

Due by March 31, 2016

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2015.

Instructions: Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2016, 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	ZIP Code 54952
County(s) in which Municipality is located Calumet, Winnebago	Municipality Type: (select one) <input type="radio"/> County <input checked="" type="radio"/> City <input type="radio"/> Village <input type="radio"/> Town <input type="radio"/> Other (specify)		

SECTION II. Municipal Contact Information

Name of Municipal Contact Person Mark Radtke		Title Public Works Director	
Mailing Address (if different from above)	City	State WI	ZIP Code
Email mradtke@ci.menasha.wi.us	Phone Number (include area code) (920) 967-3610	Fax Number (include 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-S050075-2 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
Signature of Authorized Representative	Date 03/30/2016
Email dmerkes@ci.menasha.wi.us	Phone Number (include area code) (920) 967-3600
	Fax Number (include 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 final draft annual report. The draft annual report is submitted to the Common Council as an official communication. The annual report is also available on the City's website and at City Hall.

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

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

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 City-Wide Stormwater Quality Management Plan (Draft), December 1, 2015, DNR approval pending.

SECTION IV. General Information (continued)

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 as provided under section 2.10 of the general permit? Yes No

If yes, describe these cooperative efforts:

Our agreement with the Town of Menasha was submitted with the 2009 Annual Report. The efforts involved a shared cost agreement relating to a regional stormwater management pond.

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

If yes, provide web address:

www.cityofmenasha-wi.gov

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

If yes, provide web address:

www.cityofmenasha-wi.gov

SECTION V. Permit Conditions

a. **Minimum Control Measures:** For each of the permit conditions listed below, provide a description of the implementation of each program element, the status of meeting measurable goals, and compliance with permit schedule in section 2.11 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

- Public Education and Outreach

Please see attached.

- Public Involvement and Participation

Please see attached.

- Illicit Discharge Detection and Elimination

Please see attached.

- Construction Site Pollutant Control

Please see attached.

- Post-Construction Storm Water Management

Please see attached.

- Pollution Prevention

Please see attached.

b. **Winter Road Management Activities:**

Provide the name, title, and phone number for the individual(s) with overall responsibility for winter roadway maintenance.

Mark Radtke, Public Works Director, (920) 967-3610

Describe the types of products used for winter road management (e.g., deicing, pre-wetting, salting, etc.).

Salt brine for anti-icing and pre-wetting; road salt for deicing; road salt/chip mix for deicing under certain conditions.

SECTION V. Permit Conditions (continued)

Describe the type of equipment used to apply the products.

Automated salt spreaders on the back of patrol dump trucks, equipped with on board pre-wetting tanks. Rear spray bar for application of salt brine for anti-icing operations.

Report the amount of product used per month.

January 262.53 tons, February 246.79 tons, March 112.00 tons, November 21.45 tons, December 116.35 tons

Report the snow disposal locations, if snow is hauled away.

Snow disposal site is located at the Public Works Facility, 455 Baldwin Street, Menasha, WI.

Describe any anti-icing, equipment calibration, and salt reduction strategies considered.

Anti-icing is only done when appropriate on bridges and major traffic streets. Our equipment is calibrated annually and we continue to experiment with reduced salt application rates, especially on our secondary streets. We noticed a significant decrease in salt used compared to past years.

Describe any other additional measurable data or information that the permittee used to evaluate its winter road management activities.

c. Municipal facility(s):

Provide an inventory of municipally owned or operated structural storm water management facility(s), include: Location of each facility and contact information for the individual(s) with overall responsibility for each facility.

Please see attached.

Describe the housekeeping activities and best management practices installed to reduce or eliminate storm water contamination.

Please see attached SWPPP.

Discuss recommendations for improvements to current storm water management practices at the facility(s) and a timeline for installation and/or implementation of these recommendations.

Please see attached SWPPP.

Describe the municipal facility(s) employee training on storm water pollution prevention provided.

Hazardous Material Communications and Storage at Municipal Facilities

Describe the spill prevention and response procedures in place at the municipal facility(s).

Please see attached SWPPP.

d. 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 WinSLAM Version _____ Reduction (%) 24

If no, include a description of any actions the municipality has undertaken during 2015 to help achieve the 20% standard.

Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal? Yes No

If yes, describe:

Included in 2015 Storm Water Management Plan

SECTION V. Permit Conditions (continued)

- e. **Best Management Practices Maintenance:** Does the municipality have a maintenance program for installed storm water best management practices? Yes No

If yes, describe the maintenance program and any maintenance activities that have occurred for best management practices in 2015. If available, attach any additional information on the maintenance program.

The City's maintenance program includes regular interval cleaning of proprietary filtering devices, maintenance of storm water management ponds and bio-filter devices, and cleaning of catch basin sumps.

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

Added newly installed storm sewer sections. Added TMDL drainage basin limits and areas excluded from the TMDL pollutant analysis.

SECTION VI. Fiscal Analysis

- a. Provide a fiscal analysis that includes the annual expenditures for 2015, and the budget for 2015 and 2016. A table to document fiscal information is provided on page 6.

See table.

- 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.

Our storm water utility was created in 2009 and we continue to monitor the adequacy of utility charges in meeting the cost demands for implementing our storm water management program. Storm water fees were revised in 2015 to provide sufficient revenue to achieve our storm water management objectives.

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 updated or revised its 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:

Previously submitted, but ordinance will be updated in compliance with general permit by the May, 2016 deadline.

- b. As of the date of this annual report, has the municipality updated or revised its 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: Previously submitted, but ordinance will be updated by May, 2016.

- c. As of the date of this annual report, has the municipality updated or revised its 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:

Previously submitted.

- 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.

One and two family residential erosion control permits, inspections, and enforcement activities were carried out by the Building Inspection Department. Commercial, utility and construction project erosion control permits, inspections and

SECTION VII. Inspections and Enforcement Actions (continued)

enforcement activities were carried out by the Engineering Department. Municipal compost facility site inspections were conducted by the Engineering Department. Please see attached for details.

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/topic/surfacewater/orwerw.html>)

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/water/impairedsearch.aspx?status=303d>)

Yes No

If yes, complete the following:

- Impaired waterbody to which the MS4 discharges:

Lake Winnebago, Lower Fox River

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

The City has updated its Storm Water Quality Management Plan to include additional suspended solids and Phosphorus removal requirements contained in the Lower Fox River TMDL. Please see attached for additional actions.

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

- 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.

SECTION IX. Proposed Program Changes

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2016 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The City will be updating its Construction Site Pollutant Control ordinance and its Post Construction Storm Water Management ordinance by the May, 2016 deadline. Additional employee training in line with our SWPPP will occur for municipal facility storm water management practices. Our TMDL initial Action Plan will be drafted following a series of stakeholder meetings to select the optimal array of BMP improvements.

SECTION X. Other

Any other additional information the permittee would like to provide in the Annual Report regarding their storm water program?

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

Program Element	Account Number	Budget		Account Number
		2015	2016	
Public Education and Outreach	110110	24,700	17,600	110110
Public Involvement and Participation	110110	3,090	2,830	110110
Illicit Discharge Detection and Elimination	110110	33,480	20,635	110110
Construction Site Pollutant Control	110110	54,980	45,305	110110
Post-Construction Storm Water Management	110110	59,310	54,270	110110
Pollution Prevention	110110	1,115,740	1,136,040	110110
Storm Water Quality Management (including pollutant-loading analysis)	110110	132,210	140,970	110110
Storm Sewer System Map	110110	3,700	3,385	110110
Other: bond interest, IT, admin.	110110	357,100	226,750	110110

NORTHERN REGION COUNTIES

Ashland	Langlade	DNR Service Center
Barron	Lincoln	Attn: Storm Water Program
Bayfield	Oneida	5301 Rib Mountain Rd.
Burnett	Polk	Wausau, WI 54401
Douglas	Price	Phone: (715) 359-4522
Florence	Rusk	
Forest	Sawyer	
Iron	Taylor	
	Vilas	
	Washburn	

WEST CENTRAL REGION COUNTIES

Adams	Marathon	DNR Service Center
Buffalo	Monroe	Attn: Storm Water Program
Chippewa	Pepin	5301 Rib Mountain Rd.
Clark	Pierce	Wausau, WI 54401
Crawford	Portage	Phone: (715) 359-4522
Dunn	St. Croix	
Eau Claire	Trempealeau	
Jackson	Vernon	
Juneau	Wood	
La Crosse		

NORTHEAST REGION COUNTIES

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

SOUTH CENTRAL REGION COUNTIES

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

SOUTHEAST REGION COUNTIES

Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	Attn: Storm Water Program
Ozaukee	Washington	141 NW Barstow Street,
Racine	Waukesha	Room 180
		Waukesha, WI 53188
		(262) 574-2100

City of Menasha, WI

City of Menasha, WI - Citywide Storm Water Management Program

January 01, 2016 To December 31, 2016

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: Corey Gordon
Engineering Aide II
(920) 967-3610

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: Corey Gordon
Engineering Aide II
(920) 967-3610

Required Yes

Description

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

Justification

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

Goals

1.1.1 Create and distribute IDDE Response brochure

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

Description

Create IDDE Response brochure. Make copies available at the city garage, library, police department, health department and city hall.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

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

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

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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

1.2 Public Pollution Prevention Education

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

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: Corey Gordon
Engineering Aide II
(920) 967-3610

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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date Name Description

None

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

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

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 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date Name Description

None

1.2.3 Participate in Annual Urban Clean Sweep Program

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

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 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

1.2.4 Storm Drain Marking Program

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

Description

Identify storm drains in the City of Menasha that are not currently marked with educational sayings. City staff will mark some of the storm drains each summer. Information for other groups to get involved will be on the city's website.

Planned: 2013 2014 2015 2016 2017 2018

Complete: 2013 2014 2015

Activity Date	Name	Description
None		

1.2.5 Distribute educational flyers to City buildings

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

Description

At least annually, staff will distribute a variety of NEWSC flyers to city buildings. Flyers will be targeted to fit the building's purpose (i.e. information on hazardous waste flyer at the city garage). This helps educate city departments on internal operations as well as educates people on good storm water management and pollution prevention.

Planned: 2012 2013 2014 2015 2016 2017 2018

Complete: 2012 2013 2014 2015

Activity Date	Name
01/01/2016	Flyer Locations (2015)

Description

Flyers were brought to the City Garage, Library, Police Department, Pool, Heckrodt Nature Reserve, Health Department and City Hall.

File Attachment [Car \(1\).pdf](#)

- File Attachment [Carpet Cleaning \(1\).pdf](#)
 - File Attachment [Household Hazardous Waste \(1\).pdf](#)
 - File Attachment [Ice and Snow Control \(1\).pdf](#)
 - File Attachment [Kids Can Help Too! \(1\).pdf](#)
 - File Attachment [Leaf Collection \(1\).pdf](#)
 - File Attachment [Pet Waste \(1\).pdf](#)
 - File Attachment [Pool & Spa Discharge \(1\).pdf](#)
 - File Attachment [Power Washing at home \(1\).pdf](#)
 - File Attachment [Rain Barrel \(2\).pdf](#)
 - File Attachment [The Pefect Landscape \(1\).pdf](#)
 - File Attachment [The Perfect Lawn \(1\).pdf](#)
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1.3 Leaf Management and Lawn Care

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

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: Corey Gordon
Engineering Aide II
(920) 967-3610

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 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

1.3.2 Create and distribute a Leaf Management and Lawn Care brochure

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

Description

Utilizing information from NEWS-C 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 2014 2015 2016 2017 2018

Complete: 2010 2011 2014 2015

Activity Date	Name	Description
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None

1.3.3 Participate in NEWSC Phosphorus Education Campaign

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

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 2010

Activity Date	Name	Description
None		

1.4 Streambank and Shoreline Management

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

Required Yes

Description

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

Goals

1.4.1 Promote the Winnebago County Shoreline Expo

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

Description

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

Planned: 2008 2009

Complete: 2008

Activity Date	Name	Description
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None

1.4.2 Distribute educational materials to riparian properties

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

Description

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

Planned: 2010 2011 2012 2013 2014

Complete: 2010 2011 2013 2014

Activity Date	Name	Description
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None

1.5 Residential Property Infiltration

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

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: Corey Gordon
Engineering Aide II
(920) 967-3610

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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

1.5.2 Publish article in city newsletter and/or city website

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

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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

1.5.3 Promote rain gardens and rain barrels at community events

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
None		

1.5.4 Develop and implement rain barrel program in coordination with NEWS

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

Description

Planned: 2011 2012

Complete: 2011 2012

Activity Date	Name	Description
None		

1.6 Construction Site Erosion Control Education

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

Required Yes

Description

Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.

Goals

1.6.1 Hold educational meetings with contractors

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

Description

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

Planned: 2009

Complete: 2009

Activity Date	Name	Description
None		

1.6.2 Create and distribute a Construction Site Erosion Control brochure

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

Description

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

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

1.6.3 Publish articles in city newsletter and/or website

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None		
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1.7 Non-Residential Property Pollution Prevention

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

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: Corey Gordon
Engineering Aide II
(920) 967-3610

Description

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

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

1.7.2 Develop Rain Garden Demonstration Projects

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

Description

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

Planned: 2009 2010 2011 2012 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2015

Activity Date	Name	Description
None		

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

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

Description

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

Planned: 2009 2010 2011 2012 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2015

Activity Date	Name	Description
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None

1.8 Promote Environmentally Sensitive Land Development

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

Required Yes

Description

Promote environmentally sensitive land development designs by developers and designers.

Goals

1.8.1 Identify and evaluate environmentally sensitive land development principals

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

Description

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

Planned: 2009 2010 2011 2012

Complete: 2009 2010 2011 2012

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

2 Public Involvement and Participation

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

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: Corey Gordon
Engineering Aide II
(920) 967-3610

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: Corey Gordon
Engineering Aide II
(920) 967-3610

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 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

2.1.2 Publish requirements of MS4 Permit on city website

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

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 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

2.2 Public Participation

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

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: Corey Gordon
Engineering Aide II
(920) 967-3610

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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

2.2.2 Publish requests for public input on city's website

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

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 2014

Complete: 2009 2012 2014

Activity Date	Name	Description
None		

3.1.2 Enforcement of IDDE Ordinance

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.2 Initial Field Screening

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

Required Yes

Description

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

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

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

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

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

Goals

3.2.1 Identification of major outfalls

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

3.2.2 Field Screening

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

Description

Visit each major outfall during a dry weather period and conduct observation and analysis, if necessary, per Section 2.3.2 of our WPDES Permit. Complete written documentation of the field screening.

The initial field screening of major outfalls is anticipated to be completed in summer of 2010.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

3.3 On-going Dry Weather Field Screening

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

Required Yes

Description

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

Goals

3.3.1 Develop on-going field screening program

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

3.3.2 Outfall AY

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

Description

The inspection of outfall on annual basis.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

3.3.3 Outfall BX

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

Description

The inspection of the outfall

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

3.3.4 Outfall X

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

3.3.5 Outfall T and U

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

3.3.6 Outfall U (Inspected with "T")

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

Description

STARTING IN 2014 OUTFALL WAS INSPECTED WITH OUTFALL "T".

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014

Complete: 2010 2011 2012 2013 2014

Activity Date	Name	Description
None		

3.3.7 Outfall R

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.8 Outfall BV

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.9 Outfall D

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

Description

The inspection of the outfall

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.10 Outfall A

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.11 Outfall Y

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

Description

Inspection of the outfall

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.12 Outfall AP & AQ

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

Description

The inspection of the outfall.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.14 Outfall BU

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

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.15 Outfall BI

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

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.16 Outfall DI

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

Description
Outfall Inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

3.3.17 Outfall DS & DT

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

Description
Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

3.3.19 Outfall DU & DV

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

Description
Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

3.3.21 Outfall H

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

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.22 Outfall AZ

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

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.22 Outfall DZ

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

Description

Outfall Inspection

Planned: 2012 2013 2014 2015 2016 2017 2018

Complete: 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.3.23 Outfall N

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

Description

Outfall inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

3.3.24 Outfall BP

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

Description

Outfall Inspection

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

3.4 Illicit Discharge Response

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(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.

Goals

3.4.1 Illicit Discharge Response Procedure Manual

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.5 Illicit Discharge Removal Action

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

Description

Create a letter of notification to Illicit discharge violators.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
None		

3.5.2 Illicit discharge complaints

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

Description

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

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

3.6 Neighboring Jurisdiction Notification

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(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: Corey Gordon
Engineering Aide II
(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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

3.7 Responsible Party List

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

Description

Establish contact list and chain of command.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

4 Construction Site Pollutant Control

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

Description

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

The program shall establish measurable goals and include the following elements:

1. An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance.
2. Procedures for construction site inspection and enforcement of erosion and sediment control measures.
3. Procedures for receipt and consideration of information submitted by the public.

Best Management Practices

4.1 Construction Site Erosion & Sediment Control Ordinance

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

Required Yes

Description

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

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

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

Goals

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

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

Description

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

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

Planned: 2009 2010

Complete: 2009 2010

Activity Date	Name	Description
None		

4.1.2 Track enforcement actions

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

Description

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

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

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.

The city is currently awaiting renewal of our MS4 permit; we plan to review and update the ordinance if necessary upon issuance of a new permit.

Planned: 2012 2013

Complete: 2012 2013

Activity Date	Name	Description
None		

4.1.4 Annual Ordinance Review

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

Description

Annually review the City's ESC Ordinance for conformance to State requirements and City needs.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

4.2.2 Non permit required erosion inspections

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

Description

Tracking of non permit required erosion inspections.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
<hr/>		
None		
<hr/>		

4.3 Public Information Response Procedures

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

Required Yes

Description

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

Goals

4.3.1 Maintain public complaint log

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

Description

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

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

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 NEWSOC 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 2013 2015 2016 2017 2018

Complete: 2012 2013 2015

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, if necessary, to review commercial and subdivision storm water management plans for compliance with the ordinance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2013 2014 2015

Activity Date	Name	Description
None		

5.2 Long-Term Maintenance Procedures

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

Required Yes

Description

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

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

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

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

Goals

5.2.1 Audit private facilities for long term maintenance

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

Description

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

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2011 2012 2013 2014 2015

Activity Date	Name	Description
<hr/>		
None		

6 Pollution Prevention

Responsible Staff / Position: Corey Gordon
Engineering Aide II
(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: Corey Gordon
Engineering Aide II
(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 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
<hr/>		
None		
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6.1.7 Midway Business Park Pond

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

Description

Midway Business Park wet detention basin inspections and maintenance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
<hr/>		
None		
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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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
<hr/>		
None		
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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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.1.10 Natures Way Housing Pond

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

Description

Pond inspections and maintance.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.1.12 Catch Basin Replacement

Responsible Staff / Position:

Corey Gordon
Engineering Aide II
(920) 967-3610

Description

During the year record number of catch basins that are replaced to include a sump rather than having a self cleaning bench. Also new catch basins will be added to storm sewer map.

Planned: 2013 2014 2015 2016 2017 2018

Complete: 2013 2014 2015

Activity Date	Name	Description
None		

6.2 Street Sweeping / Catch Basin Cleaning & Storm Main Cleaned

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

Required Yes

Description

Routine street sweeping and cleaning of catch basins with sumps where appropriate. The lineal footage of storm sewer main cleaned through out the year.

Goals

6.2.1 Street Sweeping

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

6.2.2 Catch Basin Cleaning

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

Description

Record the number and location of catch basins that are cleaned from year to year.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

6.2.3 Storm Sewer Main Cleaned

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

Description

The lineal footage of storm sewer main cleaned through out the year.

Planned: 2015 2016 2017 2018

Complete: 2015

Activity Date	Name	Description
<hr/>		
None		
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6.3 Sweeping and Basin Waste Disposal

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

Required Yes

Description

Proper disposal of street sweeping and catch basin cleaning waste.

Goals

6.3.1 Sweeping and Basin Disposal

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

Description

proper disposal sweepings and basin debris.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.4 Deicer Application Management

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

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 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

6.4.2 Salt Storage Facility Inspection

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

Description

Conduct the annual salt storage facility inspection by WisDOT.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

6.4.3 Fleet Maintenance

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.4.4 Yearly Salt Usage

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

Description

Report of the yearly salt used during snow plowing operations.

Planned: 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

6.5 Leaf and Grass Clipping Management

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

Required Yes

Description

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

Annual Reporting Items

2012- processed approximately 17,000 cubic yards of yard waste. filled seven bio -bags. attempt is to meet STA standards for sale purposes.

Goals

6.5.1 Proper Management of Leaf and Grass Clipping Yard Waste

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

6.5.2 Proper Management of Leaf and Grass Clippings in City Parks

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

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. While we intended to complete our SWPPP in 2015 we did not accomplish that goal due to time constraints. At the time of submitting this report, a final draft SWPPP has been prepared by McMahon Engineers, awaiting final staff approval. Our SWPPP will be in force as of March 31, 2016.

Goals

6.6.1 Prepare SWPPP

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

Description

Complete and annually review/revise written SWPPP.

Planned: 2011 2012 2013 2014 2015 2016 2017 2018

Complete:

Activity Date	Name	Description
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None

6.6.2 Compost Site Storm Water Inspections

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

Description

Semi-Annual non-storm event and quarterly storm event run off inspection will be conducted throughout the year.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015

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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

6.8 Staff Training and Education

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

Required Yes

Description

Education of appropriate municipal and other personnel involved in implementing this program. Although basic training of employees has been done, comprehensive formal training for City employees has not yet occurred. It is expected this will occur in 2014.

Goals

6.8.1 Provide staff training on pollution prevention

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

Description

Education of appropriate municipal and other personnel involved in implementing this program. Staff has been made aware of intentions to complete formal written SWPPP, including formal training. During the interim, staff has been informed of objective to meet standards for storm water management principles as they pertain to municipal operations and facilities.

Planned: 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2011 2014 2015

Activity Date	Name	Description
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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

6.9.1 Execute pollution prevention operations per Storm Water Management Plan

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

Description

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

Planned: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

Complete: 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015

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.
4. WPDES General Permit WI-SO50075-2 became effective May 1, 2014 and includes language for MS4s that discharge to receiving waters with an approved TMDL. The TMDL report for the Lower Fox River Basin identifies waste load allocations for Menasha's MS4 area. Specific total phosphorus (TP) and total suspended solids (TSS) reductions that vary by sub-watershed are required by the TMDL. The initial Action Plan to meet the TMDL waste load allocations needs to be developed by March, 2018. The City updated its Storm Water Quality Management Plan in 2015 to include the TMDL analysis and various recommended alternatives.

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 (TSS) 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% TSS 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 TSS 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>. Wis Act 32 modified the compliance schedule for the NR 151.13 performance standards. The 20% TSS reduction may be enforced, but the WDNR is currently prohibited from enforcing the 40% TSS reduction by a certain date. The City has met its 20% TSS reduction requirement and will be developing an initial action plan by March, 2018 to meet the waste load allocations contained in the Lower Fox River Basin TMDL standards.

Education Program / Public Outreach

In order to develop an action plan with recommended BMP improvements, the City anticipates establishing a stakeholders group to prioritize and select the various recommended alternatives.

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 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None

7.1.2 Complete TMDL Storm Waer Management Plan

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

Description

Urban Nonpoint Source and Storm Water Management Program Planning Grant No. USP-LF06-70251-13 provides funds for updating the City's Storm Water Quality Management Plan based on the Lower Fox River Basin TMDL. Included are ordinance updates, mapping updates, revenue source identification, public education sources, and necessary BMP project options, among other components. Ensure progress is

occurring to maintain proposed project schedule.

Planned: 2014 2015

Complete: 2014 2015

Activity Date	Name	Description
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None		
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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: 2009 2011

Complete: 2009 2011

Activity Date	Name	Description
None		

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 2009 2010 2011 2012

Complete: 2008 2009 2010 2011 2012

Activity Date	Name	Description
None		

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: Corey Gordon
Engineering Aide II
(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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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None		
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9 Annual Report and Storm Water Management Program Funding

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

Description

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

Best Management Practices

9.1 Annual Reporting Requirements

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

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: Corey Gordon
Engineering Aide II
(920) 967-3610

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 2013 2014 2015 2016 2017 2018

Complete: 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		

9.1.2 Prepare Annual Report

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

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 2013 2014 2015 2016 2017 2018

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name
03/31/2016	2015 Annual Report

Description

The 2015 Annual Report was finish during the first quarter of 2016.

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

9.2.1 Adopt budget

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
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

9.3.1 Complete fiscal analysis table for annual report

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

Description

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

Planned: 2008 2009 2010 2011 2012 2013 2014 2015

Complete: 2008 2009 2010 2011 2012 2013 2014 2015

Activity Date	Name	Description
None		