

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

Due by March 31, 2010

This form is for the purpose of annual reporting on activities undertaken pursuant to the Municipal Separate Storm Sewer System (MS4) General Permit No. WI-S050075-1. An owner or operator of a municipal separate storm sewer system covered by the general permit under Chapter NR 216, Wis. Adm. Code, is required to submit an annual report to the Department of Natural Resources by March 31 of each year to report on activities for the previous calendar year. This form is for reporting on activities undertaken in calendar year 2009. In addition, this form serves as the owner or operator's reapplication for permit coverage as required under s. NR 216.09, Wis. Adm. Code.

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 and reapplication 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, 2010, to the appropriate address indicated on the last page of this form.

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 Donald Merkes	Authorized Representative Title Mayor	
Authorized Representative Signature 	Date Signed 3-30-10	
E-mail Address dmerkes@ci.menasha.wi.us	Telephone No. (including area code) (920) 967-3601	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.

The city published a notice in the official newspaper inviting commentary on the draft annual report on March 15, 2010. The draft annual report was also sent to the Common Council as an official communication for its March 15, 2010 meeting. The draft annual report was also made available on the city's website and at the Public Works Department for 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 members were provided with the annual report. Staff members involved in implementation of the storm water permit meet on a periodic basis as needed to discuss progress and assure compliance with all requirements.

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; we are still waiting for DNR approval.

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:
See attached agreement with the Town of Menasha.

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

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

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

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

SECTION V. Permit Conditions

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

- Public Education and Outreach

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 (%) 10.1

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

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

If no, include a description of any actions the municipality has undertaken during 2009 to help achieve the 40% standard by March 10, 2013.

The City of Menasha has entered into agreement with the Town of Menasha for the construction of a major storm water pond in the Town of Menasha that will result in an additional 16% TSS reduction for the city. The contract has been awarded and the pond will be completed for storm water purposes in 2010 with final vegetation in 2011.

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: Facilities have been inspected but no feasibility assessment has been conducted.

c. Storm Sewer System Map: Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map. Map was updated to include drainage basins and identify outfalls to be inspected (initial and ongoing).

SECTION VI. Fiscal Analysis

a. Provide a fiscal analysis that includes the annual expenditures for 2009, and the budget for 2009 and 2010. 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 2009 budget was established with objectives of meeting the 20% TSS reduction threshold via construction of a new storm water management point in 2009, complying with the requirements of NR 216, operating and administering the city's storm water management plan, and planning for future TSS reductions.

SECTION VII. Inspections and Enforcement Actions

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

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

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

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

Adoped January 2010; please see attached.

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 City of Menasha Building Inspection Department. In 2009, the department issued 39 residential construction erosion control permits. Inspections and enforcement activities were periodically conducted throughout the course of construction. Commercial erosion control permitting, inspection, and enforcement activities were not launched until 2010.

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 operations in the Lower Fox River.

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

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

SECTION IX. Department of Commerce Authority

Section 2.4.1.1.3 of the MS4 general permit requires a permittee that does not already have authority from the Wisconsin Department of Commerce (Commerce) to regulate erosion control at public buildings and places of employment to request such authority from Commerce within 18 months after the start date of permit coverage. However, as of January 1, 2010, responsibility for erosion control administration and enforcement for commercial building sites was transferred from Commerce to the Department of Natural Resources. This transfer took place due to 2009 Wisconsin Act 28, the 2009 state budget legislation, which moved s. 101.1205, Wis. Stats., commercial building construction site soil erosion and sediment control statutory language, to s. 281.33, Wis. Stats. As of January 1, 2010, the State's requirements for erosion control at commercial building construction sites will be administered by the Department of Natural Resources. Accordingly, a permitted municipality that was delegated to serve as an agent for Commerce will continue to serve as an agent for the Department of Natural Resources in accordance with the original agreement with Commerce unless this delegation is revoked by the Department of Natural Resources.

As of January 1, 2010, was the municipality granted authority from the Wisconsin Department of Commerce to regulate erosion control at public buildings and places of employment? Yes No

SECTION X. Reapplication for Permit Coverage

Provide a description of any proposed changes to the municipality's storm water management program and any other relevant change that the municipality plans or anticipates.

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

Program Element	Annual Expenditure		Budget		Source of Funds
	2009	2009	2009	2010	
Public Education and Outreach	7,880	5,000	6,790		Storm Water Utility
Public Involvement and Participation	3,150	2,000	5,270		Storm Water Utility
Illicit Discharge Detection and Elimination	11,500	6,000	28,940		Storm Water Utility and permit fees
Construction Site Pollutant Control	9,300	12,000	14,470		Storm Water Utility and permit fees
Post-Construction Storm Water Management	5,000	6,000	664,100		Storm Water Utility
Pollution Prevention	306,680	143000	664100		Storm Water Utility
Storm Water Quality Management (including pollutant-loading analysis)	23500	35000	73175		Storm Water Utility
Storm Sewer System Map	4,750	3000	2500		Storm Water Utility
Other	50,055	145,000	271,450		Storm Water Utility

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	2984 Shawano Ave.	Dane	LaFayette	3911 Fish Hatchery Rd.
Door	Oconto	Green Bay, WI 54313	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			

Intermunicipal Agreement
Town of Menasha – City of Menasha
Tayco Storm Water Pond Operation & Maintenance

This Agreement is being entered into between the City of Menasha, a Wisconsin Municipal Corporation located in Winnebago County and Calumet County, State of Wisconsin, and the Town of Menasha, a Wisconsin Municipal Corporation located in Winnebago County, State of Wisconsin;

1. The City of Menasha and Town of Menasha desire to jointly operate and maintain the Tayco Pond which is depicted in Figure A.
2. The City and Town agree that Tayco Pond will directly benefit the City and Town. Pursuant to NR 216.07(6), the City and Town recognize that they are each mandated to achieve a 40% reduction in total suspended solids (TSS) by March 10, 2013.
3. The Tayco Pond watershed is estimated to be 1,217 acres in size. Of the 1,217 acres, 859 acres of land are currently located in the City of Menasha and 358 acres of land are located in the Town of Menasha.
4. Based on current DNR guidance, Tayco Pond is designed to achieve a 52.1% TSS reduction for the 1,217 acre watershed. Tayco Pond's TSS reduction was evaluated using the Source Loading and Management Model (SLAMM).
5. The City and Town recognize that Tayco Pond requires routine operation and maintenance in order to function properly and achieve the 52.1% TSS reduction.
6. Based on the existing land use condition contained within the Tayco Pond Stormwater Management Plan, the 1,217 acre watershed contains 1,142 acres of developed urban area and 75 acres of undeveloped area. Of the 1,142 acres of developed urban area, 805 acres are currently located in the City of Menasha and 337 acres are located in the Town of Menasha. On an average annual basis, Tayco Pond provides an 117,337 pound

(74.2%) TSS reduction for the 805 acres of City developed urban area and a 40,880 pound (25.8%) TSS reduction for the 337 acres of Town developed urban area.

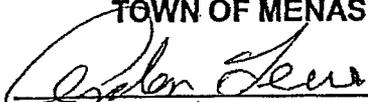
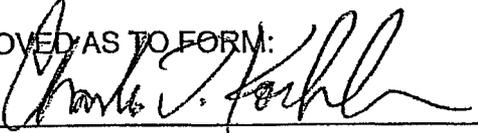
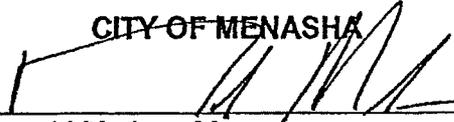
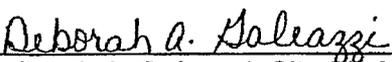
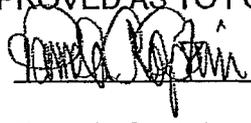
7. The Town of Menasha shall be the lead agency in the Tayco Pond operation and maintenance activities. Activities are more fully described within the Tayco Pond Operation & Maintenance Plan. Parties must mutually agree to any future changes to the Operation & Maintenance Plan (dated June 25, 2009). Generally, operation and maintenance activities include, but are not limited to, the following:
 - a. Debris & Litter Collection and Disposal
 - b. Vegetation & Noxious Weeds Management
 - c. Algae Management
 - d. Erosion Control
 - e. Sediment Management, Collection and Disposal
 - f. Mosquito Control
 - g. Nuisance Wildlife Management
 - h. Structure Inspection and Maintenance

Both parties agree that operation and maintenance activities shall be accomplished through the use of Town and City staff to the greatest extent possible, with the work load shared approximately on the basis of the TSS reduction percentages provided in paragraph 6. Management staff from both parties must agree before contracted services are arranged.

8. The Town of Menasha shall be the paying party for all contracted operation and maintenance activities. The Town shall provide a tabulation and documentation of all costs to the City of Menasha. Costs shall be shared and paid based on the TSS reduction percentages provided in paragraph 6. Said billing shall be paid in full within thirty days of receipt of billing.
9. The City and the Town agree that any maintenance project estimated to cost \$7,500 or more will require the agreement of both communities before the project may proceed.
10. Both parties agree pond inspections required by each party's MS4 Permit shall be accomplished through the use of Town and City staff to the greatest extent possible. All information obtained through these inspections shall be shared between both parties.

11. Beginning March 1, 2010, this agreement will be reviewed every five (5) years to reconsider the percentage of TSS reduction allocated to each community in paragraph 6. An engineer agreed upon by both the City and the Town will reanalyze the percentage allocation of TSS reduction and make a recommendation to the municipalities as to whether to adjust the percentage allocation. Upon agreement of both municipalities, the percentage allocation in paragraph 6 may be adjusted. The City and Town agree that any future adjustment of the percentage allocation will only impact the division of costs for future maintenance, and will not be utilized to adjust any past, present, or future debt service costs.

12. This agreement shall remain in effect unless the parties mutually agree to terminate the agreement. Project costs incurred to date at the time of any termination shall be shared and paid based on the percentages provided in paragraph 6.

<p>Dated this <u>26</u> of <u>Sept</u>, 2010.</p> <p>TOWN OF MENASHA</p> <p>By: <u></u> Arden Tews, Town Chairman</p> <p><u></u> Karen Backman, Town Clerk</p> <p>APPROVED AS TO FORM: <u></u></p> <p>Herring & Clark Law Firm Town of Menasha Attorney</p>	<p>Dated this <u>23</u> of Feb, 2010.</p> <p>CITY OF MENASHA</p> <p>By: <u></u> Donald Merkes, Mayor</p> <p><u></u> Deborah A. Galeazzi, City Clerk</p> <p>APPROVED AS TO FORM: <u></u></p> <p>Pamela Captain City of Menasha Attorney</p>
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City of Menasha, WI - Citywide Stormwater Management Program

January 01, 2006 To December 31, 2012

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: Amy Kester
Associate 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: Amy Kester
Associate 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

1.1.2 Publish IDDE Response Advisory in Newsletter

Responsible Staff / Position: Amy Kester
Associate 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

Activity Date	Name	Description
12/01/2009	Newsletter Article	Created newsletter article for upcoming spring 2010 newsletter announcing the adoption of the IDDE ordinance and providing basic information on illicit discharge and connections.

1.1.2 Create and distribute IDDE Response brochure

Responsible Staff / Position: Amy Kester
Associate 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

Activity Date	Name	Description
12/31/2009	Development of IDDE response procedures and brochure	Researched and began development of IDDE response procedures and brochure. Procedures and brochures to be finalized in 2010.

1.2 Public Pollution Prevention Education

Responsible Staff / Position: Amy Kester
Associate 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

1.2.1 Create and distribute pet waste brochure

Responsible Staff / Position: Amy Kester
Associate 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

Activity Date	Name	Description
10/01/2009	Brochure	Brochure completed and copies given to the Finance Department to be distributed with each dog license.

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

Responsible Staff / Position: Amy Kester
Associate 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

Activity Date	Name	Description
01/01/2009	2009 Website Articles	Published educational articles on city's website on both Public Works and Community Development web pages.
04/01/2009	2009 Spring Newsletter Article	Published article in spring 2009 city newsletter that included educational information on preventing stormwater runoff pollution.
10/01/2009	2009 Fall Newsletter Article	Published article in fall 2009 city newsletter that included educational information on preventing stormwater runoff pollution.

1.2.3 Participate in Annual Urban Clean Sweep Program

Responsible Staff / Position: Amy Kester
Associate 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

Activity Date	Name	Description
04/25/2009	2009 Clean Sweep	Promoted and participated in annual spring regional Clean Sweep. Mark Radtke, Director of Public Works, staffed the event.
04/23/2010	2010 Clean Sweep	

1.3 Leaf Management and Lawn Care

Responsible Staff / Position: Amy Kester
Associate 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

1.3.1 Publish articles in city newsletter and/or city website

Responsible Staff / Position: Amy Kester
Associate 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

Activity Date	Name	Description
01/01/2009	2009 Website Article	Published educational articles on city's website on both Public Works and Community Development web pages.

1.3.2 Create and distribute a Leaf Management and Lawn Care brochure

Responsible Staff / Position: Amy Kester
Associate Planner
(920) 967-3652

Description

Utilizing information from NEWSC and UW-Extension, create a leaf management 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:

Activity Date	Name	Description
None		

1.3.3 Participate in NEWSC Phosphorus Education Campaign

Responsible Staff / Position: Amy Kester
Associate Planner
(920) 967-3652

Description

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

Planned: 2008 2009 2010

Complete: 2008 2009

Activity Date	Name	Description
12/31/2009	Participated in NEWSC Phosphorus Education Campaign	As a NEWSC member, the City of Menasha participated in the phosphorus education campaign which began with billboard advertisements and continued through the spring with radio and tv PSAs. The fall campaign included both radio and tv PSAs.

1.4 Streambank and Shoreline Management

Responsible Staff / Position: Amy Kester
Associate 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: Amy Kester
Associate 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
05/30/2009	Winnebago County Shoreline Expo	The 2009 expo was cancelled.

1.5 Residential Property Infiltration

Responsible Staff / Position: Amy Kester
Associate Planner
(920) 967-3652

Required: Yes

Description

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

Goals

1.5.1 Create and distribute Residential Property Infiltration informational brochure

Responsible Staff / Position: Amy Kester
Associate 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

Activity Date	Name	Description
01/01/2009	Rain Garden Brochures	Distributed informational brochures on how to design and install a raingarden. Distributed at multiple public facilities, city website, and also at local environmental expos.

1.5.2 Publish article in city newsletter and/or city website

Responsible Staff / Position: Amy Kester
Associate 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

Activity Date	Name	Description
01/01/2009	Website Article	Published educational articles on city's website on both Public Works and Community Development web pages.
12/01/2009	Newsletter Article	Created article for Spring 2010 newsletter regarding residential property infiltration that explains how to build a rain garden.

1.5.3 Promote Rain Gardens & Rain Barrels at Community Events

Responsible Staff / Position: Amy Kester
Associate 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 events.

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
08/05/2009	Water Expo	Staff and Sustainability Board members staffed a booth at clean water expo and distributed information on rain gardens and rain barrels.
10/15/2009	"Answers To Your Energy Questions" Expo	Staff and Sustainability Board members staffed a booth at "Answers To Yuor Energy Questions" expo at UW Fox Valley and distributed information on rain gardens and rain barrels.

1.6 Construction Site Erosion Control Education

Responsible Staff / Position: Amy Kester
Associate 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: Amy Kester
Associate 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 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
12/31/2009	Educational Meetings	At time of permit application, Community Development staff have met with contractors to review erosion control requirements. Staff also review erosion control plans and make appropriate recommendations prior to issuing permits.

1.6.2 Create and distribute a Construction Site Erosion Control brochure

Responsible Staff / Position: Amy Kester
Associate 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: 2010 2011 2012

Complete:

Activity Date	Name	Description
None		

1.6.3 Publish articles in city newsletter and/or website

Responsible Staff / Position: Amy Kester
Associate 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

Activity Date	Name	Description
01/01/2009	2009 Website Article	Published website article regarding erosion control at construction sites.

1.7 Non-Residential Property Pollution Prevention

Responsible Staff / Position: Amy Kester
Associate 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: Amy Kester
Associate 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: 2010 2011 2012

Complete:

Activity Date	Name	Description
None		

1.7.2 Develop Rain Garden Demonstration Projects

Responsible Staff / Position: Amy Kester
Associate 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

Activity Date	Name	Description
10/01/2009	ECWRPC Rain Garden Demo Project	The Community Development Department worked with East Central Wisconsin Regional Planning Commission to establish a demonstration rain garden at their new 400 Ahnaip Street office.

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

Responsible Staff / Position: Amy Kester
Associate Planner
(920) 967-3652

Description

Offer Stormwater Utility Charge Credits for On Site Storm Water Management

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
01/01/2009	Stormwater Credit Program	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: Amy Kester
Associate Planner
(920) 967-3652

Required: Yes

Description

Promote environmentally sensitive land development designs by developers and designers.

Goals

1.8.1 Identify and evaluate environmnetally sensitive land development principals

Responsible Staff / Position: Amy Kester
Associate Planner
(920) 967-3652

Description

In 2009, engage the Sustainability Board to identify and evaluate environmentally sensitive land development principles suitable for the City of Menasha. Adoption, implementation, and promotion of policies planned for 2010 and beyond.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
12/15/2009	Sustainability Board Review of Comprehensive Plan	The Sustainability Board conducted a sustainability assessment of the city's comprehensive plan. Issues reviewed included environmentally sensitive land development and stormwater management practices. Recommendations were adopted as part of the comprehensive plan update.

2 Public Involvement and Participation

Responsible Staff / Position: Amy Kester
Associate 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: Amy Kester
Associate 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: Amy Kester
Associate 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

Activity Date	Name	Description
12/14/2009	2008 Annual Report to the Community	A draft of the 2008 MS4 Permit Annual Report was submitted to the Common Council for public review at their December 14 meeting. The drat 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.
03/15/2010	2009 Annual Report to the Community	A draft of the 2009 MS4 Permit Annual Report was submitted to the Common Council for public review at their December 14 meeting. The drat 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: Amy Kester
Associate 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

Activity Date	Name	Description
01/01/2009	2008 MS4 Permit Activities Published on City Website	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
01/01/2010	2009 MS4 Permit Activities Published on City Website	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: Amy Kester
Associate 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: Amy Kester
Associate 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

Activity Date	Name	Description
12/17/2009	2008 Annual Report Notice	Published Class One (1) notice in the Post-Crescent requesting public input on the 2008 annual report and MS4 activities.
03/15/2010	2009 Annual Report Notice	Published Class One (1) notice in the Post-Crescent requesting public input on the 2009 annual report and MS4 activities.

2.2.2 Publish requests for public input on city's website

Responsible Staff / Position: Amy Kester
Associate 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: 2009 2010 2011 2012

Complete:

Activity Date	Name	Description
12/14/2009	2008 Annual Report Website Notice	Published website notice requesting public input on the 2008 Annual Report and MS4 activities.
03/15/2010	2009 Annual Report Webstie Notice	Published website notice inviting public input on the 2009 annual report and MS4 activities.

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
08/17/2009	Adopt IDDE Ordinance	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/

3.1.2 Enforcement of IDDE Ordinance

Responsible Staff / Position: Mark Radtke
Director of Public Works
(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

Activity Date	Name	Description
12/01/2009	Researched & Developed IDDE Ordinance Enforcement Procedures	The Public Works Department researched IDDE ordinance enforcement procedures from other communities and began development. Adoption and implementation of enforcement procedures is planned for 2010.

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

Complete: 2009

Activity Date	Name	Description
12/11/2009	Outfall List	

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

Complete:

Activity Date	Name	Description
03/11/2010	Outfall Inspection Form	

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

Complete: 2009

Activity Date	Name	Description
12/16/2009	Identification of Outfalls	All major outfalls will be monitored on an ongoing basis, along with any outfalls that have had a report of an illicit discharge.

3.3.2 Implement on-going field screening program

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

Description

On an annual frequency perform dry weather field screening of all major outfalls along with outfalls that have been suspected of illicit discharges in the past 3 years. Screening shall be done in accordance with Section 2.3.2 of our WPDES Permit.

On-going field screening is expected to be started in summer of 2010.

Planned: 2009 2010 2011 2012

Complete:

Activity Date	Name	Description
None		

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 discharges 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

Activity Date	Name	Description
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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
12/09/2009	Violation letter	Letter sent to illicit discharge violators

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

Activity Date	Name	Description
03/04/2010	List of discharge points	Created list of discharge points and contacts for neighboring MS4's.

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

Complete: 2009

Activity Date	Name	Description
12/15/2009	Contact Person	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

Activity Date	Name	Description
12/31/2009	Requested authority to regulate erosion control at public buildings and places of employment.	The City had requested authority but needs to have an employee properly trained to perform the regulatory duties before Commerce will grant authority. That training has been completed but the city needs to make a second request to the Department of Commerce, planned for spring 2010.

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:

Activity Date	Name	Description
03/11/2010	Enforcement taken	Inspection and monitoring of construction sites was not being tracked until 2010.

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

Activity Date	Name	Description
12/31/2009	Residential Construction Sites	The Building Inspection Department issued 39 construction site erosion control permits in 2009. 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 activities. Permit records are maintained in the Building Inspection files.
12/31/2009	Commercial Construction Sites	Developed permit and procedures for erosion control permitting of commercial construction sites. Received training of PermiTrack Erosion and Sediment Control software for documenting permit,

inspection, and enforcement activities. Commercial permitting launched in 2010.

#

4.3 Public Information Response Procedures

Responsible Staff / Position: Amy Kester
Associate Planner
(920) 967-3652

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: Amy Kester
Associate Planner
(920) 967-3652

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

Activity Date	Name	Description
01/01/2009	Complaint Log	Established log for erosion control complaints filed by the public; no public complaints filed in 2009.

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. At 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

Activity Date	Name	Description
10/02/2009	Mission Village Plan Review	The City contracted with Davel Engineering to perform plan review for the Mission Village development project on Kenwood Drive. Stormwater Management Plan kept on file in Public Works Department.

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: Mark Radtke
Director of Public Works
(920) 967-3610

Description

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

Planned: 2010 2011 2012

Complete:

Activity Date	Name	Description
None		

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 vector truck. Record date and estimate amount of solids removed if possible.

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
10/01/2009	Cleaning	Cleaning

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

Activity Date	Name	Description
11/02/2009	Lake Pak Villas Phase I, Pond 1	

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

Activity Date	Name	Description
11/02/2009	Lake Park Villas Phase I, Pond 2	

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

Activity Date	Name	Description
11/02/2009	Lake Park Villas Phase I, Pond 3	

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

Activity Date	Name	Description
10/30/2009	Lake Park Villas Phase I, Pond 4	

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

Activity Date	Name	Description
10/30/2009	Lake Park Vilas Phase II Pond	

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

Activity Date	Name	Description
10/30/2009	Midway Business Park Pond	

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

Activity Date	Name	Description
10/30/2009	Province Terrace Pond	

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

Activity Date	Name	Description
11/02/2009	Lake Park Villas Phase I, Pond 5	

6.1.10 Natures Way Housing Pond

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

Description

Pond inspections and maintenance.

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
11/02/2009	natures way housing pond	

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

Activity Date	Name	Description
11/02/2009	Natures way/Province Tr Pond	

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 and Major Roads

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

Description

All downtown and major roads cleaned every week.

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
12/31/2009	Swept downtown and major roads	3,365 lane miles swept in 2009, but records for downtown and major roads were not separated from secondaries. Mile records will be separated for 2010 and future. 335.13 ton of debris was swept during spring clean up. The summer tonnage was not recorded, but we will do so for 2010.

6.2.2 All secondary and other roads

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

Description

All secondary and other roads will be cleaned a minimum of once per month.

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
12/31/2009	Swept secondary and other roads	3,365 lane miles swept in 2009, but records for downtown and major roads were not separated from secondaries. Mile records will be separated for 2010 and future. 335.13 ton of debris was swept during spring clean up. The summer tonnage was not recorded, but we will do so for 2010.

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

None

Activity Date	Name	Description
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None

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, shall 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

Complete: 2009

Activity Date	Name	Description
07/16/2009	Prepared deicer budget	When preparing the budget, the city evaluated the maximum use of Geomelt as a deicer in order to reduce the amount of road salt applied to City streets and parking lots.
12/31/2009	Utilized geo-melt	Pre-wetted salt at spinner and mixed load for comparison with truck with white salt. Results of comparison was nonconclusive. The city will continue evaluating during winter months. Used approximately 900 gallons of geo-melt. Salt usage report available

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

Activity Date	Name	Description
12/31/2009	Conducted annual salt storage facility inspection and inventory.	Conducted the annual salt storage facility inspection by WisDOT. Prepared salt inventory report.

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

Activity Date	Name	Description
10/30/2009	Winter season equipment calibration	Fleet and equipment were prepared for winter snow and ice control operations. Salt spreaders/applicators were calibrated.

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 process 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

Activity Date	Name	Description
12/31/2009	Collected and composted yard waste	The City of Menasha collected and processed approximately 16,000 cubic yards of yard waste. Sifted compost product was made available to residents. The City of Menasha utilizes a bio-bag system.

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 be mulched several times in the fall.

Planned: 2006 2007 2008 2009 2010 2011 2012

Complete: 2006 2007 2008 2009

Activity Date	Name	Description
12/31/2008	Mulched leaves and grass clippings in city parks.	Turf grass was mulched during the growing season. Leaves were also mulched several times in the fall.

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 in summer of 2010. Upon completion of SWPPP, proper employee training will be done.

Goals

None

Activity Date	Name	Description
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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

Activity Date	Name	Description
12/01/2009	Nutrient Application Management	Attached is the Turf Management Plan

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

Complete:

Activity Date	Name	Description
None		

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

None

Activity Date	Name	Description
None		

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

Activity Date	Name	Description
04/30/2008	Storm Water Management Plan	The city submitted its "Draft Stormwater Management Plan: City of Menasha - January 30 , 2008" to the DNR for final approval, which is still pending.

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

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 structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal.

Planned: 2010

Complete:

Activity Date	Name	Description
12/31/2009	Inspected existing facilities	The city has inspected existing flood control facilities however no feasibility assessment has been conducted which is planned for 2010.

7.3 Pollutant Loading Analysis 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 standard.

Planned: 2008

Complete: 2008

Activity Date	Name	Description
04/30/2008	Pollutant Load Analysis	The City of Menasha hired a consulting company to conduct a pollutant-loading analysis to assess compliance with the 20% and 40% TSS reduction developed urban area performance standards. The analysis utilized the WinSLAMM model version 9.2.5. It was determined that a 10.1% reduction was achieved with existing facilities. The city will continue to construct and implement stormwater treatment practices identified in the stormwater management plan in an effort to reach the 40% TSS removal goal.

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 annual basis.

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
12/31/2009	Updated Storm Sewer Map	The storm sewer map was updated in 2009 to include drainage basins and to identify outfalls to be inspected (initial and ongoing).

9 Annual Report and Storm Water Management Program Funding

Responsible Staff / Position: Amy Kester
Associate 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: Amy Kester
Associate 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: Amy Kester
Associate 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

Activity Date	Name	Description
09/22/2009	PermiTrack Software Training	One PermiTrack training event was attended in 2009. September 22, 2009 training was attended by two staff members from Community Development and two staff members from Public Works.
12/31/2009	Document MS4 Permit Activities in PermiTrack	Staff utilized MS4 PermiTrack software to manage BMP goals and document activities throughout the year. Documentation will be submitted with 2009 Annual Report.

9.1.2 Prepare Annual Report
Responsible Staff / Position:

Amy Kester
Associate 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

Activity Date	Name	Description
03/31/2008	2006-2007 Annual Report	Preparation and submission of the Annual Report for years 2006 and 2007.
04/29/2009	2008 Annual Report	Preparation and submission of the Annual Report for 2008.
03/31/2010	2009 Annual Report	Submission of the Annual Report for 2009.

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

None

Activity Date	Name	Description
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None

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

None

Activity Date	Name	Description
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None
