

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

Due by March 31, 2011

This form is for the purpose of annual reporting on activities undertaken pursuant to the Municipal Separate Storm Sewer System (MS4) General Permit No. WI-S050075-1. An owner or operator of a municipal separate storm sewer system covered by the general permit under Chapter NR 216, Wis. Adm. Code, is required to submit an annual report to the Department of Natural Resources by March 31 of each year to report on activities for the previous calendar year. This form is for reporting on activities undertaken in calendar year 2010.

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

**Instructions:** Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to-date to comply with the general permit. Complete and submit the annual report by March 31, 2011, to the appropriate address indicated on the last page of this form.

**SECTION I. Municipal Information**

Name of Municipality Town of Genesee		Facility ID No. (FIN) 31266	
Mailing Address P.O. Box 242	City Genesee Depot	State WI	Postal Code 53127
County(s) in which Municipality is located Waukesha	Type of Municipality: (check one) <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Village <input checked="" type="checkbox"/> Town <input type="checkbox"/> Other (specify)		

**SECTION II. Municipal Contact Information**

Name of Municipal Contact Person Jeff Herrmann		Title Town Administrator/Planner	
Mailing Address P.O. Box 242	City Genesee Depot	State WI	Postal Code 53127
E-mail Address jeffh@towngenesee.org	Telephone No. (including area code) 262-968-3656	Fax No. (including area code) 262-968-3809	

**SECTION III. Certification**

*I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-1 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.*

Authorized Representative Printed Name Sharon Learr	Authorized Representative Title Town Chairman	
Authorized Representative Signature <i>Sharon L. Learr</i>	Date Signed 3-29-11	
E-mail Address sharonl@towngenesee.org	Telephone No. (including area code) 262-968-3656	Fax No. (including area code) 262-968-3809

**SECTION IV. General Information**

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

See attached.

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

See attached.

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:

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

If yes, describe these cooperative efforts:

Waukesha County for Sections 2.1 & 2.2; Yaggy Colby Associates for Sections 2.6 thru 2.9

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

If yes, provide web address:

<http://www.towngenesee.org/>

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:

<http://www.towngenesee.org/>

**SECTION V. Permit Conditions**

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

- Public Education and Outreach

See attached.

- Public Involvement and Participation

See attached.

- Illicit Discharge Detection and Elimination

See attached.

- Construction Site Pollutant Control

See attached.

- Post-Construction Storm Water Management

See attached.

- Pollution Prevention

See attached.

b. Storm Water Quality Management: Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard?  Yes  No

If yes, provide the following: Model used WinSLAMM Version 9.3 Reduction (%) 30.2

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

If yes, provide the following: Model used \_\_\_\_\_ Version \_\_\_\_\_ Reduction (%) \_\_\_\_\_

If no, include a description of any actions the municipality has undertaken during 2010 to help achieve the 40% standard by March 10, 2013.

Since the Town has a substantial amount of grass swales, it is believed that by re-modeling the Town's current system and using updated WinSLAMM model, along with better utilizing the swales by increasing the infiltration rate by performing several tests will provide the additional TSS reduction necessary.

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:

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

**SECTION VI. Fiscal Analysis**

a. Provide a fiscal analysis that includes the annual expenditures for 2010, and the budget for 2010 and 2011. A table to document fiscal information is provided on page 6.

b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?

Storm water utility  General fund  Other \_\_\_\_\_

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.

**SECTION VII. Inspections and Enforcement Actions**

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

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

Town of Genesee utilizes Waukesha County's construction site pollutant control (erosion control) ordinance. The County administers the ordinance.

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

Town of Genesee utilizes Waukesha County's post-construction site storm water management ordinance. The County administers the ordinance.

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

Town of Genesee utilizes Waukesha County's illicit discharge detection and elimination ordinance. The County administers the ordinance. The Town of Genesee staff will provide dry weather screening. A plan of action is included as a separate attachment.

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.

See attached.

**SECTION VIII. Water Quality Concerns**

a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/org/water/wm/wqs/orwerw/>)  Yes  No If yes, list:  
Genesee Creek (ERW)

b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/org/water/wm/wqs/303d/303d.html>)  Yes  No If yes, complete the following:

- Impaired waterbody to which the MS4 discharges:
  
  
- 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:

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

None known.

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.

None known.

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

Program Element	Annual Expenditure		Budget		Source of Funds
	2010	2010	2010	2011	
Public Education and Outreach	\$1,210	\$1,453	\$1,250	\$1,250	General Tax Fund
Public Involvement and Participation	\$1,157.50	\$1,453	\$1,250	\$1,250	General Tax Fund
Illicit Discharge Detection and Elimination	\$90	\$1,200	\$500	\$500	General Tax Fund
Construction Site Pollutant Control	\$0	\$95	\$0	\$0	Typically expenses are passed on to permittees
Post-Construction Storm Water Management	\$0	\$2,500	\$1,000	\$1,000	Typically expenses are passed on to permittees but more money is being budgeted to implement the storm water facility inspection program.
Pollution Prevention	\$0	\$300	\$0	\$0	General Tax Fund
Storm Water Quality Management (including pollutant-loading analysis)	\$0	\$4,000	\$4,500	\$4,500	General Tax Fund
Storm Sewer System Map	\$262.50	\$1,600	\$500	\$500	General Tax Fund
Other	\$868.10	\$1,000	\$1,000	\$1,000	General Tax Fund

## 2010 Town of Genesee Annual Report - Attachment

### **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.*

Similar to last year's report, the Town uses a variety of meetings and media to reach its citizens with current events and issues. Citizens are encouraged to attend and participate in Town Board, Plan Commission, and other Town meetings. The agenda for these are published on the Town's website and posted in public places. The Town will post the current Annual Report at the Town Hall for the general public to view and a link to it on their website.

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

The elected and municipal officials have been proactive in making sure they are familiar with the permit and its various requirements. The Town Board is involved with setting the budget for the program each year and also interested in how the goals of the permit are being met. The Town Engineer, and Town staff when appropriate, attends seminars and workshops that relate to the permit and storm water quality in general to stay abreast of any new developments regarding storm water and the permit. The Town Engineer also actively participates in the County's I&E program and meets with Town officials on a normal basis and keeps the Town apprised of any changes or issues that affect the Town.

- e. *Does the municipality have an internet website?*

Yes, the Town posts information on their website as provided by the County and plans to promote other programs and educational opportunities in this area. A link is devoted to Storm Water/Runoff Issues and another link is provided which displays the past year's Annual Report for public viewing.

### **SECTION V. Permit Conditions**

- a. Minimum Control Measures

- *Public Education and Outreach* - The Town has entered into a contract with Waukesha County to provide this portion of the permit requirements. The Town will encourage its residents and officials to participate in the activities developed by the County and also provide its residents with information developed by the County through its website. The Town, through its consultant and officials, will

actively stay informed on the County's program and provide positive examples for their residents.

- *Public Involvement and Participation* – The Town entered into the Waukesha County agreement and this is portion of the program is also part of that agreement. The above paragraph describes how the Town intends to encourage both their residents and officials to participate in the County's program. The County's report has been submitted to the DNR for review, as well as reported in Work Plan meetings. The Town's consultant has participated in the County Work Plan meetings and has provided the Town with minutes from those meetings. The Town's consultant also routinely meets with the Town's administrator to discuss MS4 permit requirements, as it relates to the ongoing business of the Town. The Town administrator, as well as the consultant, updates the Town's staff on issues that affect the Town's business as it relates to the permit.
- *Illicit Discharge Detection and Elimination* – The Town utilizes Waukesha County's illicit discharge ordinance. Town staff has been made aware of the issues and actively observe the Town's various storm sewer conveyances and will take note and take proper actions if anything of concern is detected.

A dry weather screening schedule was created last year and the identified outfalls were screened as scheduled by the Town's trained staff. The collected information will be organized and filed with the Town Engineer.

- *Construction Site Pollutant Control* - The Town utilizes Waukesha County's construction site pollutant control ordinance. The Town works with and communicates with the County in order to better understand the status of work being done within the Town. The County has provided a list of the active permits for construction sites and the inspections that have been conducted. This is included in this report.
- *Post-Construction Storm Water Management* - The Town utilizes Waukesha County's post-construction storm water management ordinance. The Town does recognize the need for proper storm water management facility maintenance and therefore is developing inspection procedures for the facilities located within the Town and as to taking credit for suspended solids removal. A standardized checklist form is being created by the Town's consulting engineer that will be used to inspect the facilities within the Town. Town staff will be trained to inspect the facilities and comment on the status and condition of each one. They will note any deficiencies and determine if immediate maintenance is required or suggest when maintenance should be considered. Each basin will be given a rating from 1 to 10 and the lowest rated basins will be considered highest priority for immediate maintenance. Records of the basin inspections will be kept on file. Details regarding cost of the program still need to be worked out as well as how facilities that do require maintenance will be arranged for. These maintenance procedures have not yet been implemented but continue to be discussed and



anticipated. A complete list of the facilities is being compiled and will be better defined once final modeling is completed.

- *Pollution Prevention*

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

The Town currently does not have any municipally owned or operated structural storm water management facilities at this time. The Town does maintain their cross culverts and ditches.

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

The Town acquired bids for their sweeping operations for 2010. They were able to reduce their costs by shopping the services out and were able to reduce their costs due to decreased sand usage for their snow plowing operations. The new contractor performing these services is GS Induscom out of Racine. They are responsible for collecting and disposing of the material.

For 2010, 114 cubic yards of material were collected. The sweeping was done in May and June of 2010.

In past years, the amount collected was not recorded.

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

See above.

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

The Town tries to limit and reduce the amount of road salt and sand that it uses to keep costs down and to limit the negative effects that salt and sand have on the environment but must maintain a certain level in order to maintain public safety. The Town typically tries to use a 50/50 mixture of sand & salt but for certain types of conditions salt is needed to maintain safe driving conditions.

A substantial reduction in salt and sand usage was realized in 2010. The Town's Highway Superintendent, with help from the Town's Administrator, were able to implement a more efficient snow plowing/removal policy. Application rates of sand and salt were strictly monitored and this resulted in much less material being placed, saving the Town a substantial amount of money and reducing the effects on the environment. Another positive effect was that there is also less material to

collect during street sweeping operations. This also resulted in Town savings (as described above).

A total of 780 tons of material was used in 2010.

- Salt used = 685 tons
- Sand used = 95 tons

A total of 3,443 tons of material was used in 2009.

- Salt used = 2,112 tons
- Sand used = 1,331 tons

A total of 6,882 tons of mixed material was used in 2008.

- Salt used = 3,441 tons
- Sand used = 3,441 tons

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

The Town collects leaves and grass clippings twice a year. The grass and clippings are composted. The Town is in the process of developing a program to encourage onsite composting for the Town's residents.

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

The Town has created a storm water prevention plan for municipal facilities (Town Hall). The Town began implementation of this plan and also instructs their contractors to abide by the pollution prevention principles that the Town has adopted.

*2.6.7 Application of lawn and garden fertilizers on municipally controlled properties, with previous surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests.*

The Town does apply lawn and garden fertilizers on municipally controlled properties at this time. None of the areas that are fertilized are along a waterway.

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

The Town trains its staff that is involved with the pollution practices mentioned above. The Town's Administrator (Jeff Herrmann) has met with the DNR regarding the requirements of the MS4 permit. The Town's Public Works Supervisor (and their consultant) attended the Waukesha County Storm Water Best Management Practice Maintenance Workshop at Ruekert-Mielke on March 9, 2010.

*2.6.9 Measures to reduce municipal sources of storm water contamination within source water protection areas.*

Not applicable within this community.

#### **SECTION VI. Fiscal Analysis**

The Town budgets money towards this program each year and uses the Town's General Fund to do so. The Town anticipates needing to perform (through its consultant) additional modeling that takes into account a handful of comments received from DNR staff and also better utilize an updated version of the modeling software to gain the maximum amount of credit for its existing infrastructure. The Town does have a significant amount of grass swales that have the potential to achieve additional removal of TSS based on guidance provided by the DNR. The Town also intends to take advantage of increased infiltration rates within the grass swales if it is determined that it would be beneficial for achieving the 40% TSS removal requirement for 2013. More information regarding this will be known and reported with next year's report. At a minimum, a plan will be created for achieving this 40% goal, if the existing infrastructure is not adequate.

#### **SECTION VII. Inspections and Enforcement Actions**

- f. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reported period to ensure compliance with the ordinances described in a. to d. above.*

**Please see the attached summary provided by Waukesha County.**

## 2010 Construction Site Inspections and Enforcement Action Summary

### Town of Genesee

98 construction inspections by Waukesha County staff

#### Sites Inspected

Dittmer Building  
Fields Crossing  
Genesee Mini Storage  
Lehrmann Grading  
Litt Pole Building  
Little John Drive  
Lot 3 Kettlefield Subdivision  
Retzer Nature Center Geothermal Wells  
Retzer Nature Center Maintenance Building  
Rosebury Stable Basin Reconfiguration  
Rhodes Pond  
Ross Grading  
Sill Residence  
St. Paul's Church  
Town of Genesee Sunset Park Drainage Improvement  
Wilson Property – Lot 7 Sutton Ridge

#### Permits

9 Permits issued  
4 Sites passed final inspection  
6 Sites failed final inspection  
1 Site received permit termination letter

#### Enforcement Actions Taken

Retzer Nature Center Maintenance Building – Held Enforcement Conference  
Retzer Nature Center Maintenance Building – Conducted Investigation  
Retzer Nature Center Maintenance Building – Set Compliance Deadline  
Retzer Nature Center Maintenance Building – Issued Citation  
Retzer Nature Center Maintenance Building – Forwarded File to Corporation Counsel  
Retzer Nature Center Maintenance Building – Held Enforcement Conference  
Retzer Nature Center Maintenance Building – Satisfaction of Enforcement  
Rhodes Pond – Conducted Investigation  
Rhodes Pond – Sent Notice of Violation  
Rhodes Pond – Satisfaction of Enforcement  
Ross Grading – Conducted Investigation (3)  
Ross Grading – Sent Notice of Violation  
Ross Grading – Sent Compliance Deadline (2)  
Ross Grading – Satisfaction of Enforcement