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| MCM 4 & 5: BMP SUMMARY SHEET |

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| Receipt of Public Input Procedures  MS4 Permit Section III.D.4.c |

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| **BMP:** Receipt of Public Input Procedures |
| **Responsible Person(s):** City Administration |
| **BMP Description:** The City of Rice Lake has developed written procedures for the receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public. |
| **Receipt of Public Input Procedures** |
| The City of Rice Lake considers all reports of noncompliance or other stormwater related information on construction activity. The following procedures shall be followed by the City upon receiving a report of noncompliance or other stormwater related information.   1. Reports received shall be directed to City Hall 2. Public input shall be documented by the completion of the City of Rice Lake Receipt and Consideration of Public Input form 3. The City of Rice Lake City Administration shall proceed with the following actions: 4. Direct the appropriate staff to respond as necessary to the location of reported concern 5. Based on field observations, determine next steps, including but not limited to: 6. No further action needed 7. Verbal Warning 8. Written Warning 9. Written Violation 10. Stop Work Order 11. Notification to other regulatory organizations 12. Report back to the person who made initial report or direct appropriate staff to report back 13. Verify that the City of Rice Lake Receipt and Consideration of Public Input Form is completed and filed properly with MS4 documentation |

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| **Note:** File completed City for Rice Lake Documentation of Receipt and Consideration of Public Input form |