

Due by March 31, 2008, for Reporting Years 2006 and 2007

This form is for the purpose of annual reporting on activities undertaken pursuant to the Municipal Separate Storm Sewer System (MS4) General Permit No. WI-S050075-1 for the reporting years 2006 and 2007. An owner or operator of a municipal separate storm sewer system covered by the general permit under Chapter NR 216, Wis. Adm. Code, is required to submit an annual report to the Department of Natural Resources by March 31 of each year to report on activities for the previous calendar year, or in this case, the previous 2 calendar years for the first annual report.

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

Instructions: Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to-date to comply with the general permit. Complete and submit the annual report by March 31, 2008, to the appropriate address on page 7.

SECTION I. Municipal Information

Name of Municipality City of Menasha		Facility ID No. (FIN) 31110	
Mailing Address 140 Main Street	City Menasha	State WI	Postal Code 54952
County(s) in which Municipality is located Winnebago, Calumet	Type of Municipality: (check one) <input type="checkbox"/> County <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> Other (specify)		

SECTION II. Municipal Contact Information

Name of Municipal Contact Person Mark Radtke		Title Director of Public Works	
Mailing Address 140 Main Street	City Menasha	State WI	Postal Code 54952
E-mail Address mradtke@ci.menasha.wi.us	Telephone No. (including area code) 920-967-3610	Fax No. (including area code) 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 Joseph Laux	Authorized Representative Title Mayor		
Authorized Representative Signature	Date Signed		
E-mail Address mayorjoe@ci.menasha.wi.us	Telephone No. (including area code) 920-967-3600	Fax No. (including area code) 920-967-5273	

SECTION IV. General Information

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

See attached pages

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

See attached pages

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:
See attached pages.

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

If yes, describe these cooperative efforts:

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

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

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

If yes, provide web address:
[www.cityofmenasha-wi.gov/.....](http://www.cityofmenasha-wi.gov/)

SECTION V. Permit Conditions

Note: The compliance schedule in Section 3 of the general permit for submitting information on the municipality's proposed programs to meet the permit conditions under Subsections 2.1 to 2.8 of the general permit are based on the municipality's START DATE for permit coverage. The Department of Natural Resources is aware that the compliance dates for one or more of these submittals and the associated program implementation deadlines may not have yet been reached. Accordingly, the municipality is asked to provide a status report on efforts to meet the permit conditions listed under a. to h. below. Please attach additional pages as necessary to adequately describe the status of these activities. The proposed program to meet a permit condition listed below may be submitted with the annual report if the municipality so chooses.

a. Public Education and Outreach. Describe the status of developing a public education and outreach program in accordance with section 2.1 of the MS4 general permit. (The proposed public education and outreach program is due to the Department of Natural Resources within 18 months of the **START DATE** of permit coverage.)
See attached pages.

b. Public Involvement and Participation. Describe the status of developing a public involvement and participation program in accordance with section 2.2 of the MS4 general permit. (The proposed public involvement and participation program is due to the Department of Natural Resources within 18 months of the **START DATE** of permit coverage.)
See attached pages.

c. Illicit Discharge Detection and Elimination. Describe the status of developing an illicit discharge detection and elimination program in accordance with section 2.3 of the MS4 general permit. (The proposed illicit discharge detection and elimination ordinance and response procedures are due to the Department of Natural Resources within 24 months of the **START DATE** of permit coverage.)
See attached pages.

d. Construction Site Pollutant Control. Describe the status of developing a construction site pollutant control program in accordance with section 2.4 of the MS4 general permit. (The proposed construction site pollutant control ordinance and inspection and enforcement procedures are due to the Department of Natural Resources within 18 months of the **START DATE** of permit coverage.)
See attached pages.

e. Post-Construction Storm Water Management. Describe the status of developing a post-construction storm water management program in accordance with section 2.5 of the MS4 general permit. (The proposed post-construction storm water management ordinance and long-term maintenance procedures are due to the Department of Natural Resources within 18 months of the **START DATE** of permit coverage.)
See attached pages.

f. Pollution Prevention. Describe the status of developing a pollution prevention program in accordance with section 2.6 of the MS4 general permit. (The proposed pollution prevention program is due to the Department of Natural Resources within 24 months of the **START DATE** of permit coverage.)
See attached pages.

g. Storm Water Quality Management. Describe the status of developing a storm water quality program in accordance with section 2.7 of the MS4 general permit. (The evaluation of flood control structures and assessment of compliance results are due to the Department of Natural Resources within 24 months of the **START DATE** of permit coverage.)
See attached pages.

h. Storm Sewer System Map. Describe the status of developing a storm sewer system map in accordance with section 2.8 of the MS4 general permit. (The MS4 map is due to the Department of Natural Resources within 24 months of the **START DATE** of permit coverage.)
See attached pages.

SECTION VI. Fiscal Analysis

a. Provide a fiscal analysis that includes the annual expenditures and budget for 2006 and 2007, and the budget for 2008. A table to document fiscal information is provided on page 6.

b. Has the municipality implemented a storm water utility? Yes No, but considering No, and not considering

If yes, provide a brief summary of the storm water utility and any additional information that will assist the Department of Natural Resources in understanding how the utility is implemented and administered in the municipality.

SECTION VII. Inspections and Enforcement Actions

Note: The compliance schedule under Section 3 of the general permit for adopting and implementing ordinances required by the general permit are based on the municipality's START DATE for permit coverage. The Department of Natural Resources is aware that the compliance dates for adopting and implementing one or more of these ordinances may not have yet been reached. Accordingly, the municipality is asked to provide whatever information it has available on the number and nature of inspections and enforcement actions conducted during the reporting period. Please attach additional pages as necessary to adequately describe these activities.

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:

Ordinance scheduled for public hearing on May 5, 2008. A copy of the notice is attached.

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:

Ordinance scheduled for public hearing on May 5, 2008. A copy of the notice is attached.

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.

None of the above ordinances were being implemented on the date of this report.

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, list:
Lake Winnebago, Lower Fox River

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

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

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

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

SECTION IX. Department of Commerce Authority

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

If no, has the municipality requested such authority from the Department of Commerce pursuant to s. 101.1205(4), Wis. Stats., within 18 months after the municipality's permit coverage start date? Yes No
.Requested on March 28, 2008

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

Program Element	Annual Expenditure		Budget			Source of Funds
	2006	2007	2006	2007	2008	
Public Education and Outreach	1,500	3,500	2,000	4,000	4,000	tax levy
Public Involvement and Participation	3,000	3,000	2,500	3,500	3,000	tax levy
Illicit Discharge Detection and Elimination	0	1,500	0	1,500	2,000	tax levy
Construction Site Pollutant Control	2,500	3,000	2,000	3,500	5,000	tax levy
Post-Construction Storm Water Management	0	2,500	0	2,500	4,000	tax levy
Pollution Prevention	0	1,500	0	1,500	2,000	tax levy
Storm Water Quality Management	5,000	17,500	7,000	20,000	20,000	DNR Stormwater Grant city tax levy
Storm Sewer System Map	0	0	0	0	2,000	tax levy
Other	1,500	4,500	1,500	4,500	4,500	tax levy

NORTHERN REGION COUNTIES			WEST CENTRAL REGION COUNTIES		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	1401 Tower Ave.	Buffalo	Monroe	5301 Rib Mountain Rd.
Bayfield	Oneida	Superior, WI 54880	Clark	Portage	Wausau, WI 54401
Burnett	Polk	Phone: (715) 392-7988	Crawford	Trempealeau	Phone: (715) 359-4522
Douglas	Price		Jackson	Vernon	
Florence	Rusk		Juneau	Wood	
Forest	Sawyer		La Crosse		
Iron	Taylor				
	Vilas				
	Washburn		Chippewa	Pepin	DNR Service Center
			Dunn	Pierce	890 Spruce St.
			Eau Claire	St. Croix	Baldwin, WI 54002
					Phone: (715) 684-2914

NORTHEAST REGION COUNTIES			SOUTH CENTRAL REGION COUNTIES		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	P.O. Box 10448	Dane	LaFayette	3911 Fish Hatchery Rd.
Door	Oconto	Green Bay, WI 54307	Dodge	Richland	Fitchburg, WI 53711
Fond du Lac	Outagamie	Phone: (920) 662-5100	Grant	Rock	Phone: (608) 275-3266
Green Lake	Shawano		Green	Sauk	
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				

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

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.

A copy of the draft report, along with a summary was sent to the City Council members for review at the April 7, 2008 meeting and Council members will be asked to comment orally or in writing at the April 21, 2008 meeting. Interest groups and the general public will be invited to the April 21 meeting and two periods for public comment - one on any subject and the other on matters pertaining to the agenda – are provided at each meeting.

A copy of the draft report was posted on the City of Menasha Website, Public Works/Engineering Department web page. An explanation of the report and reasons for preparation will also be posted to the web page along with a request for review and comments. Viewers will be able to respond directly to the City with comments via a link on the web page. Alternative methods to submit comments will also be listed.

All non-profit groups in the City of Menasha were invited to a meeting which described the potential creation of a stormwater utility and MS4 general permit requirements.

A news release will be sent to the city's official newspaper. The article included the following:

- An invitation to the Common Council meeting where the report was reviewed
- An explanation of what the report covers and the reasons for preparing the report
- Where to find and obtain a copy of the draft report
- A request for comments
- The location, date and time of the meeting
- How and where to send comments

- b. Describe how elected and municipal officials and staff have been kept apprised of the permit and its requirements.

Officials and staff have been kept apprised of the permit and its requirements by attending and participating in the following meetings:

- Quarterly meetings of staff from permitted communities within Calumet County (including County staff) to discuss methods to meet permit requirements and potential partnerships
- Quarterly general business meetings of Northeast Wisconsin Stormwater Consortium (NEWSC) to discuss permit requirements
- Presentation of the Non-point Education for Municipal Officials (NEMO) given before the Common Council by the NEWSC Coordinator
- Monthly meetings of the NEWSC Information and Education Committee to discuss public education and outreach requirements and methods to meet them

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- Monthly meetings of the NEWSC Erosion Control Committee to discuss construction site pollutant control and post-construction stormwater management requirements and methods to meet them

City Staff attended three educational workshops in 2007 conducted by UWEX on stormwater permit requirements.

On September 21, 2007, staff from Calumet County, the City of Menasha and other permitted communities within Calumet County sponsored and conducted a bus tour and educational workshop for County and local government officials and staff and the media. The tour and workshop focused on permit requirements, natural resource problems and best management practices related to the permits, and how communities might work together to meet permit conditions.

NEWSC also sponsored or conducted various educational activities on a regional basis in 2006 and 2007 that were attended by or reached City officials and staff. For a list of these activities, please refer to the annual report submitted by NEWSC to DNR.

c. Title and date of stormwater management plan.

Note: Sections of the City of Menasha Storm Water Management Plan are being developed as permit conditions and deadlines are met. Sections will be submitted to DNR as they are completed.

d. Describe cooperative efforts to perform one or more conditions of the general permit.

This cooperative effort assists the City in meeting a portion of permit requirement 2.1.3 under Public Education and Outreach. Its purpose is to promote the proper use of lawn and garden fertilizers by the public.

The City of Menasha is a member of NEWSC. In 2007, NEWSC applied for (and has since been awarded) a DNR grant to help develop and implement a focused marketing campaign to area homeowners and renters. The purpose of the campaign is to positively change their behaviors related to lawn and garden fertilizer applications. The City, and all other permitted communities that are members of NEWSC, signed a memorandum of understanding (MOU) with NEWSC and East Central Wisconsin Regional Planning Commission (ECWRPC) to endorse the use of City dues to NEWSC in the marketing campaign as a grant match funds and to allow ECWRPC to act as financial administrator of the grant funds. A copy of the MOU document has been submitted with this report.

SECTION V. Permit Conditions

a. Public Education and Outreach

The City of Menasha, in cooperation with Calumet County, the City of Appleton, the Town of Harrison, and Northeast Wisconsin Stormwater Consortium, developed a draft Public Education and Outreach/Public Involvement and Participation program plan to fulfill this requirement. The final plan is scheduled to be submitted with the City of Menasha Storm Water Management Plan.

The City will begin implementation of this plan in 2008. Parts of it will be implemented in cooperation with the permitted communities listed above and NEWSC. A partnership agreement or memorandum of understanding (MOU) may be developed with one or more of the communities to assist in implementation. The city, alone and in cooperation with NEWSC and other permitted communities, has developed materials for and completed activities designed to meet requirements under section 2.1 of the general permit during 2006 and 2007. Although the city's Public Education and Outreach/Public Involvement has not yet been adopted, the completed materials and activities meet some of the city permit requirements. Therefore, the city wishes to report them as such. A short description of them is provided below.

City staff members served on the NEWSC Information and Education committee during 2006 and 2007. The committee and NEWSC as a whole developed materials for and implemented public education and outreach activities designed to meet permit requirements 2.1.1 through 2.1.8 during those years. Please refer to the Public Education and Outreach sections of the annual report submitted by NEWSC to DNR for a list of the materials and activities.

City staff created materials for distribution and distributed materials created by NEWSC via the city website and newsletter. The city newsletter reaches all households in the city of Menasha. These materials were designed to meet portions or all permit requirements of 2.1.2, 2.1.3, and 2.15; informing and educating the public about property management of hazardous household materials, promoting beneficial reuse of leaves and grass clippings and proper use of fertilizers and pesticides, and promoting infiltration of residential storm water runoff.

The City of Menasha, in cooperation with Calumet, Winnebago, and Outagamie Counties, the City of Appleton, and the Towns of Menasha and Harrison, participated in promoting an Urban Clean Sweep program to dispose of household hazardous wastes. Educational brochures, advertising, and news articles were distributed to make people aware of why proper disposal of hazardous wastes is important. This program helped the city to meet requirements of Section 2.1.2 in 2007.

b. Public Involvement and Participation

The City of Menasha, in cooperation with Calumet County, the City of Appleton, the Town of Harrison, and Northeast Wisconsin Stormwater Consortium, developed a draft Public Education and Outreach/Public Involvement and Participation program plan to

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fulfill this requirement. The final plan is scheduled to be submitted with the City of Menasha Storm Water Management Plan.

The City will begin implementation of this plan in 2008. Parts of it will be implemented in cooperation with the permitted communities listed above and NEWSOC. A partnership agreement or memorandum of understanding (MOU) may be developed with one or more of the communities to assist in implementation.

The City of Menasha, in cooperation with Calumet, Winnebago, and Outagamie Counties, the City of Appleton, and the Towns of Menasha and Harrison, participated in two Urban Clean Sweep programs for household hazardous waste.

c. Illicit Discharge Detection and Elimination

City officials and staff have been made aware of the permit conditions in this section and the deadlines for meeting them. City staff and officials have met with and will continue to meet with other permitted community staff and officials within Calumet County to discuss various methods, strategies, and potential partnerships to meet the conditions. It is anticipated that the model illicit discharge ordinance developed by NEWSOC will be used to draft the City's ordinance and that the draft ordinance will be submitted to DNR by October 13, 2008. Enactment and implementation of the ordinance is planned to occur prior to April 13, 2009. Proposed illicit discharge response procedures will also be submitted to DNR by October 13, 2008. The initial field screening and the development of an ongoing field screening program plan will be completed and submitted to DNR by October 13, 2009. The ordinance, response procedures, and screening program plans will be integrated into the City of Menasha Storm Water Management Plan.

d. Construction Site Pollutant Control

City officials and staff have been made aware of the permit conditions in this section and the deadlines for meeting them. At the end of 2007, staff drafted a City construction site erosion control ordinance based on a model ordinance developed by NEWSOC. A City staff member assisted NEWSOC in 2006 & 2007 in the development of the model ordinance. It is anticipated that informational meetings and public hearings on the draft ordinance will occur in spring 2008. The ordinance will be brought before the Common Council for adoption in May of 2008, with a beginning enforcement date of October 1, 2008. The Public Works Department will administer and enforce the ordinance. Staff will begin development of construction site inspection and enforcement procedures based on the completed draft ordinances. The draft ordinance and inspection and enforcement procedures for it will be submitted to DNR by April 21, 2008 as part of the Calumet County Storm Water Management Plan.

e. Post-Construction Stormwater Management

City officials and staff have been made aware of the permit conditions in this section and the deadlines for meeting them. At the end of 2007, staff was drafting a city post-construction storm water management ordinance based on a model ordinance developed by NEWSOC. A city staff member assisted NEWSOC in 2006 & 2007 in the development of the model ordinance. It is anticipated that informational meetings and public hearings on the draft ordinance will occur in spring 2008. The ordinance will be brought before Common Council for adoption in May of 2008, with a beginning

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enforcement date of October 1, 2008. The Engineering Department will administer and enforce the ordinance. Staff will begin development of long-term maintenance procedures of storm water management facilities based on the completed draft ordinances. The draft ordinance and long-term maintenance procedures for it will be submitted to DNR by April 13, 2008 as part of the City of Menasha Storm Water Management Plan.

f. Pollution Prevention

City officials and staff have been made aware of the permit conditions in this section and the deadlines for meeting them. However a comprehensive pollution prevention program plan that establishes measurable goals for pollution prevention did not exist in 2007. Department of Public Works staff will develop such a plan in 2008 and submit it to DNR as part of the City of Menasha Annual Report under MS4 General Permit No. WI-S050075-1 Storm Water Management Plan by October 13, 2008. It is anticipated that the plan will be implemented by April 13, 2009.

g. Storm Water Quality Management

The City of Menasha owns and maintains 6 structural flood control facilities within the areas covered by this permit. City staff does not currently have the technical expertise to conduct the pollutant-loading analysis required by this section.

In 2007, City of Menasha staff met twice with staff from other adjacent permitted communities and a representative from an engineering consulting firm to discuss potential partnerships to meet permit conditions under this section.

In 2005 the City of Menasha applied for and received a DNR Stormwater Planning Grant to complete a detailed analysis of existing storm runoff, including the amount of sediment currently entering waters of the state from Menasha's surface and storm sewer flows, and a discussion of current storm water management systems in place.

The report is scheduled to be reviewed at the April 21, 2008 Common Council meeting.

h. Storm Sewer System Map

The Storm Sewer System Map is expected to be completed by fall 2008.