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

# Annual Report under MS4 General Permit No. WI-S050075-1

Form 3400-195 (R 01/12) 

## Due by March 31, 2012

**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 (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. 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.].

This form is for reporting on activities undertaken in calendar year 2011.

**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 comply with the general permit. Complete and submit the annual report by March 31, 2012, 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. (include area code) | Fax No. (include 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 MARCH 2012 | |
| E-mail Address | Telephone No. (include area code) | Fax No. (include area code) | |
| dmerkes@ci.menasha.wi.us | (920) 967-3600 | (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.

The City published a notice in the official newspaper inviting commentary on the draft annual report. The draft annual report is submitted to the Common Council as an official communication.The annual report is also available on the City's website and at City Hall fpr public review.

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

Elected and municipal officials and staff were provided the annual report. Staff involved in the implementation of the storm water permit meet as needed to discuss programs and assure compliance with all requirements. Staff also attends various related seminars.

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:
City of Menasha Stormwater Management Plan (Draft) January 30, 2008. DNR approval pending.

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:
The City's agreement with the Town of Menasha was submitted with the 2009 Annual Report. The efforts involved a shared cost agreement relating to a regional storm water management pond.

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. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. 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

Please see attached.

- Public Involvement and Participation

Please see attached.

- Illicit Discharge Detection and Elimination

Please see attached.

- Construction Site Pollutant Control

Please see attached.

- Post-Construction Storm Water Management

Please see attached.

- Pollution Prevention

Please see attached.

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 (%) 26.98

If no, include a description of any actions the municipality has undertaken during 2011 to help achieve the 20% standard.

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:

Staff conducted review and concluded there is no opportunity for retrofitting at this time.

c. Best Management Practices Maintenance: Does the municipality have a maintenance program for installed storm water best management practices? ☒ Yes ☐ No

If yes, describe the maintenance program. If available, attach any additional information on the maintenance program.

The City's maintenance program includes regular interval cleaning of proprietary filtering devices and maintenance at storm water mangement ponds and biofiltration devices.

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

## SECTION VI. Fiscal Analysis

a. Provide a fiscal analysis that includes the annual expenditures for 2011, and the budget for 2011 and 2012. A table to document fiscal information is provided on page 6.

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 2011 budget was established with objectives of determining the level of effort and financing necessary to meet the 40% threshold required by 2013. New state law removed that requirement but the City is now faced with meeting as yet undetermined standards for an expected TMDL for the Lower Fox River basin.

## SECTION VII. Legal Authority [illegible]

**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:

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.

Residential erosion control permits, inspections, and enforcement activities were carried out by the Building Inspection Department. In 2011, the department issued 22 residential construction erosion control permits. Inspections and enforcement activities were periodically conducted throughout the course of construction. Commercial erosion control permits, inspections, and enforcement activities were carried out by the Department of Public Works. In 2011, the department issued 8 commercial construction erosion control permits, with inspections and enforcement activities conducted periodically throughout the course of construction. Four letters were sent notifying parties of ilicit discharge. All activities were recorded in PermiTrack.

## 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:

Please see attached.

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

Continued PCB removal 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. Proposed Program Changes

a. Describe any proposed changes to the storm water management program being contemplated by the municipality for 2012 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The City is pursuing an Urban Non-Point Source & Storm Water Planning Grant in anticipation of expected additional phosphorus and sediment removal standards associated with the Lower Fox River TMDL. Proposed changes are possible but unknown at this time.

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

| Program Element | Annual Expenditure | Budget | | Source of Funds |
|---|---|---|---|---|
| | 2011 | 2011 | 2012 | |
| Public Education and Outreach | 8080 | 12000 | 12750 | Storm Water Utility |
| Public Involvement and Participation | 1500 | 2500 | 2500 | Storm Water Utility |
| Illicit Discharge Detection and Elimination | 17750 | 30000 | 31500 | Storm Water Utility and permit fees |
| Construction Site Pollutant Control | 18300 | 35000 | 37500 | Storm Water Utility and permit fees |
| Post-Construction Storm Water Management | 17140 | 30000 | 34000 | Storm Water Utility and permit fees |
| Pollution Prevention | 397550 | 750000 | 795000 | Storm Water Utility |
| Storm Water Quality Management (including pollutant-loading analysis) | 43240 | 85000 | 85000 | Storm Water Utility |
| Storm Sewer System Map | 2480 | 5000 | 5000 | Storm Water Utility |
| Other | 149075 | 277439 | 298854 | Storm Water Utility |

| NORTHERN REGION COUNTIES | | |
|---|---|---|
| Ashland | Langlade | DNR Service Center |
| Barron | Lincoln | 1701 N. 4th Street |
| 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 |
| | | (262) 574-2100 |

City of Menasha, WI

# City of Menasha, WI - Citywide Stormwater Management Program

## January 01, 2011 To December 31, 2011

This program consists of the following 9 Minimum Control Measure(s).

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Pollutant Control
5. Post-Construction Storm Water Management
6. Pollution Prevention
7. Storm Water Quality Management
8. Storm Sewer System Map
9. Annual Report and Storm Water Management Program Funding

# 1 Public Education and Outreach

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**
To satisfy this minimum control measure, the permittee shall implement a public education and outreach program to increase the awareness of storm water pollution impacts on waters of the state to encourage changes in public behavior to reduce such impacts. The program shall establish measurable goals and, at a minimum, include the following elements:

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

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.

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

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

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

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.

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.

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

## Best Management Practices

### 1.1 Promote Illicit Discharge Detection

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Required** Yes

### Description

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

### Justification

Public awareness of illicit discharges and their prospective impacts along with education on how to report potential illicit discharges substantially increases the opportunity to quickly identify and eliminate them.

#### Goals

**1.1.1 Create and distribute IDDE Response brochure**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Create IDDE Response brochure and link to it on the city website. Make copies available at the city garage, library, police department, health department and city hall.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 03/15/2011 | Implement IDDE educational program in coordination with Health Department (2011) |

**Description**

Community Development Staff coordinate with Health Department to begin implementation of IDDE educational program for Restaurants. Due to staff changes in community development department, full implementation will take place in 2012.

City will distribute NEWSC IDDE materials which were developed in 2011 that pertain to restaurant management (attached).

File Attachment 11x17 restaurant management.pdf

File Attachment Parking Lot BMP.pdf

File Attachment Dumpster Management Poster 11x17.pdf

**1.1.2 Publish IDDE Response Advisory in city newsletter and/or website**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Prepare and publish information annually in city newsletter and/or city website advising people on how to respond to apparent spills or illicit discharges.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 01/01/2011 | Website Info (2011) |

**Description**

Ongoing website information available on "resident action page" regarding dumping of hazardous chemicals into the stormwater system.

File Attachment ResidentAction_Web2011.mht

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| | |
|---|---|
| 03/31/2011 | Newsletter Article (2011) |

**Description**

Newsletter article pertaining to Illicit Discharge and how citizens can report violations.

File Attachment 2011_Newsletter_IDDE_GrassClippings.pdf

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## 1.2 Public Pollution Prevention Education

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Required** Yes

### Description

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.

### Justification

Informing the public of the potential pollution impacts of their activities together with the information they need to make educated decisions on alternative behaviors or actions will improve responsible actions.

**Goals**

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**1.2.1 Create and distribute pet waste brochure**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Create and distribute a pet waste brochure containing information for pet owners on pet waste hazards and environmental consequences. Brochure to be distributed annually with pet licenses.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 09/01/2011 | Pet Waster Brochure (2011) |

**Description**

Brochure completed and copies given to the Finance Department to be distributed with each dog license.

File Attachment Pet Waste Brochure.pdf

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**1.2.2 Publish Public Pollution Prevention educational article in city newsletter and/or city website**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

At least annually, publish an article in the city newsletter and/or city website relating to one or more aspects of pollution prevention.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010 2011

| Activity Date | Name |
|---|---|

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01/01/2011 Website Article (2011)

**Description**

Published educational articles on city's website on both Public Works and Community Development web pages.

File Attachment ComDev_PollutionPrevention_Web2011.mht

File Attachment ResidentAction_Web2011.mht

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03/31/2011 Newsletter Article (2011)

**Description**

Published article in spring 2011 city newsletter that included educational information on preventing stormwater runoff pollution through rain gardens.

File Attachment 2011_Spring_ProtectOurWatersArticle.pdf

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**1.2.3 Participate in Annual Urban Clean Sweep Program**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Promote community participation in the annual urban Clean Sweep program sponsored by Outagamie, Winnebago and Calumet Counties by advertising the event on the city website and/or the city newsletter. Participate in the event by sending at least one staff member to staff the event.

**Planned:** 2006 2007 2008 2009 2010 2011 2012

**Complete:** 2006 2007 2008 2009 2010 2011

| **Activity Date** | **Name** |
|---|---|
| 03/31/2011 | Clean Sweep (2011) |

**Description**

Promoted 2011 Clean Sweep in City Newsletter.

File Attachment 2011_CleanSweep_Newsletter.pdf

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## 1.3 Leaf Management and Lawn Care

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Required** Yes

### Description

Provide information and education to promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.

**Goals**

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**1.3.1 Publish articles in city newsletter and/or city website**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

At least annually, publish leaf management and lawn care article(s) in the city's newsletter (which is distributed to every household in Menasha) and the city's website.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010 2011

| Activity Date | Name |
|---|---|
| 01/01/2011 | Website Articles (2011) |

**Description**

In the "resident action" page of the city's website, extensive setion on lawn maintenance with links to articles on specific lawn BMPs.

File Attachment ResidentAction_Web2011.mht

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**1.3.2 Create and distribute a Leaf Management and Lawn Care brochure**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Utilizing information from NEWSC and UW-Extension, create a leaf managment and lawn care brochure to be distributed at the city garage, library, and city hall. This should be done at least annually in the summer/fall seasons.

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 09/01/2011 | Leaf and Lawn Flyer (2011) |

**Description**

Distributed NEWSC healthy lawn flyer throughout city hall.

File Attachment NEWSC_Healthy Lawn.pdf

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### 1.3.3 Participate in NEWSC Phosphorus Education Campaign

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

The city will participate in the NEWSC Phosphorus Education Campaign to promote residential yard care bahaviors to reduce the phosphorus in our area waters. The campaign included multiple media venues, including telvision, radio, billboards, and even displays.

**Planned:** 2008 2009 2010

**Complete:** 2008 2009 2010

| Activity Date | Name | Description |
|---|---|---|
| None | | |

## 1.4 Streambank and Shoreline Management

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Required** Yes

### Description

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

**Goals**

#### 1.4.1 Promote the Winnebago County Shoreline Expo

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Promote the Winnebago County Shoreline Expo by publishing the press release and message on the city website's main page and/or the city newsletter.

**Planned:** 2008 2009

**Complete:** 2008

| Activity Date | Name | Description |
|---|---|---|
| None | | |

#### 1.4.2 Distribute educational materials to riparian properties

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Identify riparian properties in the City of Menasha and conduct an educational mailing campaign relating to shoreline best practices.

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 06/30/2011 | Conduct Educational Campaign (2011) |

**Description**

Create and distribute educational materials to riparian property owners relating to best practices for shoreland management.

## 1.5 Residential Property Infiltration

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Required** Yes

### Description

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

**Goals**

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**1.5.1 Create and distribute Residential Property Infiltration informational brochure**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Using information from NEWSC and UW-Extension, create an informational brochure which contains basic information on residential property infiltration and directing residents to resources. Make copies available at city hall, the library, Heckrodt Wetland Reserve, the senior center and the city garage.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 03/31/2011 | Rain Barrel Brochures (2011) |

**Description**

Distributed Rain Barrel Brochures in City Hall & at community expos

File Attachment NEWSC_Rain Barrels.pdf

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**1.5.2 Publish article in city newsletter and/or city website**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

At least annually, publish residential property infiltration article(s) in the city's newsletter (which is distributed to every household in Menasha) and/or the city's website.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 09/30/2011 | Newsletter Article (2011) |

**Description**

Newsletter article pertaining to raingardens included in fall City newsletter.

File Attachment 2011_Spring_ProtectOurWatersArticle.pdf

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**1.5.3 Promote rain gardens and rain barrels at community events**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

At least annually, offer displays and educational information regarding residential property infiltration techniques such as rain gardens and rain barrels at community and/or regional events.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 03/18/2011 | WHBY Home and Garden Show (2011) |

**Description**

Distributed educational materials and conducted a rain barrel raffle at the WHBY Home and Garden Show at the NEWSC booth.

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**1.5.4 Develop and implement rain barrel program in coordination with NEWSC**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

**Planned:** 2011

**Complete:** 2011

| Activity Date | Name |
|---|---|
| 02/15/2011 | Development of regional rain barrel program (2011) |

**Description**

In coordination with NEWSC, the city began development of a regional rain barrel program.

File Attachment Rain Barrel Coupon Program - full page extended margins.pub

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| | |
|---|---|
| 04/30/2011 | Implement Regional Rain Barrel Program (2011) |

**Description**

A coupon program was developed in coordination with True Value, Lowes & Hope Depot for rain barrels, in coordination with NEWSC.

File Attachment Rain Barrel Coupon - 1 up.pub

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## 1.6 Construction Site Erosion Control Education

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Required** Yes

### Description

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.

**Goals**

#### 1.6.1 Hold educational meetings with contractors

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Upon application for a building permit, staff will meet with contractors to discuss site erosion control issues and review the proposed construction site erosion control plan.

**Planned:** 2009

**Complete:** 2009

| Activity Date | Name | Description |
|---|---|---|
| None | | |

#### 1.6.2 Create and distribute a Construction Site Erosion Control brochure

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Utilizing information from NEWSC and UW-Extension, create and distribute a brochure explaining construction site erosion control issues and providing instruction on implementing control measures. Brochures to be made available at the Building Inspection counter and distributed with all building permits.

**Planned:** 2011 2012

**Complete:** 2011

| Activity Date | Name |
|---|---|
| 12/31/2011 | Erosion Control Handout (2011) |

**Description**

UW-Extension Handout identified to include with all new residential construction projects.

File Attachment Erosion Control for Home Builders.pdf

**1.6.3 Publish articles in city newsletter and/or website**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Publish information about the city's construction site erosion control requirements along with educational information.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 01/01/2011 | 2011 Website Article |

**Description**

Information posted to Public Works website showing best practices for construction site erosion control.

File Attachment Public Works Stormwater Programs And Information Construction Information.mht

## 1.7 Non-Residential Property Pollution Prevention

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Required** Yes

### Description

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.

**Goals**

---

**1.7.1 Create and distribute Property Pollution Prevention educational brochure for businesses**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Utilizing information from NEWSC and UW-Extension, create and distribute a Property Pollution Prevention educational brochure for commercial and industrial properties. Brochure to be mailed on an annual basis to all affected properties.

**Planned:** 2011 2012

**Complete:** 2011

| Activity Date | Name |
|---|---|
| 12/31/2011 | Property Pollution Campaign for Businesses |

**Description**

Staff identified brochures developed in partnership with NEWSC to use for targeted mailings to business owners. Due to staffing changes, the mailing is planned for 2012.

| | |
|---|---|
| File Attachment | Environmentally Friendly property management_Coverletter.docx |
| File Attachment | Parking Lot BMP.pdf |
| File Attachment | Dumpster Management Poster 11x17.pdf |
| File Attachment | Power washing for the professional washer.pdf |
| File Attachment | carpet cleaning.pdf |
| File Attachment | 11x17 restaurant management.pdf |

---

**1.7.2 Develop Rain Garden Demonstration Projects**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Develop rain garden demonstration projects at commercial and/or public properties in the City of Menasha.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

---

| Activity Date | Name |
|---|---|
| 10/31/2011 | Fire Station 36 Stormwater Management Demo Project (2011) |

**Description**

Began planning and coordination for the Fire Station 36 Stormwater Management Demo Project which will include a rain garden and created wetland.

As of fall 2011, the constructed wetland, bioswales and bio-filter were graded. Planting anticipated in 2012.

---

### 1.7.3 Offer Stormwater Utility Charge Credits for On Site Storm Water Management

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

Offer Stormwater Utility Charge Credits for On Site Storm Water Management

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 01/01/2011 | Stormwater Credit Program (2011) |

**Description**

City offers program for commercial and industrial properties to be eligible for stormwater utility fee credits of up to 21% for water quality improvement BMPs like ponds, bio-filters, and rain gardens and an additional 46% credit for flow reduction facilities such as a stormwater pond.

---

## 1.8 Promote Environmentally Sensitive Land Development

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Required** Yes

### Description

Promote environmentally sensitive land development designs by developers and designers.

**Goals**

**1.8.1 Identify and evaluate environmentally sensitive land development principals**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Engage the Sustainability Board and/or Plan Commission to identify and evaluate environmentally sensitive land development principles suitable for the City of Menasha. Adoption, implementation, and promotion of policies to be ongoing.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 07/01/2011 | Sustainability Board Review Impervious Surface Inventory |

**Description**

The City's Sustainability Board discussed the need for an inventory of city-owned impervious surface.

As a response, Public Works converted an impervious parking area to a vegetative condition.

## 2 Public Involvement and Participation

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

To satisfy this minimum control measure, the permittee shall implement a program to notify the public of activities required 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.

## Best Management Practices

### 2.1 Public Notification

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Required** Yes

### Description

Notify the public of activities required by the MS4 Permit on an annual basis.

#### Goals

**2.1.1 Annually report to community on MS4 Permit activities**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Prior to submission, a draft of the MS4 Permit Annual Report shall be placed on the Common Council for public review, be placed on the city website, and be made available at the Department of Public Works. The final submission shall be posted on the city website and be made available at the Department of Public Works.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010 2011 2012

| Activity Date | Name |
|---|---|
| 03/25/2011 | 2010 Annual Report to the Community |

**Description**

A draft of the 2010 MS4 Permit Annual Report was submitted to the Common Council for public review. The draft was also placed on the city website and made available at the Department of Public Works. The final copy was posted on the city website and is available at the Department of Public Works.

**2.1.2 Publish requirements of MS4 Permit on city website**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

The city shall publish the purpose, requirements, and activities of the MS4 Permit on the city's website throughout the year.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010 2011

| Activity Date | Name |
|---|---|
| 01/01/2011 | 2011 MS4 Permit Activities Published on City Website |

**Description**

The city's MS4 permit requirements and activities are published on the city's website throughout the year at http://www.cityofmenasha-wi.gov/content/departments/public_works/(5)Stormwater_Programs_and_Information/Storm_Water_Permit.php

## 2.2 Public Participation

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Required** Yes

### Description

Encourage input and participation from the public regarding the activities of the MS4 Permit.

**Goals**

---

**2.2.1 Publish Class One (1) notice requesting public input**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

In conjunction with annual reporting to the community, the Common Council shall schedule request public comment and input on the activities of the MS4 Permit. The request will be published in the official newspaper of the City of Menasha as a Class One (1) notice as provided in Chapter 985 of the Wisconsin Statutes.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011 2012

| Activity Date | Name |
|---|---|
| 03/25/2011 | 2010 Annual Report Notice |

**Description**

Published Class One (1) notice in the Post-Crescent requesting public input on the 2009 annual report and MS4 activities.

File Attachment Annual Report Notice 2010.doc

File Attachment Annual Report Publication_2010.pdf

---

**2.2.2 Publish requests for public input on city's website**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Publish a request for comment, input, and questions regarding the activities of the MS4 Permit on the city's website throughout the year and provide staff contact information.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010 2011

| Activity Date | Name |
|---|---|
| 03/25/2011 | 2010 Annual Report Website Notice |

**Description**

---

## 3 Illicit Discharge Detection and Elimination

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

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. The program shall include measurable goals and include all of the following:

1. An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4.

2. Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented.

3. On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.

4. Procedures for responding to known or suspected illicit discharges.

5. The permittee shall take appropriate action to remove illicit discharges from its MS4 system as soon as possible. If it will take more than 30 days to remove an illicit connection, the Department shall be contacted to discuss an appropriate action and/or timeframe for removal.

6. In the case of an illicit discharge that originates from the permittee?s permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality, the permittee shall notify the affected municipality within one working day.

7. The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department in accordance with section 3.3.2 of the Permit.

## Best Management Practices

### 3.1 IDDE Ordinance

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

**Description**
An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4. At a minimum, the ordinance or other regulatory mechanism shall:

1. Prohibit the discharge, spilling or dumping of non-storm water substances or materials into waters of the state or the MS4.

2. Identify non-storm water discharges or flows that are not considered illicit discharges. Non-storm water discharges that are not considered illicit discharges include water line flushing, landscape irrigation, diverted stream flows, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, fire fighting and discharges authorized under a WPDES permit unless identified by the permittee as significant source of pollutants to waters of the state.

3. Establish inspection and enforcement authority.

**Annual Reporting Items**
Ordinance development and adoption; implementation.

#### Goals

**3.1.1 IDDE Ordinance review and updates**
**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**
The City of Menasha Illicit Discharge and Connection Ordinance was adopted by the Council on August 17, 2009. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 8 of the City of Menasha Municipal Code. This can be found on the City's website: http://www.cityofmenasha-wi.gov/
The ordinance will be reviewed at least once every five years and updated as needed.

**Planned:** 2009 2012

**Complete:** 2009

| Activity Date | Name | Description |
|---|---|---|
| None | | |

### 3.1.2 Enforcement of IDDE Ordinance

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**

A procedure will be established for tracking complaints and response activities as part of the enforcement component of the ordinance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name | Description |
|---|---|---|
| None | | |

## 3.2 Initial Field Screening

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Required** Yes

**Description**
Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented and include:

1. Visual Observation - A narrative description of visual observations including color, odor, turbidity, oil sheen or surface scum, flow rate and any other relevant observations regarding the potential presence of non-storm water discharges or illicit dumping.

2. Field Analysis - If flow is observed, a field analysis shall be conducted to determine the presence of illicit non-storm water discharges or illicit dumping. The field analysis shall include sampling for pH, total chlorine, total copper, total phenol and detergents, unless the permittee elects instead to use detergent, ammonia, potassium and fluoride as the indicator parameters. Other alternative indicator parameters may be authorized by the Department in writing.

(1) Field screening points shall, where possible, be located downstream of any source of suspected illicit activity.

(2) Field screening points shall be located where practicable at the farthest manhole or other accessible location downstream in the system. Safety of personnel and accessibility of the location shall be considered in making this determination.

**Goals**

### 3.2.1 Identification of major outfalls

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Identify and locate all of the major outfalls in the City.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 12/30/2011 | Outfall List (2011) |

**Description**

File Attachment Outfalls to Monitor.doc

### 3.2.2 Field Screening

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**

Visit each major outfall during a dry weather period and conduct observation and analysis, if necessary, per Section 2.3.2 of our WPDES Permit. Complete written documentation of the field screening.
The initial field screening of major outfalls is anticipated to be completed in summer of 2010.

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name | Description |
|---|---|---|
| None | | |

## 3.3 On-going Dry Weather Field Screening

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Required** Yes

### Description

On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.

**Goals**

---

**3.3.1 Develop on-going field screening program**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**

Identify parameters for on-going field screening program, including the outfalls that will be evaluated and the field screening frequency. Consideration shall be given to hydrologic conditions, total drainage area of the site, population density of the site, traffic density, age of the buildings in the area, history of the area and land use types.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name | Description |
|---|---|---|
| None | | |

---

**3.3.2 Outfall AY**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**

The inspection of outfall on annual basis.

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 10/12/2011 | Inspection (2011) |

**Description**

ALL TESTS SHOWED NOTHING PRESENT.

File Attachment inspection.pdf

**3.3.3 Outfall BX**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
The inspection of the outfall

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 10/12/2011 | INSPECTION (2011) |

**Description**

ALL TESTS SHOWED NOTHING PRESENT

File Attachment inspection.pdf

---

**3.3.4 Outfall X**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
The inspection of the outfall.

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 10/18/2011 | INSPECTION (2011) |

**Description**

iNSPECTED 2ND MH EAST DUE TO WATER LEVEL AT LAKE.

File Attachment inspection.pdf

---

**3.3.5 Outfall T**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
The inspection of the outfall.

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|

---

10/18/2011 INSPECTION (2011)

**Description**

ALL OTHER TESTS SHOWED NOTHING PRESENT.

File Attachment inspection.pdf

---

**3.3.6 Outfall U**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
The inspection of the outfall.

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 10/18/2011 | INSPECTION (2011) |

**Description**

ALL OTHER TESTS SHOWED NOTHING PRESENT

File Attachment inspection.pdf

---

**3.3.7 Outfall R**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
The inspection of the outfall.

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 10/18/2011 | INSPECTION (2011) |

**Description**

File Attachment inspection.pdf

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**3.3.8 Outfall BV**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
The inspection of the outfall.

---

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| **Activity Date** | **Name** |
|---|---|
| 10/18/2011 | INSPECTION 2011 |

**Description**

File Attachment inspection.pdf

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**3.3.9 Outfall D**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
The inspection of the outfall

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| **Activity Date** | **Name** |
|---|---|
| 10/18/2011 | INSPECTION 2011 |

**Description**

File Attachment inspection.pdf

---

**3.3.10 Outfall A**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
The inspection of the outfall.

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| **Activity Date** | **Name** |
|---|---|
| 10/18/2011 | INSPECTION 2011 |

**Description**

ALL OTHER TESTS SHOWED NOTHING PRESENT

File Attachment inspection.pdf

---

**3.3.11 Outfall Y**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Inspection of the outfall

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 10/18/2011 | INSPECTION 2011 |

**Description**

File Attachment inspection.pdf

---

**3.3.12 Outfall AP & AQ**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
The inspection of the outfall.

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 10/18/2011 | INSPECTION 2011 |

**Description**

File Attachment inspection.pdf

---

**3.3.14 Outfall BU**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Outfall inspection

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|

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10/12/2011 INSPECTION 2011

**Description**

File Attachment inspection.pdf

---

**3.3.15 Outfall BI**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Outfall inspection

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 10/12/2011 | INSPECTION 2011 |

**Description**

File Attachment inspection.pdf

---

**3.3.16 Outfall DI**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Outfall Inspection

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 10/12/2011 | INSPECTION 2011 |

**Description**

File Attachment inspection.pdf

---

**3.3.17 Outfall DS & DT**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Outfall inspection

---

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| **Activity Date** | **Name** |
|---|---|
| 10/12/2011 | INSPECTION 2011 |

**Description**

ALL OTHER TESTS SHOWED NOTHING PRESENT

File Attachment inspection.pdf

---

**3.3.19 Outfall DU & DV**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Outfall inspection

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| **Activity Date** | **Name** |
|---|---|
| 10/12/2011 | INSPECTION 2011 |

**Description**

File Attachment inspection.pdf

---

**3.3.21 Outfall H**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Outfall inspection

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| **Activity Date** | **Name** |
|---|---|
| 10/18/2011 | INSPECTION 2011 |

**Description**

File Attachment inspection.pdf

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**3.3.22 Outfall AZ**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Outfall inspection

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 10/12/2011 | INSPECTION 2011 |

**Description**

File Attachment inspection.pdf

---

**3.3.23 Outfall N**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Outfall inspection

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 10/12/2011 | INSPECTION 2011 |

**Description**

File Attachment inspection.pdf

---

**3.3.24 Outfall BP**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Outfall Inspection

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|

---

10/12/2011 INSPECTION 2011

**Description**

File Attachment inspection.pdf

### 3.4 Illicit Discharge Response

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

**Description**

Procedures for responding to known or suspected illicit discharges. At a minimum, procedures shall be established for:

1. As soon as possible, investigating portions of the MS4 that, based on the results of field screening or other information, indicate a reasonable potential for containing illicit discharges or other sources of non-storm water discharges.

2. Responding to spills that discharge into and/or from the MS4 including tracking and locating the source of the spill if unknown.

3. Preventing and containing spills that may discharge into or are already within the MS4.

4. Notifying the Department immediately in accordance with ch. NR 706, Wis. Adm. Code, in the event that the permittee identifies a spill or release of a hazardous substance, which has resulted or may result in the discharge of pollutants into waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800-943-0003. The permittee shall cooperate with the Department in efforts to investigate and prevent such discharges from polluting waters of the state.

5. To the maximum extent practicable, eliminating leakage from sanitary conveyance systems into the MS4.

6. Providing the Department with advance notice of the time and location of dye testing within a MS4. (Because the dye may get reported to the Department as an illicit discharge or spill, the Department requires prior notification of dye testing.)

**Annual Reporting Items**

A copy of the spill and illicit discharge response procedure manual is on file at City Hall. No illicit dicharges were found during 2009.

**Goals**

---

#### 3.4.1 Illicit Discharge Response Procedure Manual

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

The City of Menasha Spill and Illicit Discharge Response Procedural Manual was developed using the template manual created by NEWSC. It will be reviewed annually and updated as necessary.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| **Activity Date** | **Name** |
| --- | --- |
| 12/16/2011 | Review Manual (2011) |

**Description**

Review Illicit Discharge Response Procedure Manual and incorporate changes into the manual, if necessary.

## 3.5 Illicit Discharge Removal Action

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

### Description

The permittee shall take appropriate action to remove illicit discharges from its MS4 system as soon as possible. If it will take more than 30 days to remove an illicit connection, the Department shall be contacted to discuss an appropriate action and/or timeframe for removal.

**Goals**

---

**3.5.1 Illicit discharge removal**

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

Create a letter of notification to Illicit discharge violators.

**Planned:** 2009

**Complete:** 2009

| Activity Date | Name | Description |
|---|---|---|
| None | | |

**3.5.2 Illicit discharge complaints**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**

A list of complaints and what was done to follow up with complaint

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 12/31/2011 | Illicit Discharge Complaints (2011) |

**Description**

2011 complaints and what was done with each complaint.

File Attachment Skid & Pallet on Cnty Rd LP.doc

File Attachment Harison Emails.htm

File Attachment Skid & Pallet MSDS.pdf

File Attachment Emails.pdf

File Attachment SCA Tissue contact form.doc

| | |
|---|---|
| File Attachment | 859 Sixth Contact form.pdf |
| File Attachment | 859 Sixth St washout warning.doc |
| File Attachment | 837 contact form.pdf |

## 3.6 Neighboring Jurisdiction Notification

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

### Description

In the case of an illicit discharge that originates from the permittee?s permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality, the permittee shall notify the affected municipality within one working day.

**Goals**

---

**3.6.1 Identify neighboring jurisdictions**

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

Establish a list of discharge points to neighboring jurisdictions and contact people for neighboring MS4's. Verify contact information annually.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 12/15/2011 | List of discharge points (2011) |

**Description**

List of discharge points and contacts for neighboring MS4's.

File Attachment Connections to Neighboring MS4[1].doc

---

## 3.7 Responsible Party List

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

### Description

The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department in accordance with section 3.3.2 of the Permit.

**Goals**

---

**3.7.1 Illicit discharge reponse**

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

Establish contact list and chain of command.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 12/15/2011 | Contact person list |

**Description**

Corey Gordon, Engineering Dept. 920-967-3610
Mark Radtke, Director of public works 920-967-3610
DNR hot line 1-800-943-0003

## 4 Construction Site Pollutant Control

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**
Each permittee shall develop, implement and enforce a program to reduce the discharge of sediment and construction materials from construction sites. The program shall establish measurable goals and include the following elements:

1. An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance.

2. Procedures for construction site inspection and enforcement of erosion and sediment control measures.

3. Procedures for receipt and consideration of information submitted by the public.

## Best Management Practices

### 4.1 Construction Site Erosion & Sediment Control Ordinance

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

**Description**

An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance. Note that Appendix A of ch. NR152, Wis. Adm. Code, contains a construction site model ordinance. At a minimum, the ordinance or other regulatory mechanism shall conform to Section 2.4.1 of the City's WPDES General Permit.

The City of Menasha adopted Ordinance O-7-08 relating to Construction Site Erosion Control on June 2, 2008. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 6 of the City of Menasha Municipal Code. This can be found on the City's website:
http://www.cityofmenasha-wi.gov/.

The City of Menasha is located in Winnebago and Calumet counties, both of which also have erosion control ordinances. We will enforce the more stringent requirements from the city and county ordinances.

**Goals**

**4.1.1 Request authority to regulate erosion control at public buildings and places of employment**

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

Section 2.4.1.1.3 of the WPDES General Permit requires municipal permittees to request authority from the Wisconsin Department of Commerce to regulate erosion control at public buildings and places of employment.

The City had done so but needed to have an employee properly trained to perform the regulatory duties before Commerce would grant authority. That training has been completed but we need to follow through with making another request to Commerce. I expect this to be done in March, 2010.

**Planned:** 2009 2010

**Complete:** 2009 2010

| Activity Date | Name | Description |
|---|---|---|
| None | | |

### 4.1.2 Track enforcement actions

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Maintain an accounting of all enforcement actions taken by the City, including verbal warnings, written warnings, stop work notices, citations, and corrective work done by others.

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 12/31/2011 | Enforcement Action (2011) |

**Description**

Emails were sent out to all contractors requesting corrections when needed. One contractor also had stop work order placed on project until site was in compliance.

### 4.1.3 Review and update ordinance

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**
Review and update the ordinance as necessary per any Admin. Code or WPDES Permit changes. At a minimum, this will be done every five years, beginning in 2012.

**Planned:** 2012

**Complete:**

| Activity Date | Name | Description |
|---|---|---|
| None | | |

## 4.2 Construction Site Inspections and Enforcement

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Required** Yes

### Description

Procedures for construction site inspection and enforcement of erosion and sediment control measures.

The City of Menasha Engineering Dept. will require erosion control inspections on all commercial and utility construction sites within the City. These inspections will be an on site inspection on a weekly basis and within 24 hours of a 1/2" or more of rain. A written report of each inspection (see construction site inspection checklist) will be kept on file at City Hall. If the contractor fails to comply or correct areas of concern within time stated on the report, a stop work order will be posted on site and also mailed to the contractor. If after a stop work order is issued and corrective conditions are still not met the City will make provisions for its crews or another contractor to enter the site and correct the conditions. Any costs incurred by this will be taken out of the contractor's financial guarantee.

### Education Program / Public Outreach

Meet with contractors at pre-construction meetings and discuss the importance of the erosion control measures. Also discuss any areas of concern. Provide informational brochures/handouts for contractors at the Building Inspection Department.

### Annual Reporting Items

Number of construction sites within given year.

**Goals**

#### 4.2.1 Track construction site inspections

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**

Track the number of inspections by category of residential, ordinance related or complaint driven. Prepare an annual summary report.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 12/30/2011 | Residential Construction Sites (2011) |

**Description**

The Building Inspection Department issued 23 construction site erosion control permits in 2011. Erosion control plans identifying BMPs to be utilized were required for permit approval. Site inspections and enforcement were conducted periodically at each site over the course of construction acitivities. Permit records are maintained in the Building Inspection files.

12/30/2011 Commercial COnstruction sites (2011)

**Description**

Report of the 2011 construction sites passing and failing inspections

File Attachment 2011 inspection summary.pdf

---

**4.2.2 Non permit required erosion inspections**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**

Tracking of non permit required erosion inspections.

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 12/30/2011 | Non-Compliant Erosion Control (2011) |

**Description**

Letters sent to properties that were not in compliance with erosion control practices.

File Attachment 956 Woodcrest.doc

File Attachment 1069 Provice Tr.doc

File Attachment 1298 Fieldview Dr.doc

File Attachment 2088 Natures Way.doc

---

## 4.3 Public Information Response Procedures

**Responsible Staff / Position:**

**Required** Yes

**Description**

Procedures for receipt and consideration of information submitted by the public.

**Goals**

**4.3.1 Maintain public complaint log**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**

Establish and maintain a log for receipt of erosion control complaints from the public. System should include associated follow up results and actions, if any.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 12/30/2011 | Complaint log (2011) |

**Description**

There were no complaints for 2011.

## 5 Post-Construction Storm Water Management

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**
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. The program shall establish measurable goals and include:

1. An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment.

2. Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities.

## Best Management Practices

### 5.1 Post-Construction Storm Water Management Ordinance

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

**Description**

An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment. At a minimum, the ordinance or other regulatory mechanism shall establish or include:

1. Applicability and jurisdiction that shall apply to construction sites with one acre or more of land disturbance, and sites of less than one acre if they are part of a larger common plan of development or sale under the jurisdiction of the permittee.

2. Design criteria, standards and specifications equivalent to technical standards or the Wisconsin Storm Water Manual approved by the Department. The Department-approved technical standards shall take precedence over the Wisconsin Storm Water Manual. The Department-approved technical standards and the Wisconsin Storm Water Manual are available at http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm.

3. Post-construction performance standards equivalent to or more restrictive than those in ss. NR 151.12 and 151.24, Wis. Adm. Code.

4. Storm water plan requirements for landowners of construction sites equivalent to those contained in s. NR 216.47, Wis. Adm. Code.

5. Long-term maintenance requirements for landowners and other persons responsible for long-term maintenance of post-construction storm water control measures.

6. Inspection and enforcement authority.

The City of Menasha adopted Ordinance O-22-08 relating to Post-Construction Storm Water Management on January 5, 2009. The ordinance mimics the model ordinance developed by NEWSC and is available as Section 1, Title 6, Chapter 7 of the City of Menasha Municipal Code. This can be found on the City's website: http://www.cityofmenasha-wi.gov/. The City of Menasha is located in Winnebago and Calumet counties, both of which also have storm water management ordinances. We will enforce the more stringent requirements from the city and county ordinances.

**Goals**

### 5.1.1 Review and update ordinance

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**
Review and update the ordinance as necessary per any Admin. Code or WPDES Permit changes. Att a minimum, this will be done every five years, beginning in 2012.

**Planned:** 2012

**Complete:**

| Activity Date | Name | Description |
|---|---|---|
| None | | |

### 5.1.2 Storm water management plan review

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**
Contract with a qualified consultant to review commercial and subdivision storm water management plans for compliance with the ordinance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 06/30/2011 | Dollar General Plan Review |

**Description**

Reviewed the stormwater management plan for the new Dollar General store on Appleton Rd.

## 5.2 Long-Term Maintenance Procedures

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

**Description**
Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities.

The City of Menasha has developed a template for a Storm Water Facilities Maintenance Agreement to ensure long term maintenance for the storm water facility in accordance with the design functions and the post-construction storm water management plan.

Upon approval of the plan, the maintenance agreement is signed by the property owner and the City of Menasha and is recorded at the appropriate county.

The management and long term maintenance of regional storm water ponds and residential subdivision ponds shall be the responsibility of the City of Menasha, accomplished via either easement or land dedication.

**Goals**

### 5.2.1 Audit private facilities for long term maintenance

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Audit up to five properties annually for compliance with the approved operation and maintenance plan and recorded maintenance agreement.

**Planned:** 2011 2012

**Complete:** 2011

| Activity Date | Name |
|---|---|
| 12/30/2011 | Develop list of Properties to monitor |

**Description**

File Attachment Private Stromwater Facilities to Audit.docx

## 6 Pollution Prevention

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**
Each permittee shall develop and implement a pollution prevention program that establishes measurable goals for pollution prevention. The program shall include:

1. Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency.

2. Routine street sweeping and cleaning of catch basins with sumps where appropriate.

3. Proper disposal of street sweeping and catch basin cleaning waste.

4. If road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety.

5. Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.

6. Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities.

7. Application of 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.

8. Education of appropriate municipal and other personnel involved in implementing this program.

9. Measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin?s source water assessment program information is available at: http://www.dnr.state.wi.us/org/water/dwg/swap/index.htm.

## Best Management Practices

### 6.1 Routine Facility Inspection and Maintenance

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

### Description

Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency. The City of Menasha currently has responsibility for 10 wet storm water ponds, three dry ponds, several ditches and one CDS filter unit. These facilities are inspected at least annually.

**Goals**

#### 6.1.1 Menasha Marina Proprietary Device

**Responsible Staff / Position:** Tim Jacobson
Public Works Superintendent
(920) 967-3620

**Description**

Conduct semi-annual inspections, maintain and clean with vactor truck. Record date and estimate amount of solids removed if possible.

**Planned:** 2006 2007 2008 2009 2010 2011 2012

**Complete:** 2006 2007 2008 2009 2010 2011

| Activity Date | Name |
|---|---|
| 05/17/2011 | Menasha Marina Prprietary Device |

**Description**

cleaned in May an october. very little debris.

#### 6.1.2 Lake Park Villas Phase I, Pond 1

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**

Pond 1 Inspections and Maintenance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 10/24/2011 | Pond Inspection 2011 |

**Description**

The inspection of pond and any corrections that were made if any.

File Attachment 2011 Lake Park Phase I Pond I Inspection.doc

**6.1.3 Lake Park Villas Phase I, Pond 2**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Pond 2 inspections and maintenance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 10/24/2011 | Pond Inspection 2011 |

**Description**

The inspection of pond and any corrections that were made if any.

File Attachment 2011 Lake Park Phase I Pond II Inspection.doc

---

**6.1.4 Lake Park Villas Phase I, Pond 3**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Pond 3 inspections and maintenance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 10/24/2011 | Pond Inspection 2011 |

**Description**

The inspection of pond and any corrections that were made if any.

File Attachment 2011 Lake Park Phase I Pond III Inspection.doc

---

**6.1.5 Lake Park Villas Phase I, Pond 4**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Pond 4 inspections and maintenance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|

---

10/24/2011 Pond Inspection 2011

**Description**

The inspection of pond and any corrections that were made if any.

File Attachment 2011 Lake Park Phase I Pond IV Inspection.doc

---

**6.1.6 Lake Park Villas Phase II Pond**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**

LPV Phase II pond inspections and maintenance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 10/26/2011 | Pond Inspection 2011 |

**Description**

The inspection of pond and any corrections that were made if any.

File Attachment 2011 Lake Park Phase II Pond Inspection.doc

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**6.1.7 Midway Business Park Pond**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**

Midway Business Park wet detention basin inspections and maintenance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 10/17/2011 | Pond Inspection 2011 |

**Description**

The inspection of pond and any corrections that were made if any.

File Attachment 2011 Midway buisness Pond Inspection.doc

---

**6.1.8 Province Terrace Pond**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**

Province Terrace wet detention basin inspections and maintenance.

---

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| **Activity Date** | **Name** |
|---|---|
| 10/17/2011 | Pond Inspection 2011 |

**Description**

The inspection of pond and any corrections that were made if any.

File Attachment 2011 Province Tr Pond Inspection.doc

---

**6.1.9 Lake Park Villas Phase I, Pond 5**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**

Pond 5 Inspections and maintenance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| **Activity Date** | **Name** |
|---|---|
| 10/24/2011 | Pond Inspection 2011 |

**Description**

The inspection of pond and any corrections that were made if any.

File Attachment 2011 Lake Park Phase I Pond V Inspection.doc

---

**6.1.10 Natures Way Housing Pond**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**

Pond inspections and maintance.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| **Activity Date** | **Name** |
|---|---|
| 10/17/2011 | Pond Inspection 2011 |

**Description**

The inspection of pond and any corrections that were made if any.

File Attachment 2011 Nature's way Housing Pond  Inspection.doc

---

**6.1.11 Nature's Way/Province Terrace Pond**

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**

Pond Inspection and Maintance

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 10/17/2011 | Pond Inspection 2011 |

**Description**

The inspection of pond and any corrections that were made if any.

File Attachment 2011 Nature's way_Province Tr. Pond Inspection.doc

## 6.2 Street Sweeping / Catch Basin Cleaning

**Responsible Staff / Position:** Tim Jacobson
Public Works Superintendent
(920) 967-3620

**Required** Yes

### Description

Routine street sweeping and cleaning of catch basins with sumps where appropriate.

**Goals**

---

**6.2.1 Downtown, Major, and Secondary Roads**

**Responsible Staff / Position:** Tim Jacobson
Public Works Superintendent
(920) 967-3620

**Description**

All downtown and major roads cleaned every week. Secondary roads cleaned once a month.

**Planned:** 2006 2007 2008 2009 2010 2011 2012

**Complete:** 2006 2007 2008 2009 2010 2011

| Activity Date | Name |
|---|---|
| 05/01/2011 | Downtown, Major, and Secondary Roads (2011) |

**Description**

all major streets and secondaries swept according to goal. sweeper was out for 2,791 miles and 619.5 hours.

---

## 6.3 Sweeping and Basin Waste Disposal

**Responsible Staff / Position:** Tim Jacobson
Public Works Superintendent
(920) 967-3620

**Required** Yes

### Description

Proper disposal of street sweeping and catch basin cleaning waste.

**Goals**

---

**6.3.1 Sweeping and Basin Disposal**

**Responsible Staff / Position:** Tim Jacobson
Public Works Superintendent
(920) 967-3620

**Description**

proper disposal sweepings and basin debris.

**Planned:** 2010 2011 2012

**Complete:** 2010 2011

| Activity Date | Name |
|---|---|
| 12/26/2011 | sweeping and basin disposal 2011 |

**Description**

cleaned 1145 basins/manholes. repaired 12 catchbasins. hauled 265 tons of sweepings to winnebago county landfill

## 6.4 Deicer Application Management

**Responsible Staff / Position:** Tim Jacobson
Public Works Superintendent
(920) 967-3620

**Required** Yes

### Description

If road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety. Also, the use of environmentally friendly deicers, such as Geomelt, ahall be evaluated as a standard operating policy for snow and ice control.

### Justification

Deicer is necessary to provide appropriate level of safety as defined in the City's Snow and Ice Control Policy.

### Annual Reporting Items

WisDOT requires an annual Salt Inventory report.

**Goals**

#### 6.4.1 Maximize Use of Geomelt

**Responsible Staff / Position:** Tim Jacobson
Public Works Superintendent
(920) 967-3620

**Description**

The use of Geomelt as a deicer allows us to reduce the amount of road salt being applied to our streets, thus reducing the amount of chlorides entering our waterways.

**Planned:** 2009 2010 2011

**Complete:** 2009 2010 2011

| Activity Date | Name | Description |
|---|---|---|
| None | | |

#### 6.4.2 Annual Salt Storage Facility Inspection/Inventory

**Responsible Staff / Position:** Tim Jacobson
Public Works Superintendent
(920) 967-3620

**Description**

Conduct the annual salt storage facility inspection by WisDOT. Prepare salt inventory report.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name | Description |
|---|---|---|
| None | | |

### 6.4.3 Fleet Maintenance

**Responsible Staff / Position:** Tim Jacobson
Public Works Superintendent
(920) 967-3620

**Description**
Maintain fleet and equipment for proper application of road salt and salt brine. Perform calibration of equipment prior to winter season.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010 2011

| Activity Date | Name | Description |
|---|---|---|
| None | | |

## 6.5 Leaf and Grass Clipping Management

**Responsible Staff / Position:** Tim Jacobson
Public Works Superintendent
(920) 967-3620

**Required** Yes

### Description

Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.

**Goals**

#### 6.5.1 Proper Management of Leaf and Grass Clipping Yard Waste

**Responsible Staff / Position:** Tim Jacobson
Public Works Superintendent
(920) 967-3620

**Description**

The City of Menasha will collect and proces yard waste to produce sifted compost product that will be made available to residents. The city will utilize a bio-bag collection system. Property owners will be required to mulch or compost grass clippings on site.

**Planned:** 2006 2007 2008 2009 2010 2011 2012

**Complete:** 2006 2007 2008 2009 2010 2011

| Activity Date | Name | Description |
|---|---|---|
| None | | |

#### 6.5.2 Proper Management of Leaf and Grass Clippings in City Parks

**Responsible Staff / Position:** Vince Maas
Parks Superintendent
(920) 967-3642

**Description**

Turf grass will be mulched during the growing season. Leaves will also mulched several times in the fall.

**Planned:** 2006 2007 2008 2009 2010 2011 2012

**Complete:** 2006 2007 2008 2009 2010 2011

| Activity Date | Name |
|---|---|
| 12/30/2011 | mulching (2011) |

**Description**

Turf grass was mulched on site.

## 6.6 Municipal Facility SWPPPs

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

### Description

Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities. We have reviewed SWPPPs from other communities but have not yet prepared our own SWPPP. It is expected we will complete our SWPPP during 2012. Upon completion of SWPPP, proper employee training will be done.

**Goals**

#### 6.6.1 Prepare SWPPP

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

Complete written SWPPP.

**Planned:** 2011 2012

**Complete:**

| Activity Date | Name | Description |
|---|---|---|
| None | | |

## 6.7 Nutrient Application Management

**Responsible Staff / Position:** Vince Maas
Parks Superintendent
(920) 967-3642

**Required** Yes

### Description

Application of 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.

**Goals**

---

#### 6.7.1 Nutrient Application Management

**Responsible Staff / Position:** Vince Maas
Parks Superintendent
(920) 967-3642

**Description**

At this time the City of Menasha does not apply lawn or garden fertilizer to any area larger than 2 acres. The Parks Department has a Turf Management Plan which is reviewed annually. It was recently updated.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 12/30/2011 | Nutrient Application Management (2009, 10 ,11) |

**Description**

Attached is the Turf Management Plan

File Attachment Turf Manage Plan.DOC

---

## 6.8 Staff Training and Education

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

### Description

Education of appropriate municipal and other personnel involved in implementing this program. Comprehensive training for City employees has not yet occurred. It is expected this will occur in 2010.

**Goals**

---

**6.8.1 Provide staff training on pollution prevention**

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

Education of appropriate municipal and other personnel involved in implementing this program.

**Planned:** 2010 2011 2012

**Complete:** 2011

| Activity Date | Name |
|---|---|
| 01/25/2011 | NEWSC Vegetation Training (2011) |

**Description**

## 6.9 Source Water Protection Measures

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

### Description

Measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin?s source water assessment program information is available at:

http://www.dnr.state.wi.us/org/water/dwg/swap/index.htm.

**Goals**

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**6.9.1 Execute pollution prevention operations per Storm Water Management Plan**

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

The City performs various tasks to reduce the amount of pollutants entering source waters, including street sweeping, catch basin cleaning, use of ersoion control measures, etc.

**Planned:** 2006 2007 2008 2009 2010 2011 2012

**Complete:** 2006 2007 2008 2009 2010 2011

| Activity Date | Name |
|---|---|
| 12/31/2011 | Municipal operations |

**Description**

Completed 2011 City operations for pollution reduction.

---

# 7 Storm Water Quality Management

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

The permittee shall develop and implement a municipal storm water management program. This program shall achieve compliance with the developed urban area performance standards of s. NR 151.13(2), Wis. Adm. Code, for those areas of the municipality that were not subject to the postconstruction performance standards of s. NR 151.12 or 151.24. The program shall include:

1. To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard.

2. Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff.

3. Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P8 or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS4 shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS4 within the permittee?s jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only.

## Best Management Practices

### 7.1 20% TSS Reduction Practices

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

**Description**

To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard.

Note: Pursuant to s. NR 151.13(2), Wis. Adm. Code, the total suspended solids reduction requirement increases to 40% by March 10, 2013. The 20% and 40% total suspended solids reduction requirements are applied to runoff from areas of urban land use and are not applicable to agricultural or rural land uses and associated roads. Additional MS4 modeling guidance for
modeling the total suspended solids control is given on the Department?s Internet site at:

http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm.

**Goals**

#### 7.1.1 Adopt and implement Storm Water Management Plan

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

Adopt and implement a city-wide storm water management plan to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010 2011

| Activity Date | Name | Description |
|---|---|---|
| None | | |

## 7.2 Evaluation of Existing Facility for Retrofit

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

### Description

Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff.

**Goals**

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**7.2.1 Inspect and evaluate existing facilities for retrofit.**

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

Inspect and evaluate all municipal owned or operated strucutral flood control facilities to determine the feasibility of retrofitting to increase TSS removal.

**Planned:** 2009 2011

**Complete:** 2009 2011

| Activity Date | Name |
|---|---|
| 12/16/2011 | Pond Retrofit evaluation |

**Description**

Existing ponds were analyzed and determined there is no ability to retrofit.

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## 7.3 Pollutant Loading Anaylsis Model (SLAMM/ P8)

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

### Description

Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P8 or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS4 shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS4 within the permittee?s jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only.

**Goals**

#### 7.3.1 Conduct Pollutant Load Analysis

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

Complete a pollutant-loading analysis to assess compliance with the 20% and 40% TSS reduction developed urban area performance standrard.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010 2011

| Activity Date | Name |
|---|---|
| 03/01/2011 | Tayco Pond analysis |

**Description**

Used SLAMM modeling for new Tayco Pond

## 8 Storm Sewer System Map

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
The permittee shall develop and maintain a MS4 map.

## Best Management Practices

### 8.1 Storm Sewer System Map Requirements

**Responsible Staff / Position:** Tim Montour
Engineering Supervisor
(920) 967-3610

**Required** Yes

**Description**
The municipal storm sewer system map shall include:

1. Identification of waters of the state, name and classification of receiving water(s), identification of whether the receiving water is an ORW, ERW or listed as an impaired water under s. 303(d) of the Clean Water Act, storm water drainage basin boundaries for each MS4 outfall and municipal separate storm sewer conveyance systems.

2. Identification of any known threatened or endangered resources, historical property and wetlands, as defined in sections 1.6 through 1.8 of this permit, which might be affected.

3. Identification of all known MS4 outfalls discharging to waters of the state and other MS4s. Major outfalls shall be uniquely identified.

4. Location of any known discharge to the MS4 that has been issued WPDES permit coverage by the Department. A list of WPDES permit holders in the permittee?s area may be obtained from the Department.

5. Location of municipally owned or operated structural storm water management facilities including detention basins, infiltration basins, and manufactured treatment devices. If the permittee will be taking credit for pollutant removal from privately-owned facilities, they must be identified.

6. Identification of publicly owned parks, recreational areas and other open lands.

7. Location of municipal garages, storage areas and other public works facilities.

8. Identification of streets.

**Goals**

#### 8.1.1 Storm Sewer Map

**Responsible Staff / Position:** Corey Gordon
Engineering Aide II
(920) 967-3610

**Description**
Create a map of the city showing all storm sewer system. Map to be updated on an annuall basis.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
| --- | --- |
| 12/30/2011 | Update Storm Sewer Map (2011) |

**Description**

Yearly update of storm sewer mapping.

File Attachment STORM_system.pdf

## 9 Annual Report and Storm Water Management Program Funding

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

The permittee shall submit an annual report to the Department in accordance with section 3.10 of the Permit. The permittee shall invite the municipal governing body, interest groups and the general public to review and comment on the annual report.

## Best Management Practices

### 9.1 Annual Reporting Requirements

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Required** Yes

**Description**
The annual report shall include:

1. The status of implementing the permit requirements, status of meeting measurable program goals and compliance with permit schedules.

2. A fiscal analysis which includes the annual expenditures and budget for the reporting year, and the budget for the next year.

2. A summary of the number and nature of inspections and enforcement actions conducted to ensure compliance with the required ordinances.

4. Identification of any known water quality improvements or degradation in the receiving water to which the permittee?s MS4 discharges. Where degradation is identified, identify why and what actions are being taken to improve the water quality of the receiving water.

5. A duly authorized representative of the permittee shall sign and certify the annual report and include a statement or resolution that the permittee?s governing body or delegated representatives have reviewed or been apprised of the content of the annual report. A signed copy of the annual report and other required reports shall be submitted to the appropriate Department regional storm water contact or to the Wisconsin DNR, Storm Water Program ?WT/2, PO Box 7921, Madison, WI 53707-7921.

**Goals**

#### 9.1.1 Utilize PermiTrack Software for Annual Reporting

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**
Train staff on and utilize PermiTrack software to plan, record, and document all activities relating to the city's MS4 Permit.

**Planned:** 2009 2010 2011 2012

**Complete:** 2009 2010 2011

| Activity Date | Name |
|---|---|
| 10/07/2011 | New Employee Permitrack Training (2011) |

**Description**

New Principal Planner received Permitrack training from Jeff Mazanec, RA Smith, Appleton, WI.

| | |
|---|---|
| 12/31/2011 | Document MS4 Permit Activities in PermiTrack (2011) |

**Description**

Staff utilized PermiTrak to document activities pertaining to MS4 goals for 2011 throughout the year.

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**9.1.2 Prepare Annual Report**

**Responsible Staff / Position:** Kara Homan
Principal Planner
(920) 967-3652

**Description**

Review annual documentation and ensure all activities are entered into PermiTrack software. Prepare annual report document for Common Council and public review. Submit annual report by March 31.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010 2011

| Activity Date | Name |
|---|---|
| 03/31/2011 | 2010 Annual Report |

**Description**

Prepared 2010 Annual Report.

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## 9.2 Annual Funding Information

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

### Description

The permittee will generate revenue to fund the activities and requirements of the storm water management program.

**Goals**

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**9.2.1 Adopt budget**

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

Prepare annual budget for adoption by Common Council and review adequacy of storm water fees.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010 2011

| Activity Date | Name |
|---|---|
| 10/31/2011 | Fee Review |

**Description**

Review adequacy of storm water fees.

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| | |
|---|---|
| 11/15/2011 | Budget adoption |

**Description**

Budget was prepared by staff and adopted by Common Council.

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## 9.3 Annual Program Costs

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Required** Yes

### Description

Costs for implementing the program shall be summarized and attached to the annual permit.

**Goals**

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**9.3.1 Complete fiscal analysis table for annual report**

**Responsible Staff / Position:** Mark Radtke
Director of Public Works
(920) 967-3610

**Description**

Prepare the budget breakdown on the form provided as part of the annual DNR storm water report.

**Planned:** 2008 2009 2010 2011 2012

**Complete:** 2008 2009 2010 2011

| Activity Date | Name |
|---|---|
| 03/18/2011 | Complete fiscal analysis form |

**Description**

Complete the fiscal analysis form for the 2010 DNR annual report.

File Attachment 2011_Budget_Stormwater.pdf

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