

# 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**.

## Reporting Information

**Submittal Type:** Annual Report

**Project Name:** 2018 Annual MS4 Report

**County:** Winnebago

**Municipality:** Menasha, City

**Facility Number:** 31110

**Reporting Year:** 2018

## 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 items as appropriate using the attachments tab above
  - a. Construction Site Pollution Control Annual Report Summary
  - b. Illicit Discharge Detection and Elimination Annual Report Summary
  - c. Leaf and Yard Waste Management
  - d. Municipal Cooperation Attachment
  - e. Municipal Facility Inspections
  - f. Pollution Prevention Annual Report Summary
  - g. Post-Construction Storm Water Management Annual Report Summary
  - h. Public Education and Outreach Annual Report Summary
  - i. Public Involvement and Participation Annual Report Summary
  - j. Storm Water Consortium/Group Report
  - k. Storm Sewer System Map Annual Report Attachment
  - l. Storm Water Quality Management Annual Report Attachment
  - m. TMDL Attachment
  - n. Winter Road Maintenance
  - o. Other Annual Report Attachment
- 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

**Mailing Address 2:**

**City:** Menasha

**State:** Wisconsin

**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:** 920-967-3608 Ext: xxx-xxx-xxxx

**Email:** dmerkes@ci.menasha.wi.us

### Additional Contacts Information (Optional)

- ☒ I&E Program
- ☒ IDDE Program
- ☒ IDDE Response Procedure Manual

**Individual with responsibility for:  
(Check all that apply)**

- ☒ Municipal-wide Water Quality Plan
- ☒ Ordinances
- ☒ Pollution Prevention Program
- ☒ Post-Construction Program
- ☒ Winter roadway maintenance

**First Name:** Corey

**Last Name:** Gordon

**Title:**

**Mailing Address:** 100 Main St, Suite 200

**Mailing Address 2:**

**City:** Menasha

**State:** WI

**Zip Code:** 54956 xxxxx or xxxxx-xxxx

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

**Email:** cgordon@ci.menasha.wi.us

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

☒ Yes ☐ No

☒ Public Education and

Outreach: NEWSC

☒ Public Involvement and Participation:

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

**Minimum Control Measures- Section 1 : Complete****1. Public Education and Outreach**

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

<b>Topic:</b> Detection and elimination of illicit discharges			
<b>Mechanism</b>	<b>Quantity</b> (optional)	<b>Est. People Reached</b> (optional)	<b>Regional Effort?</b> (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Active distribution of print media (mailings, newsletters, etc)</u>	<u>100 +</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Other</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

☐ Agricultural ☐ Contractors ☒ General Public ☐ Public Employees ☒ Residential ☒ School Groups  
☒ Business ☐ Developers ☐ Industries ☒ Restaurants ☐ Other:

<b>Topic:</b> Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices			
<b>Mechanism</b>	<b>Quantity</b> (optional)	<b>Est. People Reached</b> (optional)	<b>Regional Effort?</b> (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Active distribution of print media (mailings, newsletters, etc)</u>	<u>100 +</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Signage</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Other</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

☐ Agricultural ☐ Contractors ☒ General Public ☐ Public Employees ☒ Residential ☒ School Groups  
☒ Business ☐ Developers ☐ Industries ☐ Restaurants ☐ Other:

**Topic:** Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Other</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- ☐ Agricultural
 ☐ Contractors
 ☒ General Public
 ☐ Public Employees
 ☒ Residential
 ☒ School Groups
 ☒ Business
 ☐ Developers
 ☐ Industries
 ☐ Restaurants
 ☐ Other:

<b>Topic:</b> Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Other</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- ☐ Agricultural
 ☒ Contractors
 ☒ General Public
 ☐ Public Employees
 ☒ Residential
 ☒ School Groups
 ☐ Business
 ☒ Developers
 ☐ Industries
 ☐ Restaurants
 ☐ Other:

<b>Topic:</b> Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Passive print media (brochures at front desk, posters, etc.)</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Other</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- ☐ Agricultural
 ☐ Contractors
 ☒ General Public
 ☐ Public Employees
 ☒ Residential
 ☒ School Groups
 ☒ Business
 ☐ Developers
 ☐ Industries
 ☐ Restaurants
 ☐ Other:

<b>Topic:</b> Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Targeted group training (contractors, consultants, etc.)</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Website Select... Select... ☐ Yes ☒ No

Other Select... Select... ☒ Yes ☐ No

Select all applicable audiences targeted for this topic.

☐ Agricultural ☒ Contractors ☒ General Public ☐ Public Employees ☒ Residential ☒ School Groups  
☐ Business ☐ Developers ☐ Industries ☐ Restaurants ☐ Other:

**Topic:** Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Active distribution of print media (mailings, newsletters, etc)	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Other</u>	<u>Select...</u>	<u>Select...</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

☐ Agricultural ☒ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups  
☒ Business ☐ Developers ☐ Industries ☒ Restaurants ☐ Other:

**Topic:** Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Targeted group training (contractors, consultants, etc.)	<u>1 - 9</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Workshops	<u>1 - 9</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Direct one-on-one communication	<u>1 - 9</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable audiences targeted for this topic.

☐ Agricultural ☒ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups  
☐ Business ☒ Developers ☐ Industries ☐ Restaurants ☒ Other:

Consultants

**Topic:** Other (describe):

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Select...</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

☐ Agricultural ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups  
☐ Business ☐ Developers ☐ Industries ☐ Restaurants ☐ Other:

b. Brief Public Education and Outreach program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

See attached summary letter.

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Prior to submission, a draft of the MS4 Permit Annual Report is placed on the Common Council agenda for review.

Municipal Officials

Municipal officials are active in setting policy and directing work efforts as well as attending meetings with Consultants and City Staff.

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

Key staff are actively involved with recording needed documentation like salt usage, sweeping, permitting requirements and pond inspections.

b. Complete the following information on Public Involvement Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events).

Topic: Storm Water Management Plan and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Public Workshop	1 - 9	1 - 9	<input type="radio"/> Yes <input checked="" type="radio"/> No
Government Event (Public Hearing, Council Meeting, etc)	1 - 9	20 - 49	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

☐ Agricultural ☐ Contractors ☒ General Public ☐ Public Employees ☒ Residential ☐ School Groups ☐ Business ☐ Developers ☐ Industries ☐ Restaurants ☒ Other: Council Members

Topic: Storm water related ordinance and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- ☐ Agricultural 
 ☒ Contractors 
 ☒ General Public 
 ☐ Public Employees 
 ☒ Residential 
 ☐ School Groups  
☒ Business 
 ☒ Developers 
 ☒ Industries 
 ☐ Restaurants 
 ☒ Other:

Consultants

Topic: MS4 Annual Report			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Government Event (Public Hearing, Council Meeting, etc)	<u>1 - 9</u>	<u>20 - 49</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

- ☐ Agricultural 
 ☐ Contractors 
 ☒ General Public 
 ☐ Public Employees 
 ☒ Residential 
 ☐ School Groups  
☐ Business 
 ☐ Developers 
 ☐ Industries 
 ☐ Restaurants 
 ☒ Other:

Council Members

Topic: Volunteer Opportunities			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Storm drain stenciling</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<u>Other hands-on event</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Select all applicable participants targeted for this topic.

- ☐ Agricultural 
 ☒ Contractors 
 ☒ General Public 
 ☒ Public Employees 
 ☒ Residential 
 ☒ School Groups  
☒ Business 
 ☐ Developers 
 ☐ Industries 
 ☒ Restaurants 
 ☐ Other:

Topic: Other (describe) :			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Select...</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic .

- ☐ Agricultural 
 ☐ Contractors 
 ☐ General Public 
 ☐ Public Employees 
 ☐ Residential 
 ☐ School Groups  
☐ Business 
 ☐ Developers 
 ☐ Industries 
 ☐ Restaurants 
 ☐ Other:



- c. Brief Public Involvement and Participation program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Form 3400-224 (09/17)

### Minimum Control Measures - Section 3 : Complete

#### 3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have?  ☒ Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?  ☐ Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges?  ☐ Unsure

- d. How many illicit discharge complaints did the municipality receive?  ☐ Unsure
- e. From the complaint received, how many were confirmed illicit discharges?  ☐ Unsure
- f. How many of the identified Illicit discharges did the municipality eliminate in the reporting year?  ☐ Unsure

- 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"/> |
| <input checked="" type="checkbox"/> No Enforcement Action Taken       | <input type="text" value="0"/> |

Additional Information:

- h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Form 3400-224 (09/17)

### Minimum Control Measures - Section 4 : Complete

#### 4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year?  ☐ Unsure
- b. How many construction sites did the municipality issue  ☐ Unsure

permits for in the reporting year?

25

c. Do the above numbers include sites <1 acre?

☒ Yes ☐ No ☐ Unsure

d. How many erosion control inspections did the municipality complete in the reporting year?

345

☐ Unsure

e. 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

☒ Verbal Warning

7

☒ Written Warning (including email)

31

☐ Notice of Violation

☐ Civil Penalty/ Citation

☒ Stop Work Order

1

☐ Forfeiture of Deposit

☐ No Authority

☐ Other - Describe below

f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report . If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Form 3400-224 (09/17)

## Minimum Control Measures - Section 5 : Complete

### 5. Post-Construction Storm Water Management

a. How many new construction sites with new structural storm water management practices\* have received local approvals ?

5

☐ Unsure

\*Structural practices, techniques or devices employed to avoid or minimize soil, sediment or pollutants carried in runoff to waters of the state (such as ponds, swales, infiltration basins, permeable pavement, catch basin sumps, etc.)

b. How many privately owned storm water facility inspections were completed in the reporting year ?

0

☐ Unsure

c. 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

☒ Verbal Warning

0

☒ Written Warning (including email)

0

☒ Notice of Violation

☒ Civil Penalty/ Citation

0

☒ Forfeiture of Deposit

0

☒ Complete Maintenance

0

☒ Bill Responsible Party

0

☐ No Authority

0

☐ Other - Describe below

- d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report . If your response exceeds the 200 character limit, attach supplemental information on the attachments page.

Form 3400-224 (09/17)

## Minimum Control Measures - Section 6 : Complete

### 6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.) ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water facilities ?  ☐ Unsure
- b. How many new municipally owned storm water facilities were installed in the reporting year ?  ☐ Unsure
- c. How many municipally owned storm water devices were inspected in the reporting year?  ☐ Unsure
- d. What elements are looked at during inspections (200 character limit)?

Generally the ponds are looked at for erosion of side slopes, bare ground, failures of outfall structure. Copies of all inspections are attached in the attachments section.

- e. How many of these facilities required maintenance?  ☐ Unsure

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

- f. How many inspections of municipal properties been conducted in the reporting year?  ☐ Unsure
- g. Have amendments to the SWPPPs been made? ☐ Yes ☒ No ☐ Unsure
- h. If yes, describe what changes have been made (200 character limit):

Collection Services - *Street Sweeping / Cleaning Program* ☐ Not Applicable

- i. Did the municipality conduct street sweeping/cleaning during the reporting year?

☒ Yes ☐ No ☐ Unsure

- j. If known, how many tons of material was removed?  ☐ Unsure
- k. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- l. 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
- ☐ No - Explain \_\_\_\_\_
- ☐ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

- m. Did the municipality conduct catch basin sump cleaning during the reporting year?
- ☒ Yes ☐ No ☐ Unsure
- n. How many catch basin sumps were cleaned in the reporting year?  ☒ Unsure
- o. If known, how many tons of material was collected?  ☐ Unsure
- p. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- q. 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
- ☐ No - Explain \_\_\_\_\_
- ☐ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- r. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- s. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- t. Where are the residents directed to store the leaves for collection?
- ☒ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure
- ☒ Other - Describe Residents can also bring leaves to yard waste site
- u. What is the frequency of collection?
- Once a week for 4 to 6 weeks.
- v. Is collection followed by street sweeping/cleaning? ☐ Yes ☒ No ☐ Unsure

Winter Road Management ☐ Not Applicable

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

- w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control?  ☐ Unsure

x. 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
Salt	0	60	190	316	291	119
Other	0	0	0	0	0	99

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	0	0	15102	1329	10145	7869

y. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐

Unsure

z. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐

Unsure

If yes, describe what training was provided (200 character limit):

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

When: 11/13/18

How many attended: 29

#### Internal (Staff) Education & Communication

aa. Has training or education on SWPPPs for municipal facilities been held for municipal or other personnel? ☐ Yes ☒ No ☐

Unsure

If yes, describe what training was provided (200 character limit):

When:

How many attended:

ab. Brief Pollution Prevention program information for inclusion in the Annual Report. If your response 200 character limit, attach supplemental information on the attachments page.

Form 3400-224 (09/17)

### Minimum Control Measures - Section 7 : Complete

#### 7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year? ☒ Yes ☐ No ☐

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

Map was updated with any new storm sewer added to the system and any corrections found thru out year were ...

b. Brief Storm Sewer System Map information for inclusion in the Annual Report. If

your response exceeds the 200 character limit, attach supplemental information on the attachments page.

**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.

<b>Annual Expenditure</b> Reporting Year	<b>Budget</b> Reporting Year	<b>Budget</b> Upcoming Year	<b>Source of Funds</b>
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**Element:** Public Education and Outreach

10846	14148	13750	<u>Storm water utility</u>
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**Element:** Public Involvement and Participation

2713	3741	3336	<u>Storm water utility</u>
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**Element:** Illicit Discharge Detection and Elimination

13553	17073	17492	<u>Storm water utility</u>
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**Element:** Construction Site Pollutant Control

33524	42475	53558	<u>Storm water utility</u>
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**Element:** Post-Construction Storm Water Management

33829	48876	51526	<u>Storm water utility</u>
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**Element:** Pollution Prevention

796667	1138120	1395189	<u>Storm water utility</u>
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**Element:** Storm Water Quality Management

80053	133556	161819	<u>Storm water utility</u>
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**Element:** Storm Sewer System Map

6776	8536	8746	<u>Storm water utility</u>
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**Other (describe)**

Bond Interest, IT and Admin.			
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145463	216404	233642	<u>Storm water utility</u>
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Please provide a justification for a "0" entered in the Fiscal Analysis

**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

**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 200 character limit, attach supplemental information on the attachments page.



**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
- ☐ 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

## 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.

### Storm Sewer System Map

 File Attachment

[2018StormWaterSewerMap.pdf](#)

### Attach Documents

#### AR\_EOFIN

 File Attachment

[PublicEducationOutreachCompletedSummary.pdf](#)

#### AR\_IPFIN

 File Attachment

[PublicInvolvementParticipationCompletedSummary.pdf](#)

#### AR\_CSPCFIN

 File Attachment

[ConstructionSitePollutionControlCompletedSummary.pdf](#)

#### AR\_PCSSWFIN

 File Attachment

[PostConstructionStormWaterManagementCompleteSummary.pdf](#)

#### AR\_IDDEFIN

 File Attachment

[IllicitDischargeCompleteSummary.pdf](#)

#### AR\_PPFIN

 File Attachment

[PollutionPreventionCompletedSummary.pdf](#)

#### AR\_SWQMFIN

 File Attachment

[StormWaterQualityManagementCompletedSummary.pdf](#)

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



## 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).

Authorized Signature.

- ☒ I accept the above terms and conditions.

Signed by : i:0#.f|wamsmembership|menasha2 on 2019-03-28T11:53:19

You have already signed and submitted this application to the DNR. Please [contact the Wisconsin DNR](#) for assistance.

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.



February 12, 2019

### **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.

[http://intranet.cityofmenasha-wi.gov/content/intranet/Engineering\\_Files.php](http://intranet.cityofmenasha-wi.gov/content/intranet/Engineering_Files.php)

Corey Gordon  
Engineering Supervisor



February 12, 2019

## **Public Education & Outreach**

In 2018, 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 is disseminated in a number of ways which includes flyers and brochures made available at a number of City buildings. In addition, the City's Health Department distributes flyers during restaurant inspections; Erosion Control guidelines are distributed by the Building Inspection department and require all Contractors receiving an Erosion Control Permit to sign indicating that they have read and understand these guidelines. In the past the City mailed out bi-annual newsletters which contained a number of Storm Water related articles. In 2018 the City only issued one Horizon Newsletter and discontinued the "In The Works" newsletter. Both of these have been replaced with a 2019 City Calendar which contained a number of Storm Water related articles.

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

[http://www.cityofmenasha-wi.gov/departments/public\\_works/stormwater\\_programs\\_and\\_information/index.php](http://www.cityofmenasha-wi.gov/departments/public_works/stormwater_programs_and_information/index.php)

[http://www.cityofmenasha-wi.gov/departments/building\\_inspection/index.php](http://www.cityofmenasha-wi.gov/departments/building_inspection/index.php)

In 2018 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/>

Corey Gordon  
Engineering Supervisor



February 12, 2019

### **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 2017 Annual Storm Water Report. The City published an official notification in the Appleton Post-Crescent, on April 4, 2018, asking for impacted parties to review and make comments. The 2017 Annual Storm Water Report was brought forward at the May 7, 2018 Common Council Meeting as a Communication Item and the report was posted on the City's website for review.

[http://www.cityofmenasha-wi.gov/departments/public\\_works/stormwater\\_programs\\_and\\_information/index.php](http://www.cityofmenasha-wi.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.

Corey Gordon  
Engineering Supervisor



March 11, 2019

**Construction Site Pollution Control**

The City of Menasha issued 25 Erosion Control Permits 2018. These permits included a combination of utility projects with  $\geq 400'$  of disturbance, commercial project sites with  $\geq 4,000$  ft<sup>2</sup> and residential construction projects. A total of 345 inspections were conducted on these 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, written and stop work order.

Corey Gordon  
Engineering Supervisor





February 13, 2019

### **Post-Construction Storm Water Management**

The City of Menasha reviewed and issued five Post-Construction Storm Water Management Permits in 2018. These permits included developments with new impervious surfaces or cumulative increase of impervious surfaces of  $\geq 20,000$  ft<sup>2</sup> or a land disturbance of greater than 1 acre. In 2017 the Board of Public Works and Common Council approved a Post-Construction Storm Water Management Impact Fee for properties within the Tayco Pond watershed. 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 the five permits issued in 2018, one property utilized the City's impact fee. In 2018 City staff began working with a Consultant to expand the Post-Construction Storm Water Management Impact Fee Program in an attempt to include all City owned ponds. A final proposed Post-Construction Storm Water Management Impact Program is planned to be completed in 2019. Also in 2018, City staff created a Post-Construction Storm Water Management review checklist for use when reviewing proposed storm water management plans.

No privately owned Storm Water Management facilities were inspected in 2018.

Corey Gordon  
Engineering Supervisor



February 12, 2019

### **Illicit Discharge Detection and Elimination**

As part of the City of Menasha's 2018 Illicit Discharge Detection and Elimination Program, a total of 20 outfalls were inspected for the City's on-going dry weather field screening. During these inspections, flow was observed from a number of outfalls. These outfalls were sampled for PH, total chlorine, total copper, total phenol and detergents. No pollutants were detected in the samples collected. The inspections performed are attached for reference.

There were no citizen complaints of illicit discharges during 2018.

Corey Gordon  
Engineering Supervisor



February 13, 2019

## **Pollution Prevention**

The City of Menasha owns 19 structural storm water facilities. In 2018, the City inspected all 12 City owned wet detention ponds. Of these wet detention ponds, 4 required maintenance. Defects in ponds included muskrat burrows, unwanted tree growth and minor erosion. Unwanted trees were removed from pond edges and the City continued muskrat trapping of the ponds. The City budgeted money in the 2019 City Budget for corrective work on Lake Park Villas Pond 1 and the pond expansion of the Manitowoc Rd Storm Water Pond which will include corrective work as needed. In 2018 the City Common Council passed Resolutions R-06-18 and R-07-18 Memorandum of Agreement for Storm Water Detention Pond Construction and Maintenance for 2 ponds being constructed as part of the 441 Corridor Reconstruction.

There were 3 SWPP inspections done at the City of Menasha Public Works Facility and 3 SWPP inspections done at the Menasha Utilities Facility in 2018. During the 1/26/18 inspection at the Public Works Facility an oily film was noted at Outfall "B". This sheen was tracked back to fueling station. A spill kit is present at the fueling station but an additional container of floor dry will be placed to be used to absorb smaller spills not suitable for the larger spill kit. Employees were reminded to clean up even small spills. Other inspections did not note pollutants leaving the site. Also, in 2018 there were 4 inspections done for the City's compost site located at the Public Works Facility and 4 inspections done for the City's dump/compost site. During these inspections no pollutants were noted leaving the site.

Starting in the spring, when weather permitted, the City swept streets for 2½ consecutive weeks with two sweepers per day for a total of 128 hours. For the remainder of the sweeping season, staff tried to sweep all downtown and major streets once per week and secondary streets were swept once per month. Because of heavy snow fall in April very little sweeping was done. Also, in the spring, the City began cleaning City owned catch basins and continued until all had been cleaned. The City spent a total of 718 hours street sweeping in 2018. Between street sweeping and catch basin cleaning, there was a total of 137.9 tons of debris hauled to the landfill.

The City manages leaf and yard waste using a number of methods depending on the season. The City also provides a yard waste dump site that can be utilized yearly by residents. Extended hours start in April and run through November. Residents are asked to separate woody yard waste from leaves and grass clippings. A total of 27.5 hours were spent grinding woody yard waste that was sold as boiler fuel. Non-woody yard waste is composted and provided 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. The City's leaf and yard waste policies are provided to residents through the Public Works spring and fall newsletter "In the Works" or upon request. Grass on City properties is mulched in place as part of the mowing operation.

During the 2018 winter months, the City cleared snow and ice from 155.6 lane miles of streets. A total of 950.97 Tons of salt was used in 2018 in comparison to 1,264 tons used in 2017. In 2018 43,749 gallons of brine were used compared to 46,435 gallons in 2017. 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.

[http://www.cityofmenasha-wi.gov/departments/public\\_works/streets\\_and\\_sanitation/winter\\_weather\\_info.php](http://www.cityofmenasha-wi.gov/departments/public_works/streets_and_sanitation/winter_weather_info.php)

Corey Gordon  
Engineering Supervisor



February 12, 2019

### **Storm Water Quality Management**

On February 28, 2018 City Staff held an informational meeting with City Common Council members to discuss the options presented in the 2015 Storm Water Quality Management Plan and how the City can meet requirements established for the Lower Fox Valley Watershed. At this meeting staff discussed the background of the required Storm Water Action Plan and presented 2 options for consideration.

On March 19, 2018 a 25 year Capital Improvement Program was brought forward to the Common Council and approved for use as the City's Storm Water Action Plan. In this action plan the City establishes approximate future pond locations and future Storm Water Utility rate increases. It is the City's intent to bring the Action Plan to Council a minimum of 1 time per year and for the plan to be included when the Comprehensive Plan is updated each year. Common Council approved the 25 year CIP/ Storm Water Action Plan with an 8-0 vote.

Corey Gordon  
Engineering Supervisor