

Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

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Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2022 Annual Report

County: Winnebago

Municipality: Menasha, City

Permit Number: S050075

Facility Number: 31110

Reporting Year: 2022

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Under s. 283.53(3)(a), a general MS4 permittee is required to reapply for permit coverage at least 180 days prior to the expiration date of the permit .

In order to acknowledge that you are reapplying for permit coverage, please check the following box: ☒

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary

- Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report
 - Municipal Cooperation Attachment
 - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents (**If applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information**Name of Municipality** Menasha, City**Facility ID # or (FIN):** 31110**Updated Information:**☐ Check to update mailing address information**Mailing Address:** 100 Main Street, Suite 200**Mailing Address 2:****City:** Menasha, City**State:** WI**Zip Code:**

54952

xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact**First Name:** Don**Last Name:** Merkes☒ Select to **update** current contact information**Title:** Mayor**Mailing Address:** 100 Main Street**Mailing Address 2:****City:** Menasha**State:** WI**Zip Code:** 54952

xxxxx or xxxxx-xxxx

Phone Number: 920-967-3610

Ext:

xxx-xxx-xxxx

Email: dmerkes@menashawi.gov**Additional Contacts Information (Optional)**

Individual with responsibility for:
(Check all that apply)

- ☒ I&E Program
- ☒ IDDE Program
- ☒ IDDE Response Procedure Manual
- ☒ Municipal-wide Water Quality Plan
- ☒ Ordinances
- ☒ Pollution Prevention Program
- ☒ Post-Construction Program
- ☒ Winter roadway maintenance

First Name: Corey

Last Name: Gordon

Title: Deputy Director Eng

Mailing Address: 100 Main St, Suite 200

Mailing Address 2:

City: Menasha

State: WI

Zip Code: 54952 xxxxx or xxxxx-xxxx

Phone Number: 920-967-3615 Ext: xxx-xxx-xxxx

Email: cgordon@menashawi.gov

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☒ Select to **create new** Billing contact

First Name: Corey

Last Name: Gordon

☒ Select to **update** current contact information

Title: Deputy Director of Engineering

Mailing Address: 100 Main St, Suite 200

Mailing Address 2:

City: Menasha

State: WI

Zip Code: 54952 xxxxx or xxxxx-xxxx

Phone Number: 920-967-3615 Ext: xxx-xxx-xxxx

Email: cgordon@menashawi.us

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☒ Yes ☐ No

☒ Public Education and Outreach The City of Menasha is a member of NEWSC.

☒ Public Involvement and Participation The City of Menasha is a member of NEWSC.

- ☐ Illicit Discharge Detection and Elimination _____
- ☐ Construction Site Pollutant Control _____
- ☐ Post-Construction Storm Water Management _____
- ☐ Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☒ Yes
☐ No
- b. How many total educational events were held during the reporting year: 21
- c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year? 9

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input checked="" type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input checked="" type="checkbox"/> Other

- d. Will additional information/summary of education events be attached to the annual report? ☒ Yes
☐ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you **SAVE**.

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Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

- a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit

activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	4/4/2022		
Project/Event Name	2021 Annual Report Approval		
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No
Event Start Date	4/20/2022		
Project/Event Name	NEWSC Exhibit		
Delivery Mechanism	Presentation of Storm Water Information		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: General Stormwater Topics	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No
Event Start Date	4/11/2022		
Project/Event Name	News Paper Public Comment		
Delivery Mechanism	Other		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: Public Comment Request	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No
Event Start Date	6/22/2022		

Project/Event Name	NEWSC Presentation		
Delivery Mechanism	Presentation of Storm Water Information		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: <input type="text" value="Trash Free Waters"/>	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No

b. Volunteer Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	1/1/2022 <input type="checkbox"/> NA (Individual Permittee).		
Project/Event Name	NEWSC Litter Clean Up Challenge		
Delivery Mechanism	Clean up event		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No

Event Start Date	1/1/2022 <input type="checkbox"/> NA (Individual Permittee).		
Project/Event Name	NEWS Chloride Monitoring		
Delivery Mechanism	Stream monitoring		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No

	<input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other		
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Event Start Date	1/1/2022 <input type="checkbox"/> NA (Individual Permittee).
Project/Event Name	NEWSC Annual Watershed Cleanup
Delivery Mechanism	Clean up event

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attached summary & supporting documents.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- How many total outfalls does the municipality have? ☐ Unsure
- How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? ☐ Unsure
- From the municipality's routine screening, how many were confirmed illicit discharges? ☐ Unsure
- How many illicit discharge complaints did the municipality receive? ☐ Unsure
- From the complaints received, how many were ☐ Unsure

confirmed illicit discharges?

- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? ☐ Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

- | | |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Notice of Violation | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation | <input type="text" value="0"/> |

Additional Information: _____

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attached summary & supporting documents.

Missing Information

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Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? ☐ Unsure
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? ☐ Unsure
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? ☐ Unsure
- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure
- | | |
|---|---------------------------------|
| <input type="checkbox"/> No Authority | |
| <input checked="" type="checkbox"/> Verbal Warning | <input type="text" value="22"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="4"/> |

<input checked="" type="checkbox"/> Notice of Violation	0
<input checked="" type="checkbox"/> Civil Penalty/ Citation	0
<input checked="" type="checkbox"/> Stop Work Order	0
<input checked="" type="checkbox"/> Forfeiture of Deposit	0
<input type="checkbox"/> Other - Describe below	

- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attached summary & supporting documents.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management Best Management Practice (BMP) have received local approval ? ☐ Unsure
 *Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,
- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No ☐ Unsure
- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? ☐ Unsure
 Inspections completed by private landowners should be included in the reported number.
- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☒ Yes ☐ No ☐ Unsure
- e. If yes, does MS4 have maintenance authority on these privately owned BMPs? ☐ Unsure
- f. How many municipally owned storm water management BMPs were inspected in the reporting year? ☐ Unsure
- g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.
☐ No Authority

<input checked="" type="checkbox"/> Verbal Warning	0
<input checked="" type="checkbox"/> Written Warning (including email)	9
<input checked="" type="checkbox"/> Notice of Violation	0
<input type="checkbox"/> Civil Penalty/ Citation	
<input type="checkbox"/> Forfeiture of Deposit	
<input checked="" type="checkbox"/> Complete Maintenance	0
<input checked="" type="checkbox"/> Bill Responsible Party	0
<input type="checkbox"/> Other - Describe below	

- e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

See attached summary & supporting documents.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management best management practices. ☐ Unsure
- b. How many new municipally owned storm water management best management practices were installed in the reporting year ? ☐ Unsure
- c. How many municipally owned storm water management best management practices were inspected in the reporting year? ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

Generally the ponds are inspected for erosion of side slopes, bare ground or failure of outfall structures.

- e. How many of these facilities required maintenance? ☐ Unsure
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Generally the ponds are inspected for erosion of side slopes, bare ground or failure of outfall structures. Maintenance carried over from 2021.

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- g. How many municipal properties require a SWPPP? ☐ Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year? ☐ Unsure
- i. Have amendments to the SWPPPs been made?
☒ Yes ☐ No ☐ Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

The public work facility is a new SWPPP that is in the process of being updated and reviewed.

- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The City currently has 2 sites that require a SWPPP. General house keeping items and evidence of spills or discharges are monitored.

Collection Services - Street Sweeping / Cleaning Program ☐ Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?
☒ Yes ☐ No ☐ Unsure
- m. If known, how many tons of material was removed? ☐ Unsure
- n. Does the municipality have a low hazard exemption for this material? ☒ Yes ☐ No
- o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
☒ Yes - Explain frequency Sweeping is planned for every 4 weeks.
☐ No - Explain _____
☐ Not Applicable

Collection Services - Catch Basin Sump Cleaning Program ☐ Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No ☐ Unsure
- q. How many catch basin sumps were cleaned in the reporting year? ☐ Unsure
- r. If known, how many tons of material was collected? ☐ Unsure
- s. Does the municipality have a low hazard exemption for this material? ☒ Yes ☐ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?

- ☒ Yes- Explain frequency Catch basins are inspected/cleaned once per year.
- ☐ No - Explain _____
- ☐ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?
- ☒ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure
- ☐ Other - Describe _____
- x. What is the frequency of collection?
- Aprox. once every week and a half.
- y. Is collection followed by street sweeping/cleaning? ☐ Yes ☒ No ☐ Unsure
- z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Leaf collection starts in Oct. and runs approximately 6 weeks in the fall and bagged leaves are collected in the spring.

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (One mile of a two-way road equals two lane miles.) 158 ☐ Unsure
- ab. Provide amount of de-icing products used by month last winter season?
- Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	<u>0</u>	<u>41</u>	<u>408</u>	<u>263</u>	<u>365</u>	<u>229</u>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	<u>0</u>	<u>95</u>	<u>13993</u>	<u>12032</u>	<u>25795</u>	<u>11402</u>

- ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure
- ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐ Unsure

Training Date	Training Name	# Attendance
<u></u>	<u></u>	<u></u>

- ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

DPW staff meets internally every fall to go over salt usage and train new staff on snow removal operations.

Internal (Staff) Education & Communication

- af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element ? ☒ Yes ☐ No ☐ Unsure

If yes, describe what training was provided (250 character limit):

See attached summary of Public Education & Outreach

When: 2022

How many attended: 20

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Elected officials are asked to comment on the current years report. Quarterly educational items are placed on the Council agenda and discussed. The Council is occasionally asked to approve program up dates or resolutions throughout the year.

Municipal Officials

Municipal officials are involved in proposing policy, establishing work orders and day to day oversight of management staff.

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Staff is required to attend training as time allows and becomes available.

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The City has continued to expand upon educational opportunities for Elected Officials, Municipal Officials and appropriate staff as opportunities are available.

Missing Information

Do not close your work until you **SAVE**.

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Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

☒ Yes ☐ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

☐ Storm water treatment facilities

☒ Storm pipes

☐ Vegetated swales

☒ Outfalls

☐ Other - Describe below

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attached summary letter.

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Complete**Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
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Element: Public Education and Outreach

16366	15772	16639	<u>Storm water utility</u>
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Element: Public Involvement and Participation

3749	3611	3843	<u>Storm water utility</u>
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Element: Illicit Discharge Detection and Elimination

21487	20710	21748	<u>Storm water utility</u>
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Element: Construction Site Pollutant Control

41453	50832	52398	<u>Storm water utility</u>
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Element: Post-Construction Storm Water Management

48446	81467	100232	<u>Storm water utility</u>
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Element: Pollution Prevention

961659	2165818	2855614	<u>Storm water utility</u>
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Other (describe)

Storm Water Quality Management			
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98230	339356	470488	<u>Storm water utility</u>
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Other (describe)

Storm Sewer System Map			
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10743	10355	10874	<u>Storm water utility</u>
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Other (describe)

Other: Bond, Interest, IT & Admin.

174817

321894

396444

Storm water utility

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☐ Yes ☒ No ☐ Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee Menasha, City is subject to the following approved TMDLs: Lower Fox River Basin and Lower Green Bay; Upper Fox and Wolf River Basin

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

[A.3.1] The Permittee is following the TMDL Compliance Plan, which received department concurrence prior to April 30, 2019.

The permittee is confirming that all planned efforts are on schedule.

☒ Agree ☐ Disagree

[A.6.3] Final Documentation.

The permittee is confirming that all planned efforts are on schedule to submit the final documentation materials [updates to mapping, modeling, tabular summary, and Implementation Plan] under section A.6.3 by October 31, 2023.

☒ Agree ☐ Disagree

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Do not close your work until you SAVE.

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Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Municipal Facility SWPPP

 File Attachment

[CombinedSWPPPs.pdf](#)

Storm Sewer System Map

 File Attachment

[2022StormWaterSewerMap.pdf](#)

Attach - Other Supporting Documents

AR CSPC

 File Attachment

[1 2022ConstructionSitePollutionControl.pdf](#)

AR IDDE

 File Attachment

[2 2022IDDESummaryLetter.pdf](#)

AR PP

 File Attachment

[3 2022PollutionPreventionSummaryLetter.pdf](#)

AR EO

 File Attachment

[5 2022PublicEducationOutreachSummaryLetter.pdf](#)

AR IP

 File Attachment

[6 2022PublicInvolvementParticipationSummary.pdf](#)

AR Other

 File Attachment

[2022OverviewandGoalsSummary.pdf](#)

AR SWQM

 File Attachment

[2022StormWaterQualityManagementSummary.pdf](#)

AR TMDL

 File Attachment

[2022TMDLCompliance.pdf](#)

AR SWGroupReport

 File Attachment

[2022NEWSCAnnualReport.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

- Storm Water Management Program (*S050075-03 General Permit and S058416-04 Madison Area Group Permit shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.*)
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory (*S050075-03 03 General Permit and S058416-04 Madison Area Group Permit 2.6.1 - inventory due to the department by March 31, 2021.*)
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (*S050075-03 03 General Permit and S058416-04 Madison Area Group Permit 2.6.2 – document due to the department by March 31, 2021.*)
- Total Maximum Daily Load documents (*If applicable, see permit for due dates.)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)

Missing Information

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Menasha, City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☐ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:

Title:

Authorized Signature.

- ☐ I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.



March 23, 2023

Construction Site Pollution Control

In 2022 the City of Menasha issued 14 permits for utility projects with $\geq 400'$ of disturbance, commercial project sites with $\geq 4,000\text{ft}^2$. There was also 4 projects that carried over from 2021 and 1 issued permit did not start work in 2022. A total of 115 inspections were conducted on commercial sites throughout the year. As a result of these inspections a number of non-compliance warnings were issued, the warnings issued were a combination of verbal and written.

Corey Gordon
Deputy Director of Engineering



March 23, 2023

Illicit Discharge Detection and Elimination

As part of the City of Menasha's 2022 Illicit Discharge Detection and Elimination Program, no outfalls were inspected for the City's on-going dry weather field screening. It is anticipated that Staff will continue with outfall monitoring in 2023.

In 2022 there was two illicit discharge complaint. One illicit discharge was reported by City Staff. In this case two 5 gallon buckets with of unknown petroleum based product were sitting in the curb line of the street. One of the pails had leaked and was cleaned up by staff. The second illicit discharge was reported by Menasha Utilities when a contractor damaged a transformer and it leaked mineral oil. Menasha Utilities worked with the contractor and an environmental cleanup service to clean up the spill.

Corey Gordon
Deputy Director of Engineering



March 23, 2023

Pollution Prevention

The City of Menasha owns 20 structural storm water facilities. In 2022, the City did not inspect the City owned wet & dry detention ponds. In 2022, the City worked with a number of contractors to determine the most cost effective way to repair the failed dam structure of Pond 1. We anticipate redrawing plans and bidding out the repair of the dam structure in 2023.

There were 3 SWPP inspections done at the City of Menasha Public Works Facility in 2022 and 3 SWPP inspections done at the Menasha Utilities Facility in 2022. Also, in 2022 there were 3 inspections done for the City's compost site located at the Public Works Facility and 3 inspections done for the City's dump/compost site. During these inspections no pollutants were noted leaving the site but concerns with location of compost and wood chips at the Public Works Facility were noted. The City budgeted money in its 2023 budget and intends to make modifications to this area in 2023.

Starting in March and ending in November, the City swept streets for a total of 672.5 hours. Also, in the spring, the City began cleaning City owned catch basins and continued until all had been cleaned. A total of 126 hours were spent cleaning catch basins. Between street sweeping and catch basin cleaning, there was a total of 144.85 tons of debris hauled to the landfill.

The City manages leaf and yard waste using a number of methods depending on the season. Residents were asked to separate woody yard waste from leaves and grass clippings. Residents were required to take brush to Bucklin's Tree Service. Tree limbs and brush were then ground by Bucklin's Tree Service for mulch and the City composts the non-woody yard waste and provided it to residents for their use. Brush and limbs are chipped curbside once per month, year round. The City's Annual Spring Yard Waste Clean-Up is the first 2 weeks in April where during this time, bagged yard waste is collected curbside.

Throughout lawn mowing season, residents are reminded not to blow grass clippings into City streets as it is a violation of Municipal Code 11-3-2(c). Fall Leaf Collection begins in October and continues until the end of November with crews rotating over the City multiple times. Residents are asked to place leaves on the terrace and not in the street for collection.

During the 2022 winter months, the City cleared snow and ice from 157.717 lane miles of streets. A total of 1,305.90 tons of salt was used in 2022. This total includes salt sold to the School District and salt used for making salt brine. In 2022 66,167 gallons of brine were used for pre-treating streets and pre-wetting salt during salting operations. At least annually, DPW staff meets prior to winter snow plowing demands to review plow routes, salt usages and discuss other concerns. The City's general snow plowing procedure is

made available to residents on its website. Truck salters are calibrated on a yearly basis and monitored as needed throughout the plowing season.

https://www.menashawi.gov/departments/public_works/winter_weather_information.php

Corey Gordon
Deputy Director of Engineering



March 23, 2023

Post-Construction Storm Water Management

The City of Menasha reviewed and issued six Post-Construction Storm Water Management Permits in 2022. These permits included developments with new impervious surfaces or cumulative increase of impervious surfaces of $\geq 20,000$ ft² or a land disturbance of greater than 1 acre. In 2019 the City approved an expanded Post-Construction Storm Water Management Impact Fee Program to include all regional storm water BMPs. Through this fee, developments that are within a regional detention basin are allowed to purchase Storm Water Management credit from the City. Developments are still obligated to meet all WDNR NR151 requirements. Of these permits issued in 2022, four properties utilized the impact fee program.

In 2022 no privately owned Storm Water Management BMPs had their first inspection. A total of seventeen re-inspections were performed on BMPs inspected in 2021. Of the seventeen BMPs, five performed corrective actions.

Corey Gordon
Deputy Director of Engineering



March 23, 2023

Public Education & Outreach

In 2022, the City of Menasha continued to increase awareness, inform and educate the public on the impact of storm water pollution on the waterways of our community and state. As part of the City's ongoing Public Education & Outreach Program, informative material are disseminated in a number of ways which includes flyers and brochures made available at a number of City buildings. In addition, the Building Inspection department hands out an informational packet to all new home permits requiring all Contractors receiving an Erosion Control Permit to sign indicating that they have read and understand these guidelines. The 2022 City Calendar contained Storm Water related articles. In 2022 the City included quarterly educational discussions at the Common Council with elected officials and five educational poster were posted for DPW staff. An educational mailing was given to the Lake Park Villas HOA to disperse to the members in 2022. In 2022 there was a total of three presentation made for either school classes or the sustainability board.

Links relating to the City's Storm Water Programs are maintained on the City's website.

https://www.menashawi.gov/departments/public_works/stormwater_programs_and_information/index.php

https://www.menashawi.gov/departments/building_inspection/index.php

In 2022 the City continued its membership in the Northeast Wisconsin Storm Water Consortium (NEWSC). NEWSC, a subsidiary of the Fox-Wolf Watershed Alliance, consists of a group of surrounding Communities, Counties and Consultants. The Mission of NEWSC is to facilitate efficient implementation of storm water programs locally and regionally that will meet DNR and EPA regulatory requirements and maximize the benefit of storm water activities to the watershed by

- Fostering Partnerships
- Sharing Information
- Seeking Administrative Efficiency
- Pooling Financial Resources.

<https://fwwa.org/newsc3/>

In 2022 there was a total of 21 staff members that received additional training on a number of storm water topics.

Corey Gordon
Deputy Director of Engineering



March 23, 2023

Public Involvement and Participation

As part of the City of Menasha's Public Involvement and Participation Program, the public and elected officials were invited to make comments on the City's 2021 Annual Storm Water Report. The 2021 Annual Storm Water Report was brought forward at the April 4, 2020 Common Council Meeting as a Communication Item and the report was posted on the City's website for review.

https://www.menashawi.gov/departments/public_works/stormwater_programs_and_information/index.php

Throughout the year City officials are involved in drafting ordinances and establishing policy to be approved by the Common Council. Key staff members are actively involved with implementing ordinances and accurate record keeping of salt usage, street sweeping, permitting requirements and inspections.

In 2022 volunteers actively worked on cleaning up debris in and around streets and streams throughout the City.

Corey Gordon
Deputy Director of Engineering



March 23, 2023

MS4 Program Evaluation & Future Goals

The City of Menasha is required to have a Municipal Separate Storm Sewer System (MS4) permit. Part of the MS4 permit is that the City must track, record and annually report a number of minimum control measures that include Public Education & Outreach, Public Involvement & Participation, Illicit Discharge Detection & Elimination, Construction Site Pollutant control, Post Construction Storm Water Management, Pollution Prevention & Storm Sewer System Mapping. Based on the City's MS4 2022 annual report/evaluation generally we are doing a good job of meeting our requirements but there are a lot of items within these minimum control measures and always room for improvement. In order to continuously improve our storm water program it is important to establish goals and/or identify areas needing improvement.

- Continue to expand upon and improve the process of inspecting private storm water BMPs and the follow up on compliance.
- Expand and improve the process of inspecting public storm water BMPs. Workloads will be distributed amongst available staff to insure we are completing yearly inspections.
- Provide more educational information to elected officials, DPW staff and targeted mailings to residents and businesses.
- Improve the process of inspecting and tracking construction site erosion control inspections. Distribute workloads amongst available staff to insure we are completing needed inspections.

Corey Gordon
Deputy Director of Engineering



March 23, 2023

Storm Water Quality Management

In 2022 City staff continued working with the developer of 1 Main Street and bid out for construction the installation of the Brin Underground Detention system. Completion of the system is anticipated in the first quarter of 2023.

Additionally in 2022, staff worked with McMahon Associates on the creation of a new SWPPP for the New Public Works Facility and a new City Storm Water Management Plan.

Corey Gordon
Deputy Director of Engineering



March 23, 2023

Storm Sewer Map

The City of Menasha maintains mapping of its storm sewer system. New storm sewer and alterations are added to the system map throughout the year. A link to the City's Intranet is provided to staff or Sewer Cleaning/Televising Contractors for use.

https://cms5.revize.com/revize/menasha/intranet/engineering_files_maps.php

Corey Gordon
Deputy Director of Engineering



March 23, 2023

Total Maximum Daily Loads Compliance

As part of the City of Menasha's Municipal Separate Storm Sewer System (MS4) permit the City is required to meet two approved Total Maximum Daily Loads (TMDLs). The TMDL approved for the Lower Fox River Basin requires removal of Total Suspended Solids by 72.2% and Total Phosphorus by 40.5%. The TMDL approved for the Lake Winnebago requires removal of 80% Total Phosphorus.

In 2022 the City began work with McMahon Associates on updating the City's Storm Water Action Plan to meet the two TMDLs.

Corey Gordon
Deputy Director of Engineering