

Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Reporting Information

Submittal Type: Annual Report

Project Name:

County: Waukesha

Municipality: Waukesha County

Facility Number: 33641

Reporting Year: 2017

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Attach the following items as appropriate using the attachments tab above
 - Construction Site Pollution Control Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Cooperation Attachment
 - Municipal Facility Inspections
 - Pollution Prevention Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Storm Water Consortium/Group Report
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Winter Road Maintenance
 - Other Annual Report Attachment
- Complete all required forms and upload required attachments
- Sign and Submit form

Municipal Contact Information- Complete

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 (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. 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.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality	Waukesha County
Facility ID # or (FIN):	33641
Updated Information:	<input checked="" type="checkbox"/> Check to update mailing address information
Mailing Address:	515 W Moreland Blvd, Room AC260
Mailing Address 2:	
City:	Waukesha
State:	Wisconsin
Zip Code:	53188 <small>xxxxx or xxxxx-xxxx</small>

Does the municipality rely on another government entity to satisfy some of the permit requirements?

Yes No Unsure

Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

Yes No Unsure

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

Select to **create new** primary contact

First Name: Perry

Last Name: Lindquist

Select to **update** current contact information

Title:

Mailing Address: 515 W Moreland Blvd, Room AC260

Mailing Address 2:

City: Waukesha

State: WI

Zip Code: 53188 xxxxx or xxxxx-xxxx

Phone Number: 262-548-7867 Ext: xxx-xxx-xxxx

Email: plindquist@waukeshacounty.gov

Additional Contacts Information (Optional)

**Individual with responsibility for:
(Check all that apply)**

- I&E Program
- IDDE Program
- IDDE Response Procedure Manual
- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code: xxxxx or xxxxx-xxxx

Phone Number: Ext: xxx-xxx-xxxx

Email:

Minimum Control Measures- Section 1 : Complete**1. Public Education and Outreach**

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events). Quantity and Estimated People Reached are both optional.

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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Topic: Detection and elimination of illicit discharges

<u>Informational booth at event</u>	<u>100 +</u>	<input type="text" value="13000"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Signage</u>	<u>10 - 19</u>	<input type="text" value="16"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices

<u>Informational booth at event</u>	<u>100 +</u>	<input type="text" value="13000"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Active distribution of print media</u> (mailings, newsletters, etc)	<u>Select...</u>	<input type="text" value="138000"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Workshops</u>	<u>100 +</u>	<input type="text" value="177"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Educational activities (School presentations, summer camps, etc)</u>	<u>100 +</u>	<input type="text" value="3400"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides

<u>Workshops</u>	<u>20 - 49</u>	<input type="text" value="47"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Informational booth at event</u>	<u>50 - 99</u>	<input type="text" value="13000"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Active distribution of print media</u> (mailings, newsletters, etc)	<u>100 +</u>	<input type="text" value="138000"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Topic: Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

<u>Informational booth at event</u>	<u>100 +</u>	<input type="text" value="13000"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Workshops</u>	<u>20 - 49</u>	<input type="text" value="30"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Topic: Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

<u>Workshops</u>	<u>100 +</u>	<input type="text" value="108"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<u>Informational booth at event</u>	<u>100 +</u>	<input type="text" value="13000"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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Topic: 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

Workshops 100 + 110 Yes No

Topic: 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

Direct one-on-one communication 20 - 49 30 Yes No

Topic: Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

Workshops 100 + 110 Yes No

Topic: Other (describe):

Select... Select... Yes No

b. Any other Public Education and Outreach program information for inclusion in the Annual Report may be added here or attached on the attachments page.

Form 3400-224 (09/17)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Describe how the municipality has kept the following local officials and municipal staff apprised of the municipal storm water discharge permit programs and its requirements.

Elected Officials

LRD has made presentations to the County Board's Land Use Parks and Environment committee, the County Executive.

Municipal Officials

The LRD has made presentations to municipal building inspectors, town chairs, and planners. 30 municipal officials attended the LRD spring stormwater workshop. The LRD staff meets with representatives from its partner MS4 communities each Fall.

Appropriate Staff

LRD has made presentations to other LRD staff, UW Waukesha staff, Public Works staff, and Parks and Land Use staff. The county has established an MS4 Work Group, with staff from all relevant County departments, to address permit issues involving county-owned properties.

b. Complete the following information on Public Involvement Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events). Quantity and Estimated People reached are both optional.

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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Topic: Storm Water Management Plan and/or updates

None Select... Yes No

Topic: Storm water related ordinance and/or updates

Website Select... Yes No

Public Workshop 100 + Yes No

Topic: MS4 Annual Report

Website 100 + Yes No

Topic: Volunteer Opportunities

Stream monitoring 20 - 49 Yes No

Storm drain stenciling 20 - 49 Yes No

Topic: Other (describe) :

Select... Select... Yes No

c. Any other Public Involvement and Participation program information for inclusion in the Annual Report may be added here or attached on the attachments page

Local watersheds received several heavy rains during the past summer which resulted in flooding and sediment issues. However, the past summer was also the first ever clear turbidity tube reading on Mason Creek, a stream feeding into North Lake with perennial turbidity issues. Local streams in general had a pretty good year with good data being reported by citizen stream monitors. Monitors collectively recorded over 100 trips to local streams gathering data.

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? Unsure
- c. How many were confirmed illicit discharges? Unsure
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- d. How many illicit discharge complaints did the municipality receive? Unsure
- e. How many were confirmed illicit discharges? Unsure
- f. How many of the identified Illicit discharges did the municipality eliminate in the reporting year? Unsure
-
- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Unsure
- Verbal Warning
 - Written Warning (including email)
 - Notice of Violation
 - Civil Penalty/ Citation
- h. Any other Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report may be added here or attached on the attachments page.

Form 3400-224 (09/17)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year? Unsure
- b. How many construction sites did the municipality issue permits for in the reporting year? Unsure
- c. Do the above numbers include sites <1 acre? Yes No Unsure
-
- d. How many erosion control inspections did the municipality complete in the reporting year? Unsure
-
- e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. Unsure
- Verbal Warning
 - Written Warning (including email)
 - Notice of Violation

<input checked="" type="checkbox"/> Civil Penalty/ Citation	1
<input checked="" type="checkbox"/> Stop Work Order	4
<input checked="" type="checkbox"/> Forfeiture of Deposit	0
<input type="checkbox"/> No Authority	
<input type="checkbox"/> Other - Describe below	

f. Any other Construction Site Pollutant Control program information for inclusion in the Annual Report may be added here or attached on the attachments page.

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

a. How many new construction sites with new structural storm water management practices have received local approvals ? Unsure

b. How many privately owned storm water facility inspections were completed in the reporting year ? Unsure

c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. Unsure

<input type="checkbox"/> Verbal Warning	<input type="text"/>
<input type="checkbox"/> Written Warning (including email)	<input type="text"/>
<input type="checkbox"/> Notice of Violation	<input type="text"/>
<input type="checkbox"/> Civil Penalty/ Citation	<input type="text"/>
<input type="checkbox"/> Forfeiture of Deposit	<input type="text"/>
<input type="checkbox"/> Complete maintenance	<input type="text"/>
<input type="checkbox"/> Bill responsible part	<input type="text"/>
<input checked="" type="checkbox"/> No Authority	0
<input type="checkbox"/> Other - Describe below	<input type="text"/>

d. Any other Post-Construction Storm Water Management program information for inclusion in the Annual Report may be added here or attached on the attachments page.

Following construction, county passes authority for maintenance enforcement on privately-owned BMPs to the local municipality, as county cannot special charge by statute. County continues to maintain county-owned BMPs.

Minimum Control Measures - Section 6 : Complete**6. Pollution Prevention**Storm Water Management Facility Inspections (ponds, biofilters, etc.) Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water facilities? Unsure
- b. How many new municipally owned storm water facilities were installed in the reporting year? Unsure
- c. How many municipally owned storm water devices were inspected in the reporting year? Unsure
- d. How many of these facilities required maintenance? Unsure
If so, attach report on attachments page.

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) Not Applicable

- e. How many inspections of municipal properties been conducted in the reporting year? Unsure
- f. Have amendments to the SWPPPs been made? Yes No Unsure

Collection Services - *Street Sweeping / Cleaning Program* Not Applicable

- g. Did the municipality conduct street sweeping/cleaning during the reporting year? Yes No Unsure
- h. If known, how many tons of material was removed? Unsure
- i. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
 Yes
 No - Explain _____
 Not Applicable
 Unsure

Collection Services - *Catch Basin Sump Cleaning Program* Not Applicable

- j. Did the municipality conduct catch basin sump cleaning during the reporting year? Yes No Unsure
- k. How many catch basin sumps were cleaned in the reporting year? Unsure
- l. If known, how many tons of material was removed? Unsure
- m. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
 Yes
 No - Explain _____

- Not Applicable
- Unsure

Collection Services - *Leaf Collection Program* Not Applicable

Winter Road Management Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

r. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? Unsure

s. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Oct Nov Dec Jan Feb March*

Liquids (gallons) (ex. brine)

Oct Nov Dec Jan Feb March*

t. Was salt applying machinery calibrated in the reporting year? Yes No Unsure

u. Have municipal personnel attended salt reduction strategy training in the reporting year? Yes No Unsure

If yes, describe what training was provided:

When: How many attended:

Internal (Staff) Education & Communication

v. Have training or education on SWPPPs for municipal facilities been held for municipal or other personnel? Yes No Unsure

If yes, describe what training was provided

When: How many attended:

Additional Pollution Prevention Information

w. Any other Pollution Prevention program information for inclusion in the Annual Report may be added here or attached on the attachments page.

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year? Yes No Unsure

If yes, check the areas the map items that got updated or changed:

- Storm water treatment facilities
- Storm pipes

- Vegetated swales
- Outfalls
- Other - Describe below

b. Any other Storm Sewer System Map information for inclusion in the Annual Report may be added here or attached on the attachments page.

County MS4 map is now publically accessible through ArcOnline at
<http://waukeshacounty.maps.arcgis.com/apps/webappviewer/index.html?id=c697f8d4dfa0475fb22b35f093c6c98b>

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
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Element: Public Education and Outreach

150000	150000	150000	<u>Permit fee and/or deposit/escrow</u>
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Element: Public Involvement and Participation

50000	50000	50000	<u>General revenue fund</u>
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Element: Illicit Discharge Detection and Elimination

20000	20000	20000	<u>General revenue fund</u>
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Element: Construction Site Pollutant Control

250000	250000	250000	<u>General revenue fund</u>
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Element: Post-Construction Storm Water Management

250000	300000	295000	<u>General revenue fund</u>
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Element: Pollution Prevention

50000	50000	50000	<u>General revenue fund</u>
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Element: Storm Water Quality Management

150000	150000	150000	<u>Grants</u>
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Element: Storm Sewer System Map

20000	20000	20000	<u>General revenue fund</u>
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Other (describe)

			<u>Other</u>
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Water Quality

a: Were there any known water quality improvements or degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

b: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes No Unsure

c: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes No Unsure

Additional Information

Based on the municipality's storm water program evaluation in Part II, describe any proposed changes to the municipality's storm water program.

Requests for Assistance on Improving Permit Programs

Would municipality like the Department to contact them about providing more information on developing or improving any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement
- Illicit Discharge Detection and Elimination
- Post-Construction Storm Water Management
- Storm Water Quality Management
- Storm Sewer System Map
- Construction Site Pollutant Control
- Pollution Prevention
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Attach Documents

AR EOFIN

 File Attachment

[2017workplanaccomplishments.pdf](#)

AR WintRdMainFIN

 File Attachment

[SnowIceRemovalCountyPolicy3-15.pdf](#)

AR PCSSWFIN

 File Attachment

[Stormwatermaintenanceproceduresrevised3-28-18.doc](#)

AR MuniFacInspFIN

 File Attachment

[AirportBMPinspectionsmemo3-28-18.pdf](#)

AR IDDEFIN

 File Attachment

[Dryweatheroutfallreview2017.xlsx](#)

(To remove additional items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Waukesha County MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal 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.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority (Form 3500-123) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Authorized Signature.

I accept the above terms and conditions.

Signed by : i:0#.f|wamsmembership|lhauge on 2018-04-11T17:44:15

You have already signed and submitted this application to the DNR. Please [contact the Wisconsin DNR](#) for assistance.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.