

Due by March 31, 2014

**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 2013.

**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, 2014, to the appropriate address indicated on the last page of this form.

**SECTION I. Municipal Information**

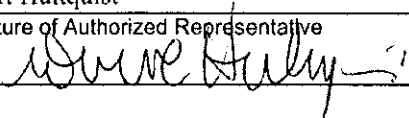
Name of Municipality		Facility ID No. (FIN)	
Town of Oconomowoc		31285	
Mailing Address	City	State	ZIP Code
W359 N6812 Brown Street	Oconomowoc	WI	53066
County(s) in which Municipality is located	Municipality Type: (select one)		
Waukesha	<input type="radio"/> County <input type="radio"/> City <input type="radio"/> Village <input checked="" type="radio"/> Town <input type="radio"/> Other (specify)		

**SECTION II. Municipal Contact Information**

Name of Municipal Contact Person		Title	
Jeff Herrmann		Town Administrator	
Mailing Address	City	State	ZIP Code
W359 N6812 Brown Street	Oconomowoc	WI	53066
Email	Phone Number (include area code)	Fax Number (include area code)	
jherrmann@townoconomowoc.com	(920) 474-4449	(920) 355-4091	

**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	Authorized Representative Title		
Robert Hultquist	Town Chairman		
Signature of Authorized Representative	Date		
	3/26/14		
Email	Phone Number (include area code)	Fax Number (include area code)	
jherrmann@townoconomowoc.com	(920) 474-4449	(920) 355-4091	

**SECTION IV. General Information**

- 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.
- 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.
- Has the municipality prepared its own municipal-wide storm water management plan?    Yes    No  
If yes, title and date of storm water management plan:

**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 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 and 2.2; Yaggy Colby Associates for Sections 2.6 through 2.9

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

If yes, provide web address:

www.service-life.com/wi/townoconomowoc/

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.service-life.com/wi/townoconomowoc/

**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. 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

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 SLAMM Version 9.3 Reduction (%) 43.5

If no, include a description of any actions the municipality has undertaken during 2013 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:

**SECTION V. Permit Conditions (continued)**

- c. 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 2013. If available, attach any additional information on the maintenance program.

The Town's staff monitors their proprietary devices at a minimum of once per year and schedules maintenance as needed.

- d. 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.

No changes have occurred in 2013.

**SECTION VI. Fiscal Analysis**

- a. Provide a fiscal analysis that includes the annual expenditures for 2013, and the budget for 2013 and 2014. A table to document fiscal information is provided on page 5.

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 \_\_\_\_\_

- 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.

Appropriate funds are set aside during the budgeting process. See attached for notes regarding the funding.

**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:

The Town utilizes Waukesha County's construction site pollutant control 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:

The Town utilizes Waukesha County's post-construction site pollutant control 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:

The Town utilizes Waukesha County's illicit discharge and detection ordinance but does their own screening.

- 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 description provided by Waukesha County.

**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:

Oconomowoc River (from below North Lake to Okauchee Lake)

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:

Lac La Belle, Fowler Lake and Oconomowoc Lake. Additionally, 4 reaches are listed for the TMDL they are as follows:

1) Reach 20 - Rock River from Mile 296 to Mile 305; 2) Reach 21 - Rock River from Oconomowoc River to Mile 270; 3) Reach 24 - Mason Creek from Mile 0 to Mile 5.2; and 4) Reach 25 - Oconomowoc River from Battle Creek to Mason Creek

- 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 Town applied for an Urban Non-Point Source Planning Grant and will use funds to create a comprehensive storm water plan to address water quality improvement of impaired waters within the municipality.

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.

**SECTION IX. Proposed Program Changes**

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2014 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The Town will implement the anticipated permit requirement changes as it applies to TMDLs and pollution prevention.

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

Program Element	Annual Expenditure 2013	Budget		Source of Funds
		2013	2014	
Public Education and Outreach	1,100	1,250	1,250	General Tax Fund
Public Involvement and Participation	1,100	1,250	1,250	General Tax Fund
Illicit Discharge Detection and Elimination	0	250	250	General Tax Fund
Construction Site Pollutant Control	0	0	0	Costs are typically passed onto permittees
Post-Construction Storm Water Management	0	0	0	Costs are typically passed onto permittees and Town staff conducts municipally owned/controlled facilities
Pollution Prevention	183.75	1,500	1,000	General Tax Fund
Storm Water Quality Management (including pollutant-loading analysis)	171	2,500	1,250	General Tax Fund
Storm Sewer System Map	0	4,500	2,500	General Tax Fund
Other:	827.5	2,000	1,500	General Tax Fund

**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

## 2013 Town of Oconomowoc 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.*

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 Annual Report at the Town Hall for the general public to view. The Town's website has a Storm Water link that includes information regarding the MS4 permit and information provided by the County. MS4 related activities available for the Town's residents are posted on the Town's website when applicable.

- 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 and Town's Plan Commission have been informed of the NR 151 & 216 permit programs and its goals. The Town Engineer has attended various seminars regarding the conditions of the general permit and works closely with DNR staff to ensure that the Town has access to the most recent developments and updates as it relates to the permit requirements. The Town Engineer 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?*

The Town has created a new website and they are trying to make it more interactive for their residents. The Town is making an effort to put applicable information regarding storm water and the MS4 permit on the website to provide the residents with past and current information.

## 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. 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. The Town also joined the Rock River TMDL group (Rock River Coalition), additionally their consultant, Yaggy-Colby Associates also joined the group.
- *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 concerns is detected.

A comprehensive dry weather screening of all the identified outfalls was performed in 2009. A schedule was also created that outlines the outfalls that need to be screened every three years (approximately 1/3 of all are done each year in order to screen them every 3 years). Dry weather screening was performed on September 24<sup>th</sup> and 25<sup>th</sup> of 2013. Each outfall on the schedule was observed, picture(s) taken and any deficiencies noted and transferred to a spreadsheet that is being kept by the consultant. No illicit discharges were noted. Some minor deficiencies have been noted and the Town staff will utilize the screening to schedule maintenance where needed. It should also be noted that an updated dry weather screening map was created to assist Town staff conduct the screenings. The screening rotation has started over again in 2013.

- *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. A list of the construction sites with permits has been compiled by the County and 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. A standardized checklist form has been created by the Town’s consulting engineer that will be used to inspect the facilities within the Town. This basin inspection process is still being developed and no storm water facilities have been formally inspected. It should be noted that during the dry weather screening process, storm water facilities are being observed and any deficiencies noted and if any serious issues are followed up on and addressed with the landowner. This has not yet been needed or necessary but until a more formal procedure is implemented this will be the process to make sure facilities are functioning properly.
- *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’s Highway Superintendent or staff performs routine inspection and maintenance on municipally owned or operated structural storm water management facilities. There are currently four municipally owned storm water proprietary devices that collect and separate pollutants prior to entering Okauchee Lake. The Town contracts the vacuuming and removal of the collected debris with Doc’s Sewer & Water. The structures are routinely monitored and serviced at least once per year. The contractor is responsible for disposal of all collected materials.

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

In order to clean any material left on the roadway, the Town contracts out sweeping to Sweep All, who sweeps the Town’s streets and curb and gutter areas routinely. The downtown Okauchee area is the primary area swept.

All catch basins within the Town are inspected once per year. Town staff determines if hand removal or vacuuming is necessary. Typically the catch basins are inspected prior to Doc’s Sewer & Water coming to Town for the services described above. If catch basins are in need of vacuuming, then the contractor will do it in the same service trip as removing the debris from the

municipally owned structures. Doc's Sewer & Water is responsible for the disposal of this material.

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

As mentioned above, Sweep All is contracted to perform sweeping and disposal. The material collected is cleaned of debris and mixed into the Town's gravel pile to be used for shouldering. Approximately 30 cubic yards was collected in the Spring of 2013.

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

The Town limits the amount of road salt and sand that is applied to the roads to whatever is necessary to maintain public safety. It should be noted that the Town tends to use more sand in the mix in extremely cold weather and more salt when the temperature is closer to freezing. The Town strives to use the best mixture for the conditions and minimize the amount of material used. The Town plows approximately 82 lane miles of roadway.

In 2013, 1,630 tons of salt & 475 tons of sand were used;  
In 2012, 1,600 tons of salt & 315 tons of sand were used;  
In 2011, 900 tons of salt & 90 tons of sand were used;  
In 2010, 1,044 tons of salt & 430 tons of sand were used;  
In 2009, 1,200 tons of salt & 581 tons of sand were used;  
In 2008, 1,200 tons of salt & 500 tons of sand were used;  
In 2007, 1,150 tons of salt & 500 tons of sand were used.

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

The Town utilizes its transfer site for leaves and grass clippings. The leaves and clippings are composted. The compost is then available for Town and community members use.

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

The Town currently keeps their salt and/or sand under cover. The Town does conduct routine maintenance inspections of their yard in order to ensure proper pollution prevention measures are being taken and followed. The Town contracts to Environmental Services for vacuuming the shop floor drains; this was done once in 2013 which is typical for each year.

*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 soccer club in the Town fertilizes the soccer fields. The Town has a no phosphorous fertilizer ordinance.

*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 consulting engineer also discusses various elements of the program with the Administrator and when applicable also meets with the Town's personnel.

*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 normally uses the Town's General Fund to do so. The Town is within the Rock River watershed and therefore is affected by the new TMDL requirements for water quality. In anticipation of these new permit requirements, the Town applied for a grant to help offset the costs to implement the TMDL requirements. If approved, the grant funds would be used, in conjuncture with the Town's cost share, to create a storm water management plan that addresses total suspended solids and phosphorus removal per the waste load allocations allowed.

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

- c. 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.*

**Town of Oconomowoc**

**2013 Construction Site Inspections and Enforcement Action Summary**

**Inspections**

60 construction inspections by Waukesha County staff  
4 Sites passed final inspection (included in total above)

**Permits**

8 Permit applications received  
7 Permits issued  
1 Permit extended  
3 Permits terminated

**Enforcement Actions Taken**

None