State of Wisconsin
Department of Natural Resources
dnr.wi.gov

DRAFT

Due by March 31, 2009

This form is for the purpose of annual reporting on activities undertaken pursuant to the Municipal Separate Storm Sewer System (MS4) General Permit No. WI-S050075-1. An owner or operator of a municipal separate storm sewer system covered by the general permit under Chapter NR 216, Wis. Adm. Code, is required to submit an annual report to the Department of Natural Resources by March 31 of each year to report on activities for the previous calendar year. A municipality that received its initial permit coverage in 2006 needs only to report on activities undertaken in calendar year 2008. A municipality that received its initial permit coverage in 2007 needs to report on activities undertaken in both calendar years 2007 and 2008.

Use of this specific form is optional. The Department of Natural Resources has created this form for the user's convenience and believes that the information requested on this form meets the reporting requirements for an owner or operator of a municipal separate storm sewer system covered by the general permit.

Instructions: Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to-date to comply with the general permit. Complete and submit the annual report by March 31, 2009, to the appropriate address indicated on the last page of this form.

SECTION I. Municipal Information

Name of Municipality		Facility ID No. (FIN)	
City of Menasha		31110	
Mailing Address	**City**	**State**	**Postal Code**
140 Main Street	Menasha	WI	54952
County(s) in which Municipality is located	**Type of Municipality: (check one)**		
Winnebago, Calumet	☐ County ☒ City ☐ Village ☐ Town ☐ Other (specify)		

SECTION II. Municipal Contact Information

Name of Municipal Contact Person		Title	
Mark Radtke		Director of Public Works	
Mailing Address	**City**	**State**	**Postal Code**
140 Main Street	Menasha	WI	54952
E-mail Address	**Telephone No. (including area code)**	**Fax No. (including area code)**	
mradtke@ci.menasha.wi.us	(920) 967-3610	(920) 967-5272	

SECTION III. Certification

I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-1 for which this annual report is being submitted and that the information contained in this document 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.

Authorized Representative Printed Name	Authorized Representative Title	
Donald Merkes	Mayor	
Authorized Representative Signature	**Date Signed**	
	29 MAY 2009	
E-mail Address	**Telephone No. (including area code)**	**Fax No. (including area code)**
dmerkes@ci.menasha.wi.us	(920) 967-3601	(920) 967-5273

SECTION IV. General Information

a. Describe what efforts the municipality has undertaken to invite the municipal governing body, interest groups, and the general public to review and comment on the annual report.

See attached sheets.

b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements.

See attached sheets

c. Has the municipality prepared its own municipal-wide storm water management plan? ☒ Yes ☐ No

If yes, title and date of storm water management plan:
January 30, 2008 - We are still awaiting final approval by DNR.

d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions of the general permit as provided under Section 2.10 of the general permit? ☐ Yes ☒ No

If yes, describe these cooperative efforts:

e. Does the municipality have an internet website? ☒ Yes ☐ No

If yes, provide web address:
www.cityofmenasha-wi.gov

If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program? ☒ Yes ☐ No

If yes, provide web address:
www.cityofmenasha-wi.gov

SECTION V. Permit Conditions

a. Minimum Control Measures: For each of the permit conditions listed below, provide a description of the status of implementation of program elements, the status of meeting measurable goals, and compliance with permit schedule in section 3 of the MS4 general permit. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

- Public Education and Outreach

See attached sheet.

- Public Involvement and Participation

See attached sheet.

- Illicit Discharge Detection and Elimination

See attached sheet.

- Construction Site Pollutant Control

See attached sheet.

- Post-Construction Storm Water Management

See attached sheet.

- Pollution Prevention

See attached sheet.

b. Storm Water Quality Management: Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard? ☒ Yes ☐ No

If yes, provide the following: Model used WinSLAMM Version 9.2.5 Reduction (%) 10.1 (see attached)

Has the municipality completed a pollutant-loading analysis to assess compliance with the 40% TSS reduction developed urban area performance standard? ☒ Yes ☐ No

If yes, provide the following: Model used WinSLAMM Version 9.2.5 Reduction (%) 10.1 (see attached)

Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal? ☐ Yes ☒ No If yes, describe:

c. Storm Sewer System Map: Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map.

Map is attached, but we still need to address a few shortcomings with the MS4 permit requirements.

SECTION VI. Fiscal Analysis

a. Municipalities that received initial permit coverage in 2006: Provide a fiscal analysis that includes the annual expenditures for 2008, and the budget for 2008 and 2009. Municipalities that received initial permit coverage in 2007: Provide a fiscal analysis that includes the annual expenditures for 2007 and 2008; and the budget for 2007, 2008, and 2009. A table to document fiscal information is provided on page 6 (Municipalities that received initial permit coverage in 2006 do not need to complete expenditure and budget information for 2007.).

b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?
☒ Storm water utility ☒ General fund ☒ Other Permit fees

c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements? ☒ Yes ☐ No

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.

A storm water utility was created with an initial effective coverage date of January 1, 2009. The budget was established with objectives of meeting the 20% TSS reduction threshold via construction of a new storm water management pond in 2009, complying with the requirements of NR 216, operating and administering our storm water management plan and planning for future TSS reductions.

SECTION VII. Inspections and Enforcement Actions

Note: If an ordinance listed below has previously been submitted and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.

a. As of the date of this annual report, has the municipality adopted a construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit? ☒ Yes ☐ No If yes, attach copy or provide web link to ordinance:

b. As of the date of this annual report, has the municipality adopted a post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit? ☒ Yes ☐ No If yes, attach copy or provide web link to ordinance:

c. As of the date of this annual report, has the municipality adopted an illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit? ☐ Yes ☒ No If yes, attach copy or provide web link to ordinance:

The ordinance is expected to be adopted in May, 2009.

d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)? ☐ Yes ☒ No If yes, attach copy or provide web link to ordinance:

e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.

Construction Site Pollutant Control Ordinance - approximately 110 erosion control inspections and 20 enforcement actions.

SECTION VIII. Water Quality Concerns

a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: http://dnr.wi.gov/org/water/wm/wqs/orwerw/) ☐ Yes ☒ No If yes, list:

b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: http://dnr.wi.gov/org/water/wm/wqs/303d/303d.html) ☒ Yes ☐ No If yes, complete the following:

- Impaired waterbody to which the MS4 discharges:

Lake Winnebago, Lower Fox River

- Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant(s) of concern to an impaired waterbody:

The City has posted IDDE information on its website; has published an article regarding lawn fertilizing in its spring newsletter; has promoted the annual urban clean sweep program; has completed a pet waste brochure for 2009 distribution; has conducted routine regular street sweeping operations; has experimented with the use of geomelt to reduce the amount of road salt used; and has created a nutrient management policy for city-owned properties.

c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

Continued PCB removal operations in the Lower Fox River

d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

The City is not aware of any water quality degradation in the receiving water.

SECTION IX. Department of Commerce Authority

Does the municipality currently have authority from the Wisconsin Department of Commerce to regulate erosion control at public buildings and places of employment? ☐ Yes ☒ No

If no, has the municipality requested such authority from the Department of Commerce pursuant to s. 101.1205(4), Wis. Stats., within 18 months after the municipality's permit coverage start date? ☒ Yes ☐ No If no, explain:
Requested on March 28,2008. We needed to have someone on staff become certified as a Soil Erosion Inspector, which was recently accomplished. The City is in the process of resubmitting its application for authority to DComm.

Fiscal Analysis Table. Complete the fiscal analysis table provided below.

Program Element	Annual Expenditure		Budget			Source of Funds
	2007*	2008	2007*	2008	2009	
Public Education and Outreach		5,500		4,000	5,000	Storm Water Utility
Public Involvement and Participation		2,750		3,000	2,000	Storm Water Utility
Illicit Discharge Detection and Elimination		2,000		2,000	6,000	Storm Water Utility
Construction Site Pollutant Control		6,000		5,000	12,000	Storm Water Utility and permit fees
Post-Construction Storm Water Management		2,500		4,000	6,000	Storm Water Utility and permit fees
Pollution Prevention		140,000		2,000	143,000	Storm water Utility
Storm Water Quality Management		23,500		20,000	35,000	Storm Water Utility
Storm Sewer System Map		1,000		2,000	3,000	Storm Water Utility
Other					145,000	Storm Water Utility

* Municipalities that received initial permit coverage in 2006 do not need to complete expenditure and budget columns for 2007

NORTHERN REGION COUNTIES		
Ashland	Langlade	DNR Service Center
Barron	Lincoln	1401 Tower Ave.
Bayfield	Oneida	Superior, WI 54880
Burnett	Polk	Phone: (715) 392-7988
Douglas	Price	
Florence	Rusk	
Forest	Sawyer	
Iron	Taylor	
	Vilas	
	Washburn	

WEST CENTRAL REGION COUNTIES		
Adams	Marathon	DNR Service Center
Buffalo	Monroe	5301 Rib Mountain Rd.
Clark	Portage	Wausau, WI 54401
Crawford	Trempealeau	Phone: (715) 359-4522
Jackson	Vernon	
Juneau	Wood	
La Crosse		
Chippewa	Pepin	DNR Service Center
Dunn	Pierce	890 Spruce St.
Eau Claire	St. Croix	Baldwin, WI 54002
		Phone: (715) 684-2914

NORTHEAST REGION COUNTIES		
Brown	Marquette	DNR Northeast Region
Calumet	Menominee	2984 Shawano Ave.
Door	Oconto	Green Bay, WI 54313
Fond du Lac	Outagamie	Phone: (920) 662-5100
Green Lake	Shawano	
Kewaunee	Waupaca	
Manitowoc	Waushara	
Marinette	Winnebago	

SOUTH CENTRAL REGION COUNTIES		
Columbia	Jefferson	DNR South Central Region
Dane	LaFayette	3911 Fish Hatchery Rd.
Dodge	Richland	Fitchburg, WI 53711
Grant	Rock	Phone: (608) 275-3266
Green	Sauk	
Iowa		

SOUTHEAST REGION COUNTIES		
Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	141 NW Barstow Street,
Ozaukee	Washington	Room 180
Racine	Waukesha	Waukesha, WI 53188
		Phone: (262) 884-2300

Public Education and Outreach Program (Section 2.1)

2.1.1. Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.

Complete	Date	Activity	Notes
No	NA	Create and distribute IDDE response brochure and link it to City website.	Planned for 2009.
Yes	3/08	Publish IDDE response information on City of Menasha website and/or city newsletter.	Information posted on city website.

2.1.2 Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.

Complete	Date	Activity	Notes
Yes	3/08	Publish educational information on storm water pollution on city website.	
Yes	3/08	At least annually, publish an article in the city newsletter relating to various aspects of pollution prevention.	Published article "Does Your Lawn Need To Go On A Diet" in spring newsletter.
Yes	4/08	Participate in annual urban clean sweep program.	Advertised in city newsletter 03/08.
Partial	10/08	Create and distribute pet waste brochure.	Brochure completed, will be printed and distributed spring 2009.

2.1.3 Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.

Complete	Date	Activity	Notes
Yes	03/08	At least annually, publish an article in the city newsletter regarding yard waste management.	Published article "Does Your Lawn Need To Go On A Diet" in spring newsletter. Educational information posted on city website 03/08.

2.1.4 Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.

Complete	Date	Activity	Notes
Yes	05/08	Promote the Winnebago County Shoreline Expo by publishing a message on the city's website and/or article in city newsletter.	Both website and city newsletter were utilized.

2.1.5 Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.

Complete	Date	Activity	Notes
Yes	03/08	Publish residential infiltration information on city website.	
Yes	03/08	Create a residential infiltration informational brochure.	Handout available in Building Inspection Department relating to installing raingardens.

2.1.6 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.

Complete	Date	Activity	Notes
Yes	3/08	Publish construction site erosion control information on city web site.	
No	NA	Place construction site erosion control information for public and contractors in the Building Inspection Department.	Planned for 2009.

2.1.7 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.

Complete	Date	Activity	Notes
No	NA	Prepare educational reference guide or materials specific to businesses and activities that may pose a threat to stormwater facilities.	Planned for 2009.

2.1.8 Promote environmentally sensitive land development designs by developers and designers.

Complete	Date	Activity	Notes
No	NA	Create a procedural check point that requires consideration of various elements of environmentally sensitive land development design options.	Planned for 2009.

Public Involvement and Participation Program (Section 2.2)

2.2 The permittee shall implement a program to notify the public of activities by this permit and to encourage input and participation from the public regarding these activities. This program shall include measurable goals for public involvement and participation and comply with applicable state and local public notice requirements.

Complete	Date	Activity	Notes
Yes	04/08	Present MS4 Annual Report at Common Council meeting	Additional measurable goals to be developed by 7/09.

Illicit Discharge Detection and Elimination (Section 2.3)

2.3 Recognizing the adverse effects illicit discharges can have on receiving waters, the permittee shall develop, implement and enforce a program to detect and remove illicit connections and discharges to the MS4.

Complete	Date	Activity	Notes
No	NA	Adopt ordinance relating to illicit discharge.	Ordinance will be finalized and submitted to WisDNR in 5/09.
No	NA	Establish procedures for illicit discharge detection and elimination.	Procedures and measurable goals will be established per Section 2.3.4 by 7/09 (informal procedures already exist).

Construction Site Pollutant Control (Section 2.4)

2.4 Each permittee shall develop, implement and enforce a program to reduce the discharge of sediment and construction materials from construction sites.

Complete	Date	Activity	Notes
Yes	6/08	Adopt ordinance relating to construction site pollutant control.	
Yes	6/08	Establish construction site inspection and enforcement of erosion and sediment control measures.	Measurable goals will be developed by 7/09.

Post-Construction Storm Water Management (Section 2.5)

2.5 The permittee shall develop, implement and enforce a program to require control of the quality of discharges from areas of new development and redevelopment, after construction is completed.

Complete	Date	Activity	Notes
Yes	1/09	Adopt ordinance relating to post-construction storm water management	
Yes	1/09	Establish procedures for maintenance of post-construction long-term maintenance	Included in post-construction storm water managmement ordinance. Measurable goals will be developed by 7/09.

Pollution Prevention (Section 2.6)

2.6 Each permittee shall develop and implement a pollution prevention program that establishes measurable goals for pollution prevention.

Complete	Date	Activity	Notes
Partial		Conduct routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency.	Sites have been identified and inspections of partial sites conducted in 2008. All sites to be inspected in 2009.
Yes		Conduct routine street sweeping and catch basin cleaning – weekly for downtown area and parking lots; monthly for remainder of city.	
Yes		Properly dispose of street	Measurable goals

		sweeping and catch basin cleaning waste.	will be developed by 7/09.
Yes		If road salt or other deicers are applied, use no more than necessary to maintain public safety.	Measurable goals will be developed by 7/09.
Yes		Properly manage leaves and grass clippings, including on-site beneficial reuse as opposed to collection	Measurable goals will be developed by 7/09.
No		Conduct storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities	Measurable goals will be developed by 7/09.
Yes		Apply lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests.	A nutrient management policy is already in effect for city-owned properties. Measurable goals will be developed by 7/09.
No		Provide education of appropriate municipal and other personnel involved in implementing this program.	Measurable goals will be developed by 7/09.
No		Establish measures to reduce municipal sources of storm water contamination within source water protection areas.	Measurable goals will be developed by 7/09.

Response to Section V. Permit Conditions, Item b. Storm Water Quality Management –

The City of Menasha has currently achieved a TSS reduction of only 10.1%. The primary reason for this shortfall is the inability to construct a planned significant storm water pond coincident with the 20% TSS reduction timeline. The City of Menasha and the Town of Menasha have entered into agreement for the design and construction of a major storm water pond in the Town of Menasha that will result in an additional 16% TSS reduction for the City of Menasha. It is expected this pond will be constructed in late 2009 or early 2010. We are also awaiting a response to our request for Stimulus funds to assist in the construction of this pond.