

**Annual Report under MS4 General Permit No. WI-S050075-1**

Form 3400-195 (R 01/2010)

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

**Due by March 31, 2010**

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

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

**Instructions:** Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to-date to comply with the general permit. Complete and submit the annual report by March 31, 2010, to the appropriate address indicated on the last page of this form.

**SECTION I. Municipal Information**

Name of Municipality Town of Oconomowoc		Facility ID No. (FIN) 31285	
Mailing Address W359 N6812 Brown Street	City Oconomowoc	State WI	Postal Code 53066
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	
Mailing Address W359 N6812 Brown Street	City Oconomowoc	State WI	Postal Code 53066
E-mail Address jherrmann@townoconomowoc.com	Telephone No. (including area code) 920-474-4449	Fax No. (including area code) 920-474-3014	

**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 Robert Hultquist	Authorized Representative Title Town Chairman		
Authorized Representative Signature	Date Signed		
E-mail Address	Telephone No. (including area code) 920-474-4449	Fax No. (including area code) 920-474-3014	

**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.

Please 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.

Please 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 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:

<http://townoconomowoc.com/>

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:

**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 (%) 43.5

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 2009 to help achieve the 40% standard by March 10, 2013.

Due to the initial modeling and the reduction achieved, it is not anticipated that any actions are needed.

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 2009, and the budget for 2009 and 2010. A table to document fiscal information is provided on page 6.

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

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

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:

The Town of Oconomowoc utilizes Waukesha County's ordinance and relies on their staff to administer their ordinance within the Town of Oconomowoc.

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 of Oconomowoc utilizes Waukesha County's ordinance and relies on their staff to administer their ordinance within the Town of Oconomowoc.

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 of Oconomowoc utilizes Waukesha County's ordinance and relies on their staff to administer their ordinance within the Town of Oconomowoc.

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:  
Oconomowoc River (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:

Lac La Belle, Fowler Lake and Oconomowoc Lake. Previous MS4 reports listed Oconomowoc River but this is not listed on the 2010 list and has now been removed.

- 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:

None known.

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

Planning and permitting have begun for a bank stabilization project for Lac La Belle Creek, a tributary to Lac La Belle. The project should reduce sedimentation into the Creek and ultimately Lac La Belle. The project has been delayed but is still planned. No work occurred in 2009.

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.

See above.

**SECTION IX. Department of Commerce Authority**

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

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

**SECTION X. Reapplication for Permit Coverage**

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

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

Program Element	Annual Expenditure		Budget		Source of Funds
	2009	2009	2009	2010	
Public Education and Outreach	\$1,100	\$1,445	\$1,445	\$1,445	General Tax Fund
Public Involvement and Participation	\$1,100	\$1,445	\$1,445	\$1,445	General Tax Fund
Illicit Discharge Detection and Elimination	\$2,715	\$1,690	\$1,690	\$1,525	General Tax Fund
Construction Site Pollutant Control	\$0	\$95	\$95	\$105	Typically costs are passed onto permittee
Post-Construction Storm Water Management	\$0	\$95	\$95	\$105	Typically costs are passed onto permittee
Pollution Prevention	\$0	\$190	\$190	\$210	General Tax Fund
Storm Water Quality Management (including pollutant-loading analysis)	\$4,580	\$0	\$0	\$1,410	General Tax Fund
Storm Sewer System Map	\$4,650	\$0	\$0	\$1,560	General Tax Fund
Other	\$1,070	\$1,540	\$1,540	\$4,600	General Tax Fund

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<b>NORTHERN REGION COUNTIES</b>			<b>WEST CENTRAL REGION COUNTIES</b>		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	1401 Tower Ave.	Buffalo	Monroe	5301 Rib Mountain Rd.
Bayfield	Oneida	Superior, WI 54880	Clark	Portage	Wausau, WI 54401
Burnett	Polk	Phone: (715) 392-7988	Crawford	Trempealeau	Phone: (715) 359-4522
Douglas	Price		Jackson	Vernon	
Florence	Rusk		Juneau	Wood	
Forest	Sawyer		La Crosse		
Iron	Taylor				
	Vilas				
	Washburn				
			Chippewa	Pepin	DNR Service Center
			Dunn	Pierce	890 Spruce St.
			Eau Claire	St. Croix	Baldwin, WI 54002
					Phone: (715) 684-2914
<b>NORTHEAST REGION COUNTIES</b>			<b>SOUTH CENTRAL REGION COUNTIES</b>		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	2984 Shawano Ave.	Dane	LaFayette	3911 Fish Hatchery Rd.
Door	Oconto	Green Bay, WI 54313	Dodge	Richland	Fitchburg, WI 53711
Fond du Lac	Outagamie	Phone: (920) 662-5100	Grant	Rock	Phone: (608) 275-3266
Green Lake	Shawano		Green	Sauk	
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				
<b>SOUTHEAST REGION COUNTIES</b>					
Kenosha	Sheboygan	DNR Service Center			
Milwaukee	Walworth	141 NW Barstow Street,			
Ozaukee	Washington	Room 180			
Racine	Waukesha	Waukesha, WI 53188			
		Phone: (262) 884-2300			

## 2009 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. It will also provide a link on their website. MS4 related activities available for the Town's residents will also be posted on the Town's website, as 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. The Town has created a new website and they are trying to make it more interactive for their residents. The past Annual Reports will be made available and information provided by the County will either be include on the Town's website or a link provided to visit the County's site.

### **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.
- *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.

As part of this year’s requirements, dry weather screening was performed by the Town’s engineering consultant on all of the required outfalls. An outfall location map was created and used to identify the outfalls required to be screened and the screener also identified various outfalls that seemed appropriate for screening. This map will be updated on a yearly basis, or as needed. Each location was noted, photographed and comments were drafted regarding the conditions and any repairs that are needed on a spreadsheet. A schedule/plan of action for future screenings has been created and is included as a separate submittal, as required and previously discussed with DNR staff. Town staff participated in the screenings, along with their consultant and will perform the future screenings on their own. The information will be collaborated on and records kept from the observations.

- *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.
- *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 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 are issues that most municipalities are trying to sort out and the Town is taking steps towards finding out the status of the facilities within the Town and the amount of maintenance needed now and in the foreseeable future.

- *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 performs any routine inspection or maintenance on municipally owned or operated structural storm water management facilities. Municipally owned facilities will be thoroughly inspected on the same annual basis as privately owned facilities as described above. Any maintenance required will be the responsibility of the Town. Records of the inspections and the condition of the facilities will be kept on file and given a rating as described above to better plan and fund for any needed future maintenance.

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

The Town contracts with Sweep All to sweep and dispose of the materials swept. Approximately 10 miles of roadway were swept twice in 2009. The sweeping was done mid-May and the fall. The downtown Okauchee area is the primary area that is done. No data regarding the amount collected was obtained for 2009. Approximately 10 cu. ft. of material was collected and disposed of properly in 2008.

All catch basins within the Town are also cleaned once per year. Approximately 12 catch basins were vacuum cleaned in 2009. No data regarding the amount collected was obtained for 2009. Approximately 5 cu .ft. of material was removed from the catch basins in 2008.

Additionally, all interceptors were vacuum cleaned in the fall of 2009.

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

As mentioned above, Sweep All is contracted to perform sweeping and disposal. Sweep All is contracted to properly dispose of the waste.

*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. The Town typically uses a 50/50 mixture of sand & salt. 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.

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 is in the process of developing a storm water pollution prevention plan for municipal facilities. The municipal garage is inspected once a year by an independent inspector hired by the Town's insurance carrier. No issues were reported as part of their inspection. The Town maintains all of their own equipment and kept in very good condition.

*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. The dry weather screening process allowed extra time with the Town's staff that should assist in better communication in the future.

*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 is fortunate that rural nature of their conveyances are efficient

at removing sediment and therefore the Town is not in a position to budget extra funds for creating or amending additional storm water management facilities to achieve the required 40% total suspended solids reduction. Based on past modeling, the Town is already achieving this level. The Town also utilizes their own staff to perform as many of the required tasks as possible and works with their consultant to train their staff to be efficient and well educated. They also attend workshops provided by the County and other local agencies (such as the Metropolitan Builder's Association) to stay abreast of updates to regulations and technology. It is anticipated that by utilizing these cost saving measures that the Town will be able to adequately fund the program without creating a large burden on their taxpayers.

## **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.*

### **2009 Construction Site Inspections and Enforcement Action Summary**

#### Town of Oconomowoc

48 construction inspections by Waukesha County staff

#### Sites Inspected

Ashippun Lake Boat Launch Renovation  
Faretta CSM  
Frontier FS  
Hagmayer Residence  
Lacy's Lane House Rasing  
Lone Tree Farm  
Meier Guest House  
Oconomowoc Transport  
River Hills at Monterey  
STH 16 Building Razing  
The Highlands of Lake Country  
Wellach Wetland Crossing  
Westshore Subdivision  
Whittaker Bay

#### Permits

4 Permits were issued  
5 Sites received permit termination letters  
4 Sites passed final inspection

#### Enforcement Actions Taken

None

## **SECTION X. Reapplication for Permit Coverage**

As described previously, the Town is beginning to implement a Town wide storm water management facility inspection program. This program will help ensure that the facilities built within the Town will operate effectively and function properly.