

City of Kaukauna

Board of Public Works March 20, 2023

jn/engr dept

Agenda Item #2d

2022 Municipal Separate Storm Sewer System (MS4) Annual Report to DNR

Background

As a Permitted Municipality under Wisconsin NR 216, an annual report of activities and updates to the City's storm water management is submitted to Wisconsin DNR. Prior to the March 31 submission, the City Engineering Department distributes the report to the BOPW and Common Council and provides public access to the report via the City website. The reason for distribution is an effort to provide awareness to the activities the City is completing in order to maintain compliance with State and Federal regulations as well as gather comments on the report itself.

In addition to the DNR reporting form, a summary of activities and accomplishments is attached, citing each General Permit section requirements. Please review the report and summary and contact John Neumeier with any questions or concerns.

Recommended Action

Motion to receive and place on file the 2022 Municipal Separate Storm Sewer System (MS4) Annual Report and direct the Engineering Department to submit the same to Wisconsin DNR.

City of Kaukauna MS4 Program 2022 Summary – Supplement to MS4 Annual Report

Public Education and Outreach MS4 GP Section 2.1

The City continued to implement the Public Education and Outreach outlined in Chapter 3 of the City's Stormwater Management Plan. This section of the City Stormwater Management Plan (SWMP) is being recreated as part of the NR216 Municipal Permit updates. The program includes, but not limited to, storm water topics in the quarterly newsletter to residents, maintaining and updating the City Stormwater Management webpage, displaying educational flyers as at City Hall and Department of Public Works, passively distributing flyers at various City Hall displays, giving presentations to general public and elected officials, and participating in NEWSC with panels, trainings, and regular meetings. Public Education action items for 2022 include:

Stormwater Management webpage posts:

- Quarterly newsletter:
 - o Yard Waste/Spring Clean-Up/Keep waste out of runoff/disposal site
 - o Keep our Streets and Waterways Clean and Safe – Grass Clippings
 - o Leaf Pick-up/Fall Clean Up – Leave Grass Clippings on the Lawn
- City MS4 Annual Report / Program Summary
- NEWSC Annual Report

Stormwater Management social media posts:

- Streambank restoration projects- December
- Clogged Storm Drains / Leaf Tea – November
- Trash Free Waters – Don't Floss and Toss – October
- Fall Clean-up Weeks – October
- Fish Don't Swim in Chlorine- Pool Discharge/IDDE – September
- First Annual Focus on the Fox – September
- Konkapot Trail Highlight with Streambank Restoration Sign – August
- Landscape with Lakes in Mind- Residential Infiltration – August
- Plastic Pollution (Cigarette Butts at 1000 Islands) – July
- Car Washing BMP's – July
- Grass Swales – June
- Grass Clippings – May
- Spring Clean Up - May
- Drug Take Back Day – April
- 1000 Islands Summer Programs – April
- Electronics Recycling – April
- Household Hazardous Waste – April
- Disposal Site – April
- Spring Newsletter – April
- Responsible Pet Owner – Pet Waste – March
- Carpet Cleaning – IDDE – February
- Salt Awareness Week – January

Passive Flyers and Hand-Outs

- Renew Our Waters/Every Choice Counts
- Good Dog/Good Owner
- Stormwater Pollution Door Hangers (Grass Clippings)

Targeted Audiences in Addition to General Public

- Pet Owners – Good Dog/Owner Poster at Kaukauna Dog Park
- Stormwater Pollution Door Hangers
- Concrete Contractors

1000 Islands Programs

- Eagle Days 1/22/2022 – 150 participants
- River Nature Hikes – 43 events – 1,758 total participants
- Crayfish & Critter Hunts - 30 events – 1,574 total participants
- Fox River Ecology – 4 events – 158 total participants
- Focus on the Fox 9/24/2022 – 250 participants.

NEWSC Presentations

- Booth at Focus on the Fox Event
- River View Middle School – 304 participants

Public Involvement and Participation MS4 GP Section 2.2

The City continued to implement the Public Involvement program outlined in Chapter 4 of the City's Stormwater Management Plan. This section is being recreated as part of the NR216 Municipal Permit updates. The program includes, but is not limited to, considering information submitted by the public relating to stormwater topics, promoting river clean ups, rain barrel workshops, and other training and volunteer activities in the area, giving presentations to general public and elected officials, promoting educational opportunities at 1000 Islands Environmental Center, and participating and promoting NEWSC panels, trainings, and regular meetings. Public Involvement action items for 2022 include:

Presentations/Discussions at Public Meetings

- MS4 Annual Report
- Stream Bank Erosion & Stream Restoration Projects – Grignon Park Stream Restoration UNPS Grant, Project Authorization/Award
- NEWSC Presentation at River View Middle School

Volunteer Opportunities Promoted/Supported

- Fox Wolf Watershed River Clean-Up Sites – 82 Participants at Kaukauna Sites
- Focus on the Fox – 250 participants.
- Chloride Monitoring – Konkapot Creek - 3/16/22 – 1 sampling

Trainings/Classes Promoted:

- 1000 Islands Environmental Center Program Guides
- NEWSC Winter Maintenance Workshop

Illicit Discharge Detection and Elimination MS4 GP Section 2.3

The City's IDDE program includes outfall field screenings, cross connection inspections, documenting resident complaints and follow-up actions. Minor updates were made to this section of the City SWMP. The City and KU have been specifically checking for water softener discharge to sump pits during routine inspections for clear water connections to sanitary sewer. Residents are required to re-route the water softener discharge to sanitary sewer. IDDE action items for 2022 include:

- Inspected 50 municipal major/priority outfalls. Submitted 14 samples to be lab tested.
- 1 suspected illicit discharge could not be traced to a source. Outfall will be re-sampled in 2023.
- Issued 2 IDDE door hangers to address common issues including grass clippings. (additional tags were issued but not properly documented)
- Received and responded to 2 illicit discharge complaints.
- Updated the City MS4 map with new BMPs, outfall changes and new storm sewers installed
- Taylor Conger and Jason Holmes attended NEWSC IDDE - Outfall Inspection Webinar
- John Neumeier helped plan and develop content for NEWSC IDDE - Outfall Inspection Webinar through NEWSC Municipal Committee

Construction Site Pollution Control MS4 GP Section 2.4

The City Construction Site Pollution Control program includes review of permit applications and erosion control plans, conducting municipal site inspections, and enforcing the erosion control ordinance. The program also includes an educational component including educating permit applicants, designers, contractors, inspectors, and ordinance violators about City and DNR design and site management standards. Construction Site Pollution Control action items for 2022 include:

- Reviewed and issued 10 private permits (1 did not start construction in 2022)
- Discussed ordinances and environmental design considerations with 8 site designers.
- Inspected 11 construction sites including two 2021 permitted sites still under construction. 42 total inspections.
- Issued 4 verbal warning, 1 written warning, to correct violations of erosion control ordinances. Also stopped work on a site due to concerns with overall site management.
- Continued policy of reviewing/permitting City construction sites based on the same criteria as private construction sites.
- Taylor Conger attended and completed NASECA Erosion Control & Stormwater Permit Compliance Training and Exam.

Post-Construction Storm Water Management MS4 GP Section 2.5

The City Post-Construction Site Pollution Control program includes review of permit applications, plans, maintenance agreements, tracking long-term maintenance of stormwater management facilities, and educating permit applicants, designers, contractors, inspectors, and facility owners. Minor updates were made to this section of the City SWMP. Post-Construction Site Pollution Control action items for 2022 include:

- Reviewed and issued permits for 4 construction sites with structural storm water BMPs
- Discussed ordinances and environmental design considerations with 6 site designers
- Visited/Inspected 1 private stormwater best management practices, include ponds and new bio-filters for which the City has a maintenance agreement
- Consulted with private home and business owners on management of existing stormwater bmp
- Contracted with McMahon Associates to provide a web portal, mailings, and tracking of Private BMPs in the City. This will help develop better tracking of private maintenance.

Pollution Prevention MS4 GP Section 2.6

The City Pollution Prevention program includes conducting routine inspections and maintenance of municipally owned structural BMPs, street sweeping, catch basin cleaning, apply road salt and deicers only as necessary to maintain public safety, properly manage leaves and grass clippings, conduct pollution prevention planning for municipal garage and storage areas (Storm Water Pollution Prevention Plan or SWPPP), and educate municipal employees about pollution prevention. Pollution prevention action items for 2022 include:

- Inspected 52 municipally operated/maintained BMPs
- Inspected 2 privately operated/maintained BMP
- Compiled a bmp maintenance list for DPW – Prioritized based on severity. Need to evaluate hiring out maintenance, adding additional staff, or implementing different strategies, to better maintain stormwater facilities.
- Grignon streambank restoration project 2022/23 along unnamed tributary to Fox River - **TMDL Action Item / Grant Item**
- Conducted inspections at Department of Public Works and 1 inspection of the compost site.
- Street Sweeper removed approximately 428 tons of material from streets and parking lots. Need to evaluate additional sweeper operation to maintain TMDL schedule compliance.
- Conducted leaf collection throughout the City, followed by street sweeping; 6 weeks, approximately 5,775 cubic yards of leaves collected.
- Collected leaves, yard waste, and branches at new waste disposal site.
- Conducted Spring Clean-up, Fall Clean-Up, and yard waste drop-off events
- Conducted two free curbside tire collection – April and October
- Provided snow and ice control on approximately 175 lane-miles
- Managed de-icer usage with calibration, pre-wetting, pre-treating with brine, and proper timing of salt applications.
- Posted best management practices information at DPW shop
- Contracted with McMahon Associates for management/monitoring of multiple ponds, fish spawning, wetland, prairie, and stream mitigation sites.

- Contracted for nuisance wildlife management at 6 City ponds (72 muskrats trapped)
- Kyle Rich, James Hungerford, Logan Van Hoof, Matt Wallace, and Jake Van Gompel went to the Brine summit on May 18th, 2022.
- John Neumeier attended the Fox-Wolf Watershed Conference and maintained regular involvement on the NEWSOC Municipal Committee.
- City and Kaukauna Utilities held an Electronics Recycling Event – 4/23/22, collecting 34,414 pounds of recyclable material.
- City Police Department has a drug take-back drop box and held two Drug Take-Back Days on 4/30/22 and 10/29/22. 618 lbs of prescription and non-prescription drugs were collected.

Stormwater Quality and MS4 Map Updates GP Section 2.7-2.8

An updated 2022 City MS4 Map is submitted with the annual report and is available online. Changes include the following:

Storm Sewer:

- **Additions/Updates:**
Bluestem Meadows 3

Outfalls:

- **Additions:**
Outfall from Bluestem Meadows 3

Best Management Practices:

- Bluestem Meadows 3 Pond

Overall Program Observations and Considerations

- Additional regular training for staff will be achieved with implementation of quarterly meetings.
- Evaluating GIS based inspection software for better documentation.
- Evaluating the need to add staff for stormwater compliance.
- Working with Outagamie County and WisDOT on agreements for stormwater management.

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**.

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2022 Annual Report

County: Outagamie

Municipality: Kaukauna, City

Permit Number: S050075

Facility Number: 31105

Reporting Year: 2022

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Under s. 283.53(3)(a), a general MS4 permittee is required to reapply for permit coverage at least 180 days prior to the expiration date of the permit .

In order to acknowledge that you are reapplying for permit coverage, please check the following box: ☐

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]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary

- Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report
 - Municipal Cooperation Attachment
 - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents (**If applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31,2023*)
- 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 Kaukauna, City

Facility ID # or (FIN): 31105

Updated Information: ☐ Check to update mailing address information

Mailing Address: PO Box 890

Mailing Address 2:

City: Kaukauna, City

State: WI

Zip Code: 54130 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact

First Name: John

Last Name: Neumeier

☐ Select to **update** current contact information

Title: Dir. Public Works

Mailing Address: 144 W Second Street

Mailing Address 2:

City: Kaukauna

State: WI

Zip Code: 54130 xxxxx or xxxxx-xxxx

Phone Number: 920-766-6305 Ext: 4 xxx-xxx-xxxx

Email: neumeier@kaukauna-wi.org

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:

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☐ Select to **create new** Billing contact

First Name:

Last Name:

☐ Select to **update** current contact information

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

 xxxxx or xxxxx-xxxx

Phone Number:

 Ext: xxx-xxx-xxxx

Email:

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

☒ Yes ☐ No

☒ Public Education and Outreach NEWSC

☒ Public Involvement and Participation NEWSC

- ☐ Illicit Discharge Detection and Elimination _____
- ☐ Construction Site Pollutant Control _____
- ☒ Post-Construction Storm Water Management McMahon Associates for Private BMP notifications _____
- ☐ Pollution Prevention

2. 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

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☒ Yes
☐ No
- b. How many total educational events were held during the reporting year:
- c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year?

| Topics Covered | Target Audience |
|---|--|
| <input checked="" type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input checked="" type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input checked="" type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/> | <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input checked="" type="checkbox"/> Other |

- d. Will additional information/summary of education events be attached to the annual report? ☒ Yes
☐ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Attached - 2022 MS4 Program Summary

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

- a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit

activities were conveyed to your population. Use the Add Event to add additional entries.

| | | | |
|---|--|--|---|
| Event Start Date | 3/14/2022 | | |
| Project/Event Name | Department of Public Works Committee Meeting | | |
| Delivery Mechanism | Government Event (Public Hearing, Council Meeting, etc) | | |
| Topics Covered | Target Audience | Estimated People Reached (Optional) | Regional Effort (Optional) |
| <input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/> | <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other | 11-50 | <input type="radio"/> Yes <input checked="" type="radio"/> No |

| | | | |
|---|---|--|---|
| Event Start Date | 1/1/2022 | | |
| Project/Event Name | River View Middle School Presentation | | |
| Delivery Mechanism | Presentation of Storm Water Information | | |
| Topics Covered | Target Audience | Estimated People Reached (Optional) | Regional Effort (Optional) |
| <input type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: School Presentation from NEWSC | <input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input checked="" type="checkbox"/> Other | 101 + | <input checked="" type="radio"/> Yes <input type="radio"/> No |

b. Volunteer Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

| | | | |
|---------------------------|--|--|---|
| Event Start Date | 5/7/2022 <input type="checkbox"/> NA (Individual Permittee). | | |
| Project/Event Name | 2022 Fox-Wolf Watershed Cleanup | | |
| Delivery Mechanism | Clean up event | | |
| Topics Covered | Target Audience | Estimated People Reached (Optional) | Regional Effort (Optional) |
| Volunteer Opportunity | <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors | 51-100 | <input checked="" type="radio"/> Yes <input type="radio"/> No |

| | | | |
|--|--|--|--|
| | <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other | | |
|--|--|--|--|

| | |
|---------------------------|---|
| Event Start Date | 9/24/2022 <input type="checkbox"/> NA (Individual Permittee). |
| Project/Event Name | Focus on the Fox River Cleanup (NEWSC Booth also) |
| Delivery Mechanism | Clean up event |

| Topics Covered | Target Audience | Estimated People Reached (Optional) | Regional Effort (Optional) |
|-----------------------|--|-------------------------------------|---|
| Volunteer Opportunity | <input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other | 101 + | <input checked="" type="radio"/> Yes <input type="radio"/> No |

| | |
|---------------------------|---|
| Event Start Date | 3/16/2022 <input type="checkbox"/> NA (Individual Permittee). |
| Project/Event Name | Salt Watch Chloride Monitoring |
| Delivery Mechanism | Stream monitoring |

| Topics Covered | Target Audience | Estimated People Reached (Optional) | Regional Effort (Optional) |
|-----------------------|--|-------------------------------------|---|
| Volunteer Opportunity | <input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input checked="" type="checkbox"/> Other | 1 - 10 | <input checked="" type="radio"/> Yes <input type="radio"/> No |

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Attached - 2022 MS4 Program Summary

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

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. From the municipality's routine screening, how many were confirmed illicit discharges? ☐ Unsure
- d. How many illicit discharge complaints did the municipality receive? ☐ Unsure
- e. From the complaints received, how many were confirmed illicit discharges? ☐ Unsure
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? ☐ Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? 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
- ☐ Civil Penalty/ Citation

Additional Information: _____

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attached - 2022 MS4 Program Summary

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more ☐ Unsure

of land disturbing construction activity were active at any point in the reporting year?

- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? ☐ Unsure

- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? ☐ Unsure

- d. 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

☐ No Authority

☒ Verbal Warning

☒ Written Warning (including email)

☒ Notice of Violation

☒ Civil Penalty/ Citation

☒ Stop Work Order

☒ Forfeiture of Deposit

☐ Other - Describe below

- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Attached - 2022 MS4 Program Summary

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Has Missing Items

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management Best Management Practice (BMP) have received local approval ? ☐ Unsure

*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,

- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No ☐ Unsure

c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? 5 ☐ Unsure

Inspections completed by private landowners should be included in the reported number.

d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☒ Yes ☐ No ☐ Unsure

e. If yes, does MS4 have maintenance authority on these privately owned BMPs? Some ☐ Unsure

f. How many municipally owned storm water management BMPs were inspected in the reporting year? 52 ☐ Unsure

g. 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

☐ No Authority

☒ Verbal Warning

0

☒ Written Warning (including email)

0

☒ Notice of Violation

0

☐ Civil Penalty/ Citation

☐ Forfeiture of Deposit

☒ Complete Maintenance

0

☒ Bill Responsible Party

0

☐ Other - Describe below

e. Brief explanation on Post-Construction Storm Water Management reporting . If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.

See attached - 2022 MS4 Program Summary

Missing Information

Invalid Number (XXX,XXX),

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

a. Enter the total number of municipally owned or operated 53 ☐ Unsure

structural storm water management best management practices.

- b. How many new municipally owned storm water management best management practices were installed in the reporting year ? ☐ Unsure
- c. How many municipally owned storm water management best management practices were inspected in the reporting year? ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

INFLOW

FOREBAY

VEGETATED SHELF & MAIN TREATMENT AREA

EMBANKMENT

OUTLET DEVICE

MISCELLANEOUS (Debris, trash, overall function, vegetation, wildlife damage)

- e. How many of these facilities required maintenance? ☐ Unsure
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Annual inspections noted. Additional visual/overview inspections occur at mowing and pre-and-post storm events at regional facilities; number not documented in 2022.

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

- g. How many municipal properties require a SWPPP? ☐ Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year? ☐ Unsure
- i. Have amendments to the SWPPPs been made?
☐ Yes ☒ No ☐ Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

NA

- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Attached - 2022 MS4 Program Summary

Collection Services - Street Sweeping / Cleaning Program ☐ Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?

☒ Yes ☐ No ☐ Unsure

- m. If known, how many tons of material was removed? ☐ Unsure
- n. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- o. 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 - Explain frequency Based on land-use, traffic, and bmps See TMDL Plan
- ☐ No - Explain _____
- ☐ Not Applicable

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

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No ☐ Unsure
- q. How many catch basin sumps were cleaned in the reporting year? ☐ Unsure
- r. If known, how many tons of material was collected? ☐ Unsure
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- t. 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- Explain frequency _____
- ☐ No - Explain _____
- ☒ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?
- ☒ Pile on terrace ☐ Pile in street ☒ Bags on terrace ☐ Unsure
- ☐ Other - Describe _____
- x. What is the frequency of collection?
- Weekly - Mid-Oct to Mid-Nov - 6 weeks
- y. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure
- z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

See Attached - 2022 MS4 Program Summary

Winter Road Management ☐ Not Applicable

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

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (One mile of a two-way road equals two lane miles.) ☐ Unsure

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

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

| Product | Oct | Nov | Dec | Jan | Feb | Mar |
|-------------|--------------------------------|---------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| <u>Salt</u> | <input type="text" value="0"/> | <input type="text" value="40"/> | <input type="text" value="410"/> | <input type="text" value="200"/> | <input type="text" value="280"/> | <input type="text" value="140"/> |

Liquids (gallons) (ex. brine)

| | Oct | Nov | Dec | Jan | Feb | Mar |
|-----------------------------|--------------------------------|--------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <u>Brine</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="4100"/> | <input type="text" value="3000"/> | <input type="text" value="4000"/> | <input type="text" value="2000"/> |
| <u>Pre-wetting compound</u> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure

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

| Training Date | Training Name | # Attendance |
|--|---|--------------------------------|
| <input type="text" value="5/18/2022"/> | <input type="text" value="Brine Summit"/> | <input type="text" value="5"/> |

ae. Brief explanation on Winter Road Management reporting. If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page

Internal (Staff) Education & Communication

af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element? ☐ Yes ☒ No ☐ Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Municipal Officials

Appropriate Staff (such as operators, Department heads, and those that interact with public)

As-needed conversations, emails, phone calls, on operations and maintenance.

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

2023 Quarterly Meetings are scheduled for more regular discussions/trainings for staff.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

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. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See Attached - 2022 MS4 Program Summary

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

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 |
|-----------------------------------|-----------------------|----------------------|-----------------|
|-----------------------------------|-----------------------|----------------------|-----------------|

Element: Public Education and Outreach

| | | | |
|------|-----|-----|----------------------------|
| 2022 | 600 | 600 | <u>Storm water utility</u> |
|------|-----|-----|----------------------------|

Element: Public Involvement and Participation

| | | | |
|------|-----|-----|----------------------------|
| 2022 | 600 | 600 | <u>Storm water utility</u> |
|------|-----|-----|----------------------------|

Element: Illicit Discharge Detection and Elimination

| | | | |
|------|-----|-----|----------------------------|
| 2022 | 600 | 600 | <u>Storm water utility</u> |
|------|-----|-----|----------------------------|

Element: Construction Site Pollutant Control

| | | | |
|------|------|------|----------------------------|
| 2022 | 3500 | 3500 | <u>Storm water utility</u> |
|------|------|------|----------------------------|

Element: Post-Construction Storm Water Management

| | | | |
|------|---|-------|---------------|
| 2022 | 0 | 85224 | <u>Grants</u> |
|------|---|-------|---------------|

| | | | |
|------|------|--------|----------------------------|
| 2022 | 3500 | 125000 | <u>Storm water utility</u> |
|------|------|--------|----------------------------|

Element: Pollution Prevention

| | | | |
|------|--------|---------|----------------------------|
| 2022 | 700000 | 1600000 | <u>Storm water utility</u> |
|------|--------|---------|----------------------------|

| | | | |
|------|-------|---|---------------|
| 2022 | 73500 | 0 | <u>Grants</u> |
|------|-------|---|---------------|

Other (describe)

| | | | |
|--|--|--|------------------|
| | | | <u>Select...</u> |
|--|--|--|------------------|

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

\$0 listed in years where no grant money was received/budgeted.

Water Quality

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

☒ Yes ☐ No ☐ Unsure If Yes, explain below:

Addition of Bluestem 3 pond and streambank stabilization project on unnamed

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

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: 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

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

☒ Yes ☐ No ☐ Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS) 37%

Total phosphorus (TP) 23%

Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee Kaukauna, City is subject to the following approved TMDLs: Lower Fox River Basin and Lower Green Bay

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

[A.3.1] The Permittee is following the TMDL Compliance Plan, which received department concurrence prior to April 30, 2019.

The permittee is confirming that all planned efforts are on schedule.

☒ Agree ☐ Disagree

[A.6.3] Final Documentation.

The permittee is confirming that all planned efforts are on schedule to submit the final documentation materials [updates to mapping, modeling, tabular summary, and Implementation Plan] under section A.6.3 by October 31, 2023.

☒ Agree ☐ Disagree

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

See Attached - 2022 MS4 Program Summary

Do not close your work until you SAVE.

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

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

Please select all that apply:

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

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

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.

Storm Sewer System Map

 File Attachment

[2022MS4Map.pdf](#)

Attach - Other Supporting Documents

AR Other

 File Attachment

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

Attach - Permit Compliance Documents

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

Missing Information

You must attach a file for the select attachment type.,

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

Form 3400-224(R8/2021)

Complete and Submit Your Application

You have not completed all areas of the application. Please return to the application and complete all missing items.

Contact Information: [Complete](#)

Minimum Control Measures Section 1: [Complete](#)

Minimum Control Measures Section 2: [Complete](#)

Minimum Control Measures Section 3: [Complete](#)

Minimum Control Measures Section 4: [Complete](#)

Minimum Control Measures Section 5: [Has Missing Items](#)

Minimum Control Measures Section 6: [Complete](#)

Minimum Control Measures Section 7: [Complete](#)

Attachments: [Has Missing Items](#)

Final Evaluation: [Complete](#)