as a result of the annual assessment.

REVISION #	DATE	AUTHOR	SUMMARY OF CHANGES
	April 2021	Tara Ostendorf	Original Document


