



A G E N D A
CITY OF WAUPUN BOARD OF PUBLIC WORKS
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, April 13, 2021 at 4:30 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Board of Public Works will meet virtually at 4:30 pm on Tuesday, April 13, 2021 via zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

To Join Zoom

Meeting: <https://us02web.zoom.us/j/85673858309?pwd=RkxCSUdqQU5xS1BoSGpCMCtnQmQzUT09>

Meeting ID: 856 7385 8309

Passcode: 473233

By Phone: +1 312 626 6799 US (Chicago)

CALL TO ORDER

ROLL CALL

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS--*State name, address, and subject of comments.*
(2 Minutes)

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

CONSIDERATION - ACTION

- [1.](#) Approve minutes of the March 9, 2021 meeting.
- [2.](#) Micro-Surfacing Carrington St. E. Main St. to E. Lincoln St.
- [3.](#) MS4 Annual Report
- [4.](#) Waupun Stormwater Management Plan
5. Recreation Updates / Senior Center Attendance Report

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.



MINUTES
CITY OF WAUPUN
BOARD OF PUBLIC WORKS MEETING
201 E Main St
Tuesday, March 9, 2021 at 4:30 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Board of Public Works met at 4:30 pm on Tuesday, March 9, 2021 at 4:30 pm.

CALL TO ORDER

Chairman Ryan Mielke called the meeting to order at 4:30 PM

ROLL CALL

Roll call was taken members present:

Alders—Mike Matoushek, Ryan Mielke (Chair), Bobbie Vossekuil

Citizens—Dale Heeringa, Brian Markus (absent with notification), Jessica Mueller (absent with notification), Gregg Zonnefeld

Ex-officio—Mayor Julie Nickel, City Administrator Kathy Schlieve, DPW Director Jeff Daane, Recreation Director Rachel Kaminski

Guest—Drew Buteyn, Dodge County YMCA Aquatic Director

PERSON WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS

There were no guests for public comment.

FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS

Next meeting will be April 13th at 4:30 PM.

CONSIDERATION - ACTION

1. Approve minutes of the February 9, 2021 Board of Public Works Meeting.
Minutes of the February 9th meeting were presented. Motion (Matoushek/Heeringa) for approval. **MOTION CARRIED (5-0)**
2. 2021 Spring Cleanup dates
DPW Director Jeff Daane shared the plan for this year's spring cleanup, the week after bulk pick-up. Motion (Zonnefeld/Vossekuil) to approve setting spring clean-up from April 12th-May 3rd, weather permitting. **MOTION CARRIED (5-0)**
3. Transportation Utility and Street funding Feasibility RFP
DPW Director Daane recapped the summary from last month's meeting regarding what a transportation utility is, comparing it to a stormwater utility, directed toward construction and maintenance work. Sustainable funding for road projects is a growing challenge for the City. City Staff heard proposals from two different clients on this service. Motion (Zonnefeld/Vossekuil) to recommend to the Common Council approval of the proposal from Ehlers and raSmith to conduct a Transportation Utility and Street Funding Feasibility Analysis in an amount not to exceed \$20,500. **MOTION CARRIED (5-0)**
4. Newton Avenue & Rock Avenue Reconstruction Phase 1 Bid Results
MSA conducted the bid review from four contractors for the reconstruction Phase 1 of Newton Avenue & Rock Avenue, scheduled for 2021. While they are a new contractor, DPW Director Daane received acceptable feedback from Lomira in their work with PTS Contractor. Motion (Matoushek/Vossekuil) to recommend to the Council acceptance of the bid from PTS Contractors, Inc. for the bid amount of \$2,400,000.00. **MOTION CARRIED (5-0)**
5. Purchase used John Deere Tractor and Mower

Previously DPW Director Daane had requested replacement funds for our weed mower. Due to budget constraints, the number budgeted needed to drop from \$88,000 to \$60,000. This would replace a 1988 tractor that is currently in use. Currently City staff are mowing 80-90 acres of land. Motion (Vossekuil/Matoushek) to approve the purchase of a used John Deere 6330 Tractor and Tiger mower from Serwe Implement Municipal Sales for \$58,000. **MOTION CARRIED (5-0)**

6. Link 360 Proposal

Electronic equipment has a lock-out capability for safety for our staff. This would be put in place via a potential summer intern position. The software would allow safe lockout/tagout to update all procedures. Motion (Zonnefeld/Heeringa) to approve the purchase of LINK360 software and program set-up for \$1,956.97. **MOTION CARRIED (5-0).**

7. March 2021 Recreation Report

Recreation Director Rachel Kaminski that the re-opening of the Senior Center has gone very well in respecting mask and entry/exit procedures. Our seniors are very excited about being able to be back together again. Virtual presentation and activities are continuing, with hybrid options also being offered.

8. Park Rental Fees

Recreation Director Kaminski shared result of research on park fees in area communities. New schedule for Waupun Parks (Buwalda, Dodge, Harris Mill, McCune, West End, Wilcox) to be \$50 for resident, \$75 for non-resident with an additional \$15 cleaning fee, and for McCune Park Concessions stand to be \$85 for resident, \$100 for non-resident, a \$50 security deposit plus an additional \$15 cleaning fee. Motion (Vossekuil/Zonnefeld) to raise the rental fees and add a cleaning fee to align us with neighboring communities with keeping COVID-19 sanitation in mind. **MOTION CARRIED (5-0)**

9. Pool Dates and Times

Two comparable projections were given regarding pool dates and times for 2021, from June 5th – August 22nd, utilizing the COVID budgeting. Recreation Director Kaminski dialogued with Fond du Lac County Health, which was comfortable with 50% capacity at Phase 2 (300 users), eliminating the need for the reservation system. Motion (Heeringa/Zonnefeld) is made to utilize the dates and times from June 5-August 22. **MOTION CARRIED (5-0)**

10. Swimming Lessons Fees

The originally adopted budget did not include swimming lessons as an option. It would take 170 paying participants at \$30 to reach the break-even point and cover the cost of the program. Motion (Matoushek/Vossekuil) to provide swimming lessons this summer at the Waupun Aquatic Center. **MOTION CARRIED (5-0)**

11. Start out Safe Free Swimming Lessons Use

Motion (Matoushek/Vossekuil) to allow Start Out Safe free swimming lesson program to utilize the Waupun Family Aquatic Center. **MOTION CARRIED (5-0)**

12. Pool Fees

A comparative study of daily pool fees for area pools was shared with the Board of Public Works. Recreation Director Kaminski and YMCA Aquatic Director Drew Buteyn did the research and answered questions about current operations indoor at the YMCA, where they are experiencing waiting lists for their lessons. Motion (Zonnefeld/Matoushek) to keep the rates the same as 2020 to increase participation and attendance. **MOTION CARRIED (5-0)**

13. DPW Director Daane shared an update from the Department of Transportation regarding the South Madison Street project. Due to federal bidding requirements, there will be a change in the contractor on the project. There could be a delay in the timeframe due to these adjustments. Daane will also keep the BPW updated on the State Highway 68 project.

ADJOURNMENT

Motion (Matoushek/Vossekuil) to adjourn the meeting of the BPW at 5:15PM. **MOTION CARRIED (5-0)**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gregg Zonnefeld", written over a light gray rectangular background.

Gregg Zonnefeld, BPW Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 4/13/21

TITLE:

Micro-Surfacing Carrington St. E.
Main St. to E. Lincoln St.

AGENDA SECTION: Consideration-Action

PRESENTER: Jeff Daane Director of Public Works

| DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i> | FISCAL IMPACT | |
|---|---------------|--|
| Safe, Healthy and Sustainable Community | \$ | |

ISSUE SUMMARY:

We received 2 quotes for Micro-Surfacing Carrington St. from E. Main St. to E. Lincoln St. Both quotes we would need to do some patching first in a couple areas.

Micro-Surfacing has been budgeted for this year.

STAFF RECOMENDATION:

ATTACHMENTS:

Quote from Fahrner asphalt sealers

Quote from Struck & Irwin Paving

MOTIONS FOR CONSIDERATION:

1. Accept quote from Fahrner for \$22,731 for Micro-Surfacing Carrington St.
2. Accept quote from Struck & Irwin for \$24,473.20 with prep work of \$4,318.80 total of \$28,792 for Micro-Surfacing Carrington St.

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

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



SLURRY SURFACING SPECIALISTS

STRUCK & IRWIN PAVING, INC.

7219 Gene Street • DeForest, WI 53532 • Phone: 608-842-1676 • Fax: 608-842-1680

April 7, 2021

Mr. Jeff Daane
Director of Public Works, City of Waupun
201 E. Main Street
Waupun, WI 53963

Re: Pavement Maintenance Proposal - City of Waupun

Dear Jeff:

Thank you for taking the effort to contact me regarding possible street maintenance work in Waupun. Enclosed is our proposal for Carrington Street.

Our proposal is in the form of an Agreement. Attached are two copies of an Agreement for your consideration. Signing and returning one copy of the attached Agreement will authorize us to proceed with the work outlined in the Agreement.

Struck & Irwin Paving maintains Workers Compensation and Employer's Liability insurance for its employees as required by state laws. We also maintain general liability and automobile liability insurance for personal injury and property damage. A certificate of insurance will be issued upon execution of the Agreement.

We appreciate the opportunity to submit our proposal and look forward to your favorable response. In the meantime, please do not hesitate to call if you have any questions or if we can be of further assistance.

Sincerely,

STRUCK & IRWIN PAVING, INC.

D. Joseph Wessley
Project Manager

Enclosures

AGREEMENT

This is an agreement by and between STRUCK & IRWIN PAVING, INC. (CONTRACTOR) and the CITY OF WAUPUN (OWNER).

SCOPE OF WORK: Contractor shall furnish materials and labor necessary to complete the Work described as follows:

Perform preparatory work (crack sealing in accordance with Contractor's specification for rubberized crack sealing at unsealed primary cracks and at previously sealed primary cracks that have sunk/split open/failed; spray patching in accordance with Contractor's specification for spray patching at unsealed secondary cracks, at previously sealed secondary cracks that have sunk/split open/failed, and at delaminated and pitted areas) onto the street segment listed below. Contractor shall supply all labor, material, equipment, and traffic control devices needed to complete the preparatory work.

Apply micro-surfacing in accordance with Contractor's specification for micro-surfacing onto the street segment listed below. Contractor shall supply all labor, material, equipment, and traffic control devices needed to complete the micro-surfacing work.

COST: The Scope of Work outlined herein shall be completed as follows:

| <u>Item</u> | <u>Preparatory Work Cost</u> | <u>Micro-surfacing Work Cost</u> | <u>Total Work Cost</u> |
|--|----------------------------------|--------------------------------------|----------------------------|
| <u>Carrington Street</u> from Main Street/Hwy. 49 to Lincoln Street, including stubs east of Carrington Street to pavement condition change at Wilcox Street and Bronson Street | \$4,318.80 | \$24,473.20 | \$28,792.00 |
| | | Total Work Cost: | \$28,792.00 |

NOTE: Full payment to the Contractor shall be made no later than 30 days after invoice date. Interest accrues at a rate of 1½ percent per month (18 percent annually) for past due invoices.

AUTHORIZATION: This Agreement shall be binding upon authorization of the Contractor's and Owner's representatives below. Contractor shall commence the work described herein upon receipt of a fully executed Agreement from the Owner.

CITY OF WAUPUN
Dodge County, Wisconsin

STRUCK & IRWIN PAVING, INC.
DeForest, Wisconsin

By: _____

By: D. Joseph Wesley

Name: _____
(please print or type)

D. Joseph Wesley
Project Manager

Title: _____
(please print or type)

Date: 4/07/2021

Date: _____

NOTE: This proposal may be withdrawn by Contractor if not accepted and received within 30 days.



STRUCK & IRWIN PAVING, INC.

SLURRY SURFACING SPECIALISTS

PROPOSAL / CONTRACT

Job. No. _____



Pavement Maintenance Contractors

EEO/AA Employer

CORPORATE OFFICE: 1.800.332.3360

Date: April 05, 2021

PLOVER, WI 54467
2800 Mecca Drive
Ph.: 715.341.2868
Fax: 715.341.1054

WAUNAKEE, WI 53597
316 Raemisch Road
Ph.: 608.849.6466
Fax: 608.849.6470

KAUKAUNA, WI 54130
860 Eastline Road
Ph.: 920.759.1008
Fax: 920.759.1019

EAU CLAIRE, WI 54703
6615 U.S. Hwy 12 W
Ph.: 715.874.6070
Fax: 715.874.6717

FREDERIC, WI 54837
3468 115th Street
Ph.: 715.653.2535
Fax: 715.653.2553

SAGINAW, MI 48601
2224 Veterans Memorial Pkwy
Ph.: 989.752.9200
Fax: 989.752.9205

DUBUQUE, IA 52002
7680 Commerce Park
Section C
Ph.: 563.556.6231
Fax: 563.588.1240

OAKDALE, MN 55128
7500 Hudson Blvd., Ste. 305
Ph.: 651.340.6212
Fax: 651.340.6221

Contact Name: Jeff Daane

Contract Price

\$22,731.00

PURCHASER: CITY OF WAUPUN

TELEPHONE:

(920) 324-7918

ADDRESS: 201 E MAIN ST
WAUPUN, WI 53963

DESCRIPTION OF PROPERTY:

Micro Surfacing 2021

WAUPUN, WI 53963

1. FAHRNER Asphalt Sealers, L.L.C. (CONTRACTOR) and PURCHASER agree that, CONTRACTOR shall furnish the labor and materials to complete certain construction in accordance with the following specifications:

Micro Surfacing 2021:

Thoroughly clean the existing surface with a self propelled broom.

Furnish all labor, equipment, material, supplies, signage, traffic control, and other incidentals necessary to provide a Micro Surface.

Micro Surface will consist of a mixture of emulsified asphalt, Class A granite mineral aggregate, water, and specified additives, proportioned, mixed and uniformly spread over a properly prepared asphalt surface at a rate of 18 to 20 LBS/SY.

The completed Micro surface shall leave a homogeneous mat, adhere firmly to the prepared surface, and have a skid-resistant surface texture throughout its service life.

Micro Surface will be put down curb line to curb line. Radius areas will not be done with intersecting streets.

Pothole and base patching is recommended prior to micro surface.

Reflective cracking will occur within the first year.

Street to be considered:

Carrington Street: Main St. to E. Lincoln St.

This proposal may be withdrawn if not accepted and received by CONTRACTOR within 20 days of the date above and/ or at any time before performance of the work hereunder upon CONTRACTOR'S determination that the PURCHASER is not creditworthy.

2. If proposal is accepted please sign, retain one copy and forward a copy to our office.

3. The undersigned ("PURCHASER") agrees to pay CONTRACTOR the total price of **\$22,731.00** and/or the unit prices specified above for the labor and materials specified above which payment shall be due upon completion of each stage of work.

PURCHASER acknowledges that the specifications, conditions and price quotes specified above are satisfactory and hereby accepted.

Acceptance of this Proposal includes acceptance of all the terms and conditions on back.

CONTRACTOR:

Fahrner Asphalt Sealers, LLC: Cell: (920) 410-0243

Bill.Glatz@fahrnerasphalt.com

PURCHASER:

I have read and understand the terms and conditions on both sides of this contract.

Bill Glatz

(PRINT OR TYPE NAME)

By:

(CONTRACTOR REPRESENTATIVE)

(PRINT OR TYPE NAME)

By:

(PURCHASER AUTHORIZED REPRESENTATIVE)

Date: April 05, 2021

Date of acceptance: _____

TERMS AND CONDITIONS

NOTICE OF LIEN RIGHTS

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAWS, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDING IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMS ARE DULY PAID.

ACCEPTANCE OF WORK

All labor and material is conclusively accepted as satisfactory unless excepted to in writing within seven (7) days of performance.

EXTRA WORK

All alterations or deviations from any of the terms of this contract shall be in writing and executed by the parties hereto. Any extra cost involved therein will become an extra charge to be paid by PURCHASER over and above the contract price.

PURCHASER'S RESPONSIBILITIES

PURCHASER acknowledges and understands that it shall be responsible for obtaining any and all permits which may be required in connection with performance of this Proposal/Contract. Where applicable, PURCHASER shall also be responsible for backfilling areas that border along the newly paved surface with appropriate material to eliminate potential cracking and uneven surface at the edge of the paved surface and for installing, replacing, maintaining and repairing shoulders. PURCHASER assumes all liability for any damages done to underground utilities and/or structures unless CONTRACTOR has been notified, upon acceptance of this Proposal, as to the specific location and depth of any such buried utility/structures.

Unless exempt, in accepting this Proposal/Contract, PURCHASER acknowledges that it shall comply with the requirements of all applicable federal, state, and local employment laws, executive orders, codes and regulations (the "Requirements") effective where the work and/or services are being performed including, but not limited to, 41 CFR §§ 60-1.4(a)(1)-(8), 60-1.4(b), 60-1.4(c) or their successors effective where this Proposal/Contract is performed. To the extent required by law, all provisions of the Requirements are hereby incorporated into and made a part of this Agreement and any applicable agreements of CONTRACTOR. To the extent applicable, the Requirements include, but are not limited to, (1) prohibition of discrimination because of protected veteran status, disability, race, color, religion, sex, sexual orientation, gender identity, national origin and because of inquiry or discussion about or disclosure of compensation, (2) affirmative action to employ and advance in employment individuals without regard to race, sex, disability, or protected veteran status, (3) compliance with the Employee Notice clause contained in 29 C.F.R. part 471, Appendix A to Subpart A, or its successors, (4) compliance with the EEO-1 and VETS-4212 reports filing requirements in 41 C.F.R. §§ 60-1.7 and 41 C.F.R. §61-300.10, or their successors, (5) compliance with paycheck transparency obligations of 48 C.F.R. § 22.2005, including the contract clause found at 48 C.F.R. § 52.222-60, which is incorporated by reference as if fully set forth herein, (6) other affirmative action in employment, (7) required/certified payrolls, (8) social security acts, (9) unemployment compensation acts, (10) worker's compensation acts, (11) equal employment opportunity acts and (12) the required contract provisions for Federal-Aid Construction Contracts, Form FHWA-1273, if applicable.

When applicable, PURCHASER and CONTRACTOR shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans. When applicable, PURCHASER and CONTRACTOR shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action covered by prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

INCLEMENT WEATHER

Inclement weather may alter the completion of the work to be furnished hereunder. Furthermore, special consideration should be given if work is to be performed before May 1 or after October 15 in light of less than desirable weather conditions which could potentially impair the quality of the work performed hereunder.

WARRANTY

All material is guaranteed to be as specified and all work is to be completed in a workmanlike manner according to standard practices. All labor and materials will be guaranteed against defect for one (1) year from date of installation. Due to Wisconsin winters and expansion and contraction of the ground, some cracking of the pavement may be experienced. There are no express or implied warranties of merchantability, quality, quantity or of fitness for any particular purpose, which extend beyond those specifically set out in this document.

All warranties are void if payment is not made as stipulated.

DELINQUENCY CHARGE

Payment is due and payable upon completion of each stage of the work. If PURCHASER defaults on the payment required, PURCHASER will be liable for all costs of collection, including reasonable attorney's fees, and a delinquency charge on the balance at the maximum rates allowed by law. If PURCHASER is an organization as defined by Wis. Statutes, Section 421.301(28), the Delinquency Charge rate shall be 1.5% per month (18% APR) plus all costs of collection, including reasonable attorney's fees. CONTRACTOR retains title to all merchandise covered by this Agreement until full payment is received according to the above terms of sale. PURCHASER consents in any action or legal proceeding relating to this Contract commenced by the CONTRACTOR to the personal jurisdiction of any court that is either a court of record in the State of Wisconsin or a court of the United States located in the State of Wisconsin. It is hereby agreed that no legal action with respect to this contract may be brought by either party later than one (1) year after the cause of action accrues and that the party asserting such a legal action shall be barred from any remedy thereto.

INDIVIDUAL LIABILITY

~~The undersigned PURCHASER agrees to be individually liable for all terms of the Agreement, regardless of whether he or she signs individually or as an agent for the owner of the property upon which the work is being performed or for any other individual, partnership or corporation.~~ *BG 4/5/21*

PRODUCT INFORMATION AND MAINTENANCE

Since the asphalt in blacktop needs time to harden and cure, usually 6-12 months, your asphalt pavement will remain soft and pliable during warm weather. During this time, don't park in the same spot every time and do not turn your steering wheel back and forth when your car is not moving. It is not unusual to experience some cracking over the winter due to the contraction and expansion of the ground, especially over culverts, pipes, electric wires, etc. Avoid gasoline and petroleum product spills as they will destroy your pavement. If spills do occur, immediately flush with lots of soapy water. If you decide to seal coat your pavement, wait until the summer following installation.

BINDING EFFECT

This Agreement shall be binding upon the parties hereto, their heirs, personal representatives, successors and assigns.

ENTIRE AGREEMENT

The entire contract is embodied in this writing. This writing constitutes the final expression of the party's agreement, and is a complete and exclusive statement of that agreement. In the event that any term of this contract is unenforceable, the remaining terms of the contract shall still be in full force and effect.



AGENDA SUMMARY SHEET

MEETING DATE: 4/13/21

TITLE: City of Waupun 2020 annual MS4
Report (Informational)

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane

| DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i> | FISCAL IMPACT | |
|---|---------------|--|
| Sustainability | | |

ISSUE SUMMARY:

Annually the city is required to submit an MS4 report in accordance with our MS4 permit issued under WI Statute NR 216.025. Under this legislation, the city is one of roughly 256 municipalities listed as a federally designated urbanized area with a population exceeding 10,000 as of the latest decennial census. MS4 permits are effective for a period of up to five years and must be updated and reissued at that time. The City of Waupun's 2020 MS4 report is attached and includes an extensive list of tactics that the City completes each year to meet the conditions of our MS4 permit which was issued May 1, 2019. This report was adopted by the Council on March 23rd prior to being submitted to the DNR.

STAFF RECCOMENDATION:

ATTACHMENTS:

Annual MS4 report

RECCOMENDED MOTION:

No Motion needed

AGENDA ITEM: #

DATE: [EnterDate]

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

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

Reporting Information

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

Project Name: 2020 Annual MS4 Report

County: Dodge

Municipality: Waupun City

Permit Number: S050075

Facility Number: 31437

Reporting Year: 2020

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

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 *(S050075-03 General Permit and S058416-04 Madison Area Group Permit shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)*
 - 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 *(S050075-03 General Permit and S058416-04 Madison Area Group Permit 2.6.1 - inventory due to the department by March 31, 2021.)*
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan *(S050075-03 General Permit and S058416-04 Madison Area Group Permit 2.6.2 – document due to the department by March 31, 2021.)*
 - 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** Waupun City**Facility ID # or (FIN):** 31437**Updated Information:** ☐ Check to update mailing address information**Mailing Address:** 201 E Main Street**Mailing Address 2:****City:** Waupun**State:** Wisconsin**Zip Code:** 53963 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:** Jeff**Last Name:** Daane☒ Select to **update** current contact information**Title:** Public Works Dir.**Mailing Address:** 201 E Main St**Mailing Address 2:****City:** Waupun**State:** WI**Zip Code:** 53963 xxxxx or xxxxx-xxxx**Phone Number:** 920-324-7918 Ext: xxx-xxx-xxxx**Email:** jeff@cityofwaupun.org**Additional Contacts Information (Optional)**☐ I&E Program

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

- ☐ 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:

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

☒ Yes ☐ No

☒ Public Education and Outreach Protect Wisconsin Waterways

☒ Public Involvement and Participation Protect Wisconsin Waterways

☐ Illicit Discharge Detection and Elimination

☐ Construction Site Pollutant Control

☒ Post-Construction Storm Water Management MSA Professional Services

☐ 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 (08/19)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Delivery Mechanism that best describes how the topics were conveyed to your population. Use the Add Event to add additional entries.

| Event Start Date | 1/1/2020 | | |
|---|---|-------------------------------------|---|
| Project/Event Name | Website Information - Stormwater Management / Stormwater Around Your Home / Const... | | |
| Delivery Mechanism | Website * Active | | |
| Topics Covered | Target Audience | Estimated People Reached (Optional) | Regional Effort (Optional) |
| <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 type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input 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 type="checkbox"/> Other | 51-100 | <input checked="" type="radio"/> Yes <input type="radio"/> No |

| Event Start Date | 4/13/2020 | | |
|--|---|-------------------------------------|---|
| Project/Event Name | Clean Sweep Program / Yard Waste Pick-up | | |
| Delivery Mechanism | Government Event (Public Hearing, Council Meeting, etc)* * Active | | |
| Topics Covered | Target Audience | Estimated People Reached (Optional) | Regional Effort (Optional) |
| <input 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 type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/> | <input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other | 101 + | <input checked="" type="radio"/> Yes <input type="radio"/> No |

| Event Start Date | 1/1/2020 | | |
|---|---|-------------------------------------|---|
| Project/Event Name | Cleaning up after your Pets | | |
| Delivery Mechanism | Passive print media *Active | | |
| Topics Covered | Target Audience | Estimated People Reached (Optional) | Regional Effort (Optional) |
| <input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/> | <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"/> Other | 11-50 | <input type="radio"/> Yes <input checked="" type="radio"/> No |

| Event Start Date | 4/21/2020 | | |
|---|--|-------------------------------------|---|
| Project/Event Name | Maintenance reporting requirements for stormwater BMP's | | |
| Delivery Mechanism | Distribution of print media *Active | | |
| Topics Covered | Target Audience | Estimated People Reached (Optional) | Regional Effort (Optional) |
| <input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/> | <input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other | 11-50 | <input type="radio"/> Yes <input checked="" type="radio"/> No |

| Event Start Date | 5/12/2020 | | |
|---|---|-------------------------------------|---|
| Project/Event Name | Grass Clippings Door Hangers | | |
| Delivery Mechanism | Distribution of print media *Active | | |
| Topics Covered | Target Audience | Estimated People Reached (Optional) | Regional Effort (Optional) |
| <input checked="" type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing | <input type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents | 1 - 10 | <input type="radio"/> Yes <input checked="" type="radio"/> No |

| | | | |
|--|---|--|--|
| <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/> | <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other | | |
|--|---|--|--|

b. Brief explanation on Public Education and Outreach reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The City of Waupun is a paying member of the Rock River Stormwater Group. This group is responsible for stormwater education and outreach in Waupun. Their annual report is always submitted with the City's annual MS4 Report.

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 (09/20)

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 | 3/9/2021 | | |
|--|---|-------------------------------------|---|
| Project/Event Name | Board of Public Works Meeting | | |
| Delivery Mechanism | Citizen committee meeting | | |
| Topics Covered | Target Audience | Estimated People Reached (Optional) | Regional Effort (Optional) |
| <input checked="" type="checkbox"/> MS4 Annual Report <input checked="" 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 checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other | 1 - 10 | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Event Start Date | 3/9/2021 | | |

| | | | |
|---|---|--|---|
| Project/Event Name | Common Council Meeting | | |
| Delivery Mechanism | Government Event (Public Hearing, Council Meeting, etc) | | |
| Topics Covered | Target Audience | Estimated People Reached (Optional) | Regional Effort (Optional) |
| <input type="checkbox"/> MS4 Annual Report <input checked="" 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 checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other | 11-50 | <input type="radio"/> Yes <input checked="" 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 | 1/1/2020 | | |
| Project/Event Name | Public Involvement | | |
| Delivery Mechanism | Other hands-on 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 type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other | Select... | <input 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.*

The City of Waupun works with Rock River Storm Water Group. This group does many volunteer activities each year. Because of COVID 19 restrictions in 2020 most of their in person activities this year were canceled. See attachment

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 (09/20)

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

- | | |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Notice of Violation | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation | <input type="text" value="0"/> |

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 attachment

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 (09/20)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? ☐ Unsure
- 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 ☐ Unsure

complete in the reporting year?

- 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

2

☒ Written Warning (including email)

0

☒ Notice of Violation

0

☐ Civil Penalty/ Citation

☒ Stop Work Order

0

☐ 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 attachment

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 (09/20)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management facilities* have received local approval ? ☐ Unsure

4

*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, catch basin sumps, etc.

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

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

12

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

- 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)

0

☒ Notice of Violation

3

☐ Civil Penalty/ Citation

0

☐ Forfeiture of Deposit

☐ Complete Maintenance

☒ 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 attachment

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 (09/20)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management facilities ? ☐ Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year ? ☐ Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year? ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

Embankment & emergency spillway, outlet structure, permanent pool / pond bottom

- e. How many of these facilities required maintenance? ☐ Unsure
- f. Brief explanation on Storm Water Management Facility 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.*

See attachment

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:

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 Attachment

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 Every 2 weeks between April and November
☐ No - Explain _____
☐ Not Applicable

Collection Services - Catch Basin Sump Cleaning Program ☒ 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?
Spring - 3 weeks / Fall - 5-6 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 attachment

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? ☐ 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="0"/> | <input type="text" value="92"/> | <input type="text" value="138"/> | <input type="text" value="144"/> | <input type="text" value="46"/> |

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="8346"/> | <input type="text" value="9980"/> | <input type="text" value="7058"/> | <input type="text" value="3555"/> |

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="9/8/2020"/> | <input type="text" value="Smart Salting"/> | <input type="text" value="11"/> |

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*

See attachment

Internal (Staff) Education & Communication

af. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements? ☐ 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 and its requirements.

Elected Officials

Elected officials are sent the agenda for the Board of Public Works meetings and are welcome to attend and offer comments or concerns.

Municipal Officials

All municipal officials are sent the agenda for the Board of Public Works meetings are are welcome to attend and offer comments or concerns.

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

All Department Managers are notified of the Board of Public Works meetings and are welcome to attend and offer comments or concerns.

- 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.*

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 (09/20)

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.*

The storm sewer map was updated to identify large capacity outfalls and with information from 2020 construction projects, also all private/public BMP's.

Missing Information

Do not close your work until you SAVE.

Form 3400-224 (09/20)

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

| | | | |
|---|---|---|-----------------------------|
| 0 | 0 | 0 | <u>General revenue fund</u> |
|---|---|---|-----------------------------|

Element: Public Involvement and Participation

| | | | |
|------|------|------|----------------------------|
| 5000 | 5000 | 5000 | <u>Storm water utility</u> |
|------|------|------|----------------------------|

Element: Illicit Discharge Detection and Elimination

| | | | |
|-------|-------|-------|----------------------------|
| 26422 | 46500 | 46500 | <u>Storm water utility</u> |
|-------|-------|-------|----------------------------|

Element: Construction Site Pollutant Control

| | | | |
|---|---|---|---|
| 0 | 0 | 0 | <u>Permit fee and/or deposit/escrow</u> |
|---|---|---|---|

Element: Post-Construction Storm Water Management

| | | | |
|---|---|---|---|
| 0 | 0 | 0 | <u>Permit fee and/or deposit/escrow</u> |
|---|---|---|---|

Element: Pollution Prevention

| | | | |
|--------|--------|---------|----------------------------|
| 212043 | 399130 | 1821376 | <u>Storm water utility</u> |
|--------|--------|---------|----------------------------|

Other (describe)

Diggers Hotline Locates, Projects, Salaries/Wages,
Repairs/Maintenance

| | | | |
|--------|--------|--------|----------------------------|
| 294670 | 322345 | 280747 | <u>Storm water utility</u> |
|--------|--------|--------|----------------------------|

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

The City of Waupun does not break out funding into permit program elements. This is the best estimate as to where the funding goes.

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:

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)

Total phosphorus (TP)

Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee Waupun City is subject to the following approved TMDLs: Rock River Basin and/or Beaver Dam Lake

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

[A.5.2] The Permittee will be submitting a TMDL Implementation Plan describing planned progress over current permit term by October 31, 2021 that shows an additional 20% Total Suspended Solids (TSS) and 10% Total Phosphorus (TP) pollution reduction from current ch. NR 151, Wis. Adm. Code, standards.

The permittee is confirming that all planned efforts are on schedule to submit the required information by October 31, 2021.

☒ 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.*

Do not close your work until you SAVE.

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

Form 3400-224 (09/20)

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**.

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

[2020StormSewerMap.pdf](#)

Attach - Other Supporting Documents

AR EO

 File Attachment

[PublicEducationandOutreachSummary-2020.docx](#)

AR IP

 File Attachment

[PublicInvolvementandParticipationSummary-2020.docx](#)

AR IDDE

 File Attachment

[IllicitDischargeSummary-2020.docx](#)

AR CSPC

 File Attachment

[ConstructionSitePollutantControlSummary-2020.docx](#)

AR PCSSW

 File Attachment

[PostConstructionStormWaterManagementSummary-2020.docx](#)

AR PP

 File Attachment

[PollutionPreventionSummary-2020.docx](#)

AR SWMap

 File Attachment

[ExistingStructuralBMPs.pdf](#)

AR SWMap

 File Attachment

[MajorOutfalls.pdf](#)

AR SWMap

 File Attachment

[Parkmap2019.pdf](#)

AR SWMap

 File Attachment

[SnowDumpingSiteMap.pdf](#)

AR SWQM

 File Attachment

[StormWaterQualityManagementSummary-2020.docx](#)

(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

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](#)

Sign and Submit Your Application

Steps to Complete the signature process

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

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

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Waupun City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

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

- ☐ Authorized municipal contact using WAMS ID.
- ☒ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Delegation of Signature Authority

 File Attachment

Submission of this form constitutes notice by the authorized municipal contact that the person electronically signing the MS4 eReport is authorized to do so on behalf of the authorized municipal contact. [Please download form 3400-220](#) and sign and attach it above.

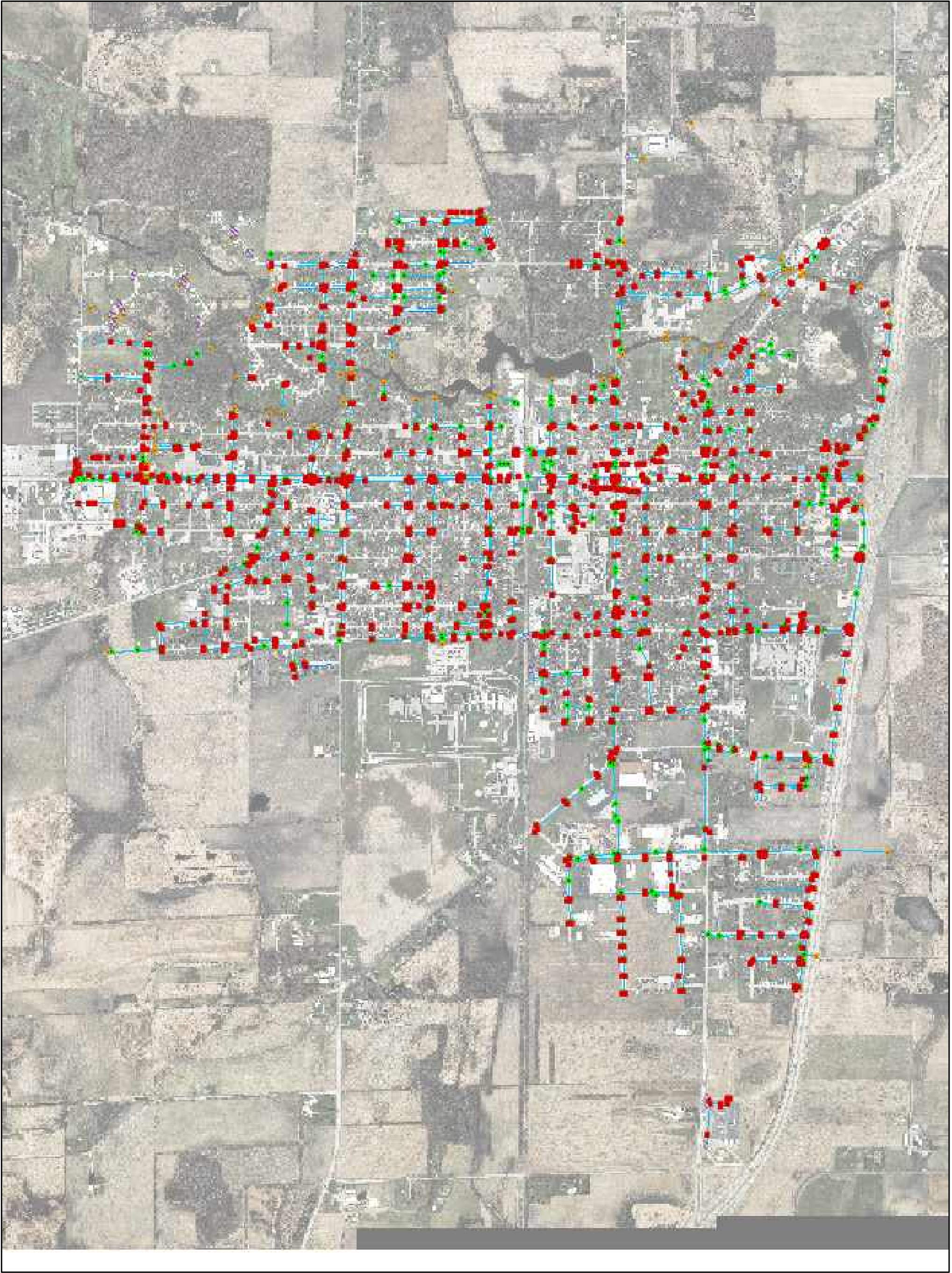
Name:

Title:

Authorized Signature.

- ☐ I accept the above terms and conditions.

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



Storm Sewer System Map

Legend

- Storm_Inlets
- Storm_Manholes
- Endwalls
- Outfalls
- storm_lines

City of Waupun
Dodge and Fond du Lac Counties, WI



Public Education and Outreach Summary - 2020

The City of Waupun covered the following topics in 2020.

1. Illicit Discharge Detection and Elimination
 - a. ([City of Waupun website](#))
 - b. The City issued 7 Ordinance violations to residents in 2020 for blowing grass clippings into the street
2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing ([City of Waupun Website](#) and [Protect Wisconsin Waterways website](#))
3. Yard Waste Management / Pesticide and Fertilizer Application ([City of Waupun Website](#))
4. Stream and Shoreline Management ([Protect Wisconsin Waterways website](#))
5. Residential Infiltration ([Protect Wisconsin Waterways website](#))
6. Construction Site and Post Construction Stormwater Management.

2020 was a difficult year to do any active Public outreach due to COVID 19. The schools went virtual and almost all community events were cancelled for the year. The City had to rely on more passive mechanisms this year than originally planned.

The City of Waupun is a paying member of the Rock River Stormwater Group/Protect Wisconsin Waterways. This group is responsible for a large portion of the stormwater education and outreach in Waupun. Their annual report is attached to the MS4 Annual Report.

#2 – Household Hazardous Waste Disposal

Dodge and Fond du Lac both held Clean Sweep programs in 2020. Dodge County's was held on August 29, 2020 in Beaver Dam and Fond du Lac's was held on October 31, 2020 in Fond du Lac. City of Waupun residents were allowed to bring items to either location. This was advertised on the City's website, the County's Websites, Facebook pages, newspaper articles, and on the Radio (97.7 FM)

#3 – Yard Waste Management

The City offers curb side pickup of yard waste materials twice a year. In the spring the pick-up is usually 3 weeks long and in the fall the pick-up is 5-6 weeks long (depending on the weather). We also offer a 24 hr/7 day a week drop off site for yard waste materials.

#6 - Construction Site and Post Construction Stormwater Management.

Signage is posted on all new construction sites that are over 1 acre as well as single family home construction.

The City requires all private stormwater ponds to be inspected annually. This is part of a Long Term Maintenance Agreement that is recorded with the County for each pond. There were 13 letters sent to property owners in April of 2020. The property owners were given until August 1, 2020 to return their inspections or the City would inspect them and assess the cost of the inspections to the tax bill for that property. The City received 9 inspections back from property owners and had to contract with MSA Professional Services to complete the remaining inspections.

Public Involvement and Participation Summary – 2020

1. Annual Report – The annual report was presented to the Common Council at the March 23, 2021 meeting. There were 6 council members and 10 department managers that attended the meeting.
2. Stormwater Management Program
The City's Stormwater Management Program was created in 2021. This program was approved by the Common Council at the March 23, 2021 meeting. There were 6 council members, and 10 department managers that attended the meeting.
3. Adoption or amendment of stormwater related ordinances.
There were no changes to any of the stormwater related ordinances in 2020.

Volunteer Activities:

1. The City of Waupun is a dues paying member of the Rock River Storm Water Group / Protect Wisconsin Waterways. This group does many volunteer activities each year. 2020, however was different because of COVID-19 restrictions. Most of their in person activities for this year were cancelled. Their annual report is attached to the MS4 annual report.
2. The City of Waupun works with the Waupun Area School District Senior Democratic Class each year to do storm drain stenciling projects. In 2020 however, this was not completed due to COVID-19 and the schools doing Virtual Instruction for the end of the 2019-2020 School Year.

Illicit Discharge Summary – 2020

The City of Waupun has 84 Outfalls. They range in diameter from 10" to 60". There are presently 14 Outfalls that are 36" or larger.

The City inspected 17 Outfalls in 2020, of those inspected 2 were major outfalls. The inspection reports for Outfalls are completed in the City's asset management software "Cartegraph".

The City's Stormwater Illicit Discharge and Connection Ordinance was adopted in 2009 and has been submitted to the DNR on previous MS4 reports. No changes were made to the ordinance in 2020. (Chapter 26 of the Waupun Municipal Code).

Construction Site Pollutant Control – Summary - 2020

Chapter 23 of the Waupun Municipal Code was created in 2005, amended in 2010, and 2018. There were no amendments made to the ordinance in 2020.

| | |
|---|-----|
| # of Building Permits Issued by the City | 240 |
| # of Land Disturbing Sites in 2020 | 43 |
| # of Land Disturbing Sites over 1 acre in 2020 | 3 |
| # of Site Inspection Visits Conducted (sites over 1 acre): | 53 |
| # of Violations Observed: | 2 |
| # of Stop Work Orders Issued: | 0 |
| Comments: When construction erosion problems are observed the contractors are given verbal instructions on the required corrections. These sites are re-inspected within one or two days. This approach has proven effective in achieving compliance with meeting erosions control requirements. | |

Post Construction Storm Water Management Summary – 2020

| | | | | |
|--|-----------------------------|-----------------|------------------------------------|---------------------------|
| # of Site Plan Reviews in 2020 | 7 | | | |
| New Development | Project Size (acres) | Land Use | SWM Plan Required/Submitted | Completed in 2020? |
| Dentistry of Wisconsin 412 Shaler Dr | 1.5 Acres | Commercial | Y | N |
| Pine Valley Apartments 677 – 785 Mayfair St | >1 acre | Commercial | Y | Y |
| Re-Development | Project Size (acres) | Land Use | SWM Plan Required/Submitted | Completed in 2020? |
| Our Bar 433 E Main St | <1 | Commercial | N | Yes |
| Insight FS 1208 W Brown St | >1 | Commercial | Y | Y |
| Judson's 412 E Main St | <1 | Commercial | N | N |
| Gysbers Jewelry 305 W Main St. | <1 | Commercial | N | Y |
| Municipal Well & Pump 1212 Storbeck Dr | <1 | Commercial | N | N |

MSA reviewed and approved the stormwater plans for the following:

- 412 Shaler Dr. – Long Term Maintenance agreement recorded with Dodge County
- 677-785 Mayfair St. – No Long Term Maintenance agreement as this property drains to the Municipal Owned pond at the intersection of Mayfair St. and Watertown St.
- 1208 W Brown St. Long Term Maintenance agreement has been sent to Dodge County for recording, but we have not received the recorded document yet.

The rest of the projects did not require stormwater plans as they are smaller projects.

Existing Long Term Maintenance agreements / inspections and enforcement

The City owns 5 storm water ponds and those are inspected annually. The inspections were completed in March and July of 2020 and the findings are in the City's Asset Management Program (Cartegraph)

For privately owned ponds, the City requires Long Term Maintenance Agreements to be recorded with the appropriate County. Every spring, the City sends out a notice to all pond owners, that the annual inspection is to be completed by August 1 of that year. If it not completed, the City hires a firm to complete the inspections and the costs associated with that are assessed back to the property owner on the tax bill. In 2020, 13 letters were sent out. We received 9 inspections back from the property owners and MSA completed 3 inspections that were assessed to tax bills.

Pollution Prevention Summary – 2020

Storm Water Management Facilities

STORM WATER MANAGEMENT FACILITIES

TABLE 2

| Map Key | Name | Type | Const. Year | Management Plan | Maintenance Agreement | Record Drawing |
|---------|-----------------------------|-----------|-------------|-----------------|------------------------------------|----------------|
| BC1 | Baseball Complex 1 | Municipal | 2011 | Y | Y | Y |
| BC2 | Baseball Complex 2 | Municipal | 2011 | Y | Y | Y |
| BC3 | Baseball Complex 3 | Municipal | 2011 | Y | Y | Y |
| BD EYE | BD Eye Clinic | Private | 2010 | Y | Y | Y |
| CH1 | Christian Home 1 | Private | 2019 | Y | Y | Y |
| CH2 | Christian Home 2 | Private | 2019 | Y | Y | Y |
| CH3 | Christian Home 3 | Private | 2019 | Y | Y | Y |
| CHIRO | Waupun Chiropractic | Private | 2005 | Y | Y | Y |
| CHIRO | Waupun Chiropractic | Private | 2005 | Y | Y | Y |
| CWC | Central WI Christian School | Private | 2020 | Y | Y | Y |
| FEP 1 | Fairway Estates Pond 1 | Private | 2004 | Y | N (prior to Ordinance Development) | Y |
| FEP 2 | Fairway Estates Pond 2 | Private | 2004 | Y | N (prior to Ordinance Development) | Y |
| FEP 3 | Fairway Estates Pond 3 | Private | 2004 | Y | N (prior to Ordinance Development) | Y |
| FEP 4 | Fairway Estates Pond 4 | Private | 2004 | Y | N (prior to Ordinance Development) | Y |
| FEP 5 | Fairway Estates Pond 5 | Private | 2004 | Y | N (prior to Ordinance Development) | Y |
| FEP 6 | Fairway Estates Pond 6 | Private | 2004 | Y | N (prior to Ordinance Development) | Y |
| FEP 7 | Fairway Estates Pond 7 | Private | 2004 | Y | N (prior to Ordinance Development) | Y |
| FLEX | Flexographic | Private | 2014 | N | N | N |
| GRAND | Grand Central | Private | 2005 | Y | Y | Y |
| HOC | Hockey Association | Municipal | pre 1992 | N | Y | N |
| IFS | Insight FS | Private | 2020 | Y | Y (Not recorded) | Y |
| IFS 2 | Insight FS 2 | Private | 2020 | Y | Y (Not recorded) | Y |
| LA | Lamers | Private | 2014 | Y | Y | Y |
| LS | Lincoln & Shaler | Municipal | 2011 | N | Y | Y |
| MAY | Mayfair & Watertown | Municipal | 2013 | N | Y | Y |
| MVP | Meadowview | Private | 2018 | Y | Y | Y |
| NA | Navis | Private | 2019 | N | Y (Not recorded) | Y |
| PR | Prairie Ridge | Private | 2008 | Y | Y (Not recorded) | Y |
| SHALER | Shaler | Municipal | 2014 | N | Y | Y |
| STAN | Stanton Subdivision | Municipal | 2006 | N | Y | Y |
| TAN | Tanager Street | Municipal | 2020 | N | Y (to be done) | Y |

| | | | | | | |
|-----|--------------------------|-----------|------|---|------------------------------------|---|
| TS | Truck Stop | Municipal | 2018 | N | Y | Y |
| WH | Waupun Hospital | Private | 2016 | Y | Y (Not recorded) | Y |
| WHS | High School | Private | 2017 | Y | Y | Y |
| WSA | Wilcox Street Apartments | Private | 2003 | Y | N (prior to Ordinance Development) | Y |
| WSS | Waupun Self Storage | Private | 2020 | Y | Y | Y |

BMP Maintenance Plan

The City inspected five (5) municipal owned BMP's in March and July of 2020. The inspection reports are stored in the City's Asset Management Software (Cartegraph)

For private BMP's, the ones with a recorded Long Term Maintenance Agreement were sent letters in April of 2020 to complete the required inspections. We sent out 13 letters and received 9 inspections back. MSA Professional Services completed the other required inspections and the fees associated to that were assessed to the property owner on the 2020 tax bill.

Municipally Owned Public Works Facilities

The SWPPP for the Waupun Public Works garage was completed in 2017 and submitted with the 2017 MS4 Annual Report. No changes have been made to the plan.

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

Vehicle Maintenance – The City washes all vehicles indoors where the water drains to the Sanitary Sewer and not the storm sewer system.

Routine Inspection and maintenance of municipal owned or operated structural stormwater management facilities:

In 2020 the following activities were completed:

153 Catch Basins Cleaned/Inspected (the City does not currently have an inventory of catch basins with sumps. In the coming years, during our annual inspection/cleaning process we will document whether the catch basins have sumps and will begin reporting on those.

3 Storm Manholes were cleaned/inspected

35 Catch basins were repaired

9 Storm Manholes were repaired

1 Outfall was repaired

4 Storm sewer pipes were repaired

Routine Street Sweeping and Cleaning of catch basins with sumps where appropriate

The City operates one Global M4HSD Mechanical Street Sweeper. All streets are cleaned once per week during the first four weeks in spring as soon as snow has cleared enough to allow access to the street and curb area. After spring cleanup all streets are cleaned every other week until late fall. There are approximately lane miles that the street sweeper cleans. There are approximately 45 lane miles that the street sweeper cleans each round.

The City does not currently have an inventory of catch basins with sumps. In the coming years, during our annual inspection/cleaning process we will document whether the catch basins have sumps and will begin reporting on those. We currently have 1,432 catch basins and 40 miles of storm sewer. The City operates a Versa Vac Trailer to clean the catch basins.

Proper disposal of street sweeping and catch basin cleaning waste

Materials are disposed of on the City property near the City's Public Works yard. The material deposit site is cleaned for blowing trash every two weeks. If there is any contamination, the debris is hauled to a licensed landfill.

Leaf and grass clippings management

Grass clippings and yard waste can be delivered to the municipal garage drop off site 24 hours a day / 7 days a week. The Public Works Department also provides curb side pick up of leaves, grass clippings, and yard waste two times a year, approximately 4 weeks in the Spring of the year and approximately 7 weeks in the Fall. The City operated two Giant Leaf Vac's to complete curbside pickup.

Brush can be dropped off by residents at the Public Works Garage drop off site 24 hours a day / 7 days a week. The Public Works Department also provides curb side pick-up of branches in the spring and fall of the year. The brush is chipped into wood mulch curbside by a Brush Bandit chipper. This mulch is available free of charge to the public for use in their home gardens.

Winter Road Management

Road Salt is applied using load sensor hydraulics and ground speed control to allow a controlled application.

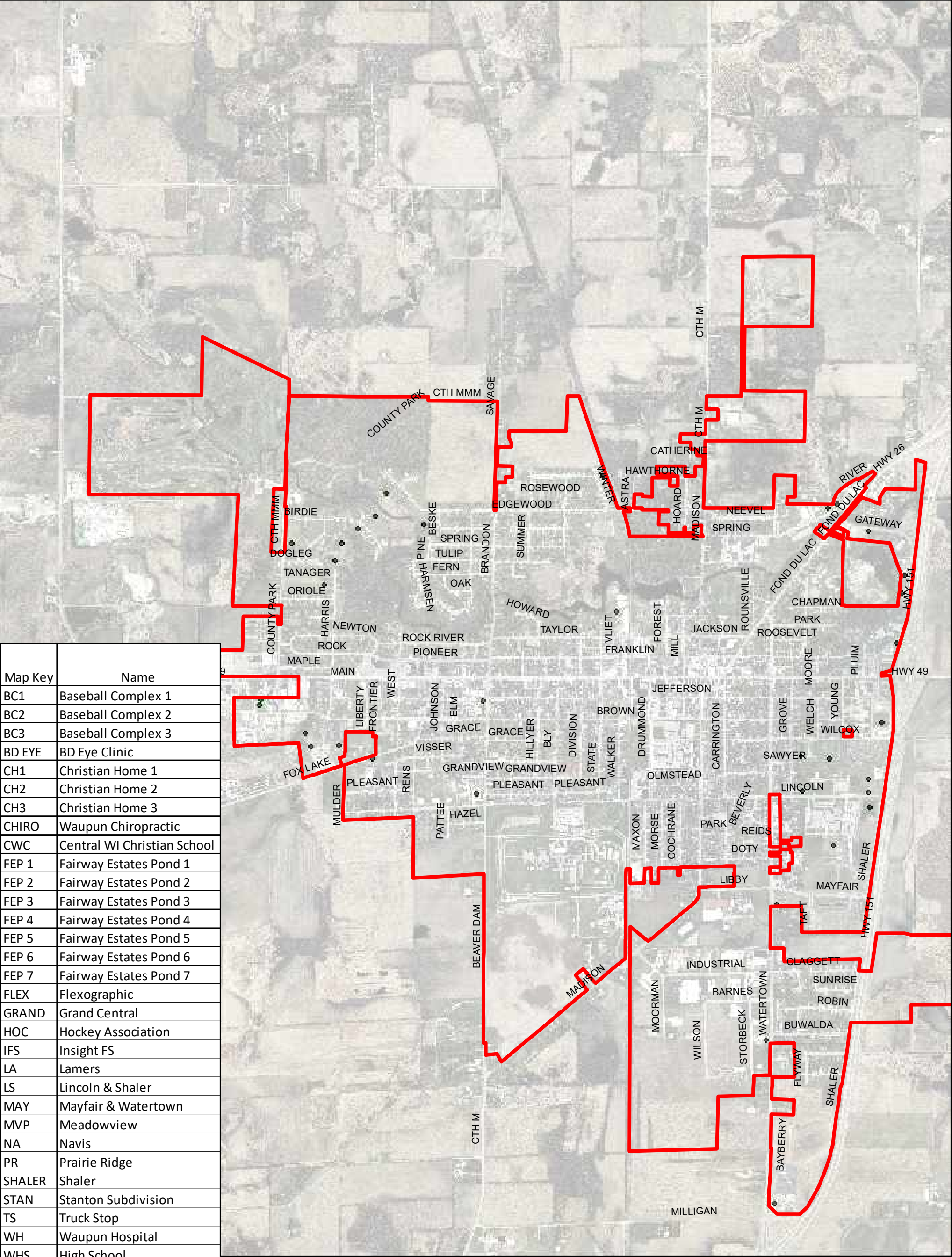
The City currently operates 5 pieces of equipment that is used for salting

| Vehicle ID | Description | Salter Control | Calibrated |
|------------|------------------------|----------------------|---|
| 3-08 | Tandem Axle Dump Truck | Force America 5100es | before each season and during if totals are off |
| 5-09 | Tandem Axle Dump Truck | Force America 5100es | before each season and during if totals are off |
| 6-13 | Single Axle Dump Truck | Force America 6100 | before each season and during if totals are off |
| 8-20 | Tandem Axle Dump Truck | Force America 6100 | before each season and during if totals are off |
| 9-12 | Tandem Axle Dump Truck | Monroe MPX448 | before each season and during if totals are off |

The amount used and land miles treated is included in the MS4 report every year.

Road salt is property stored in a covered building located east of the large heated building at 903 N. Madison St. Annual inspections of the storage shed are performed each year by the WI DOT Bureau of Highway Operations.

Main and secondary streets are completely salted and residential streets are only salted at intersections, curves, and hills.



| Map Key | Name |
|---------|-----------------------------|
| BC1 | Baseball Complex 1 |
| BC2 | Baseball Complex 2 |
| BC3 | Baseball Complex 3 |
| BD EYE | BD Eye Clinic |
| CH1 | Christian Home 1 |
| CH2 | Christian Home 2 |
| CH3 | Christian Home 3 |
| CHIRO | Waupun Chiopractic |
| CWC | Central WI Christian School |
| FEP 1 | Fairway Estates Pond 1 |
| FEP 2 | Fairway Estates Pond 2 |
| FEP 3 | Fairway Estates Pond 3 |
| FEP 4 | Fairway Estates Pond 4 |
| FEP 5 | Fairway Estates Pond 5 |
| FEP 6 | Fairway Estates Pond 6 |
| FEP 7 | Fairway Estates Pond 7 |
| FLEX | Flexographic |
| GRAND | Grand Central |
| HOC | Hockey Association |
| IFS | Insight FS |
| LA | Lamers |
| LS | Lincoln & Shaler |
| MAY | Mayfair & Watertown |
| MVP | Meadowview |
| NA | Navis |
| PR | Prairie Ridge |
| SHALER | Shaler |
| STAN | Stanton Subdivision |
| TS | Truck Stop |
| WH | Waupun Hospital |
| WHS | High School |
| WSA | Wilcox Street Apts |
| WSS | Waupun Self Storage |

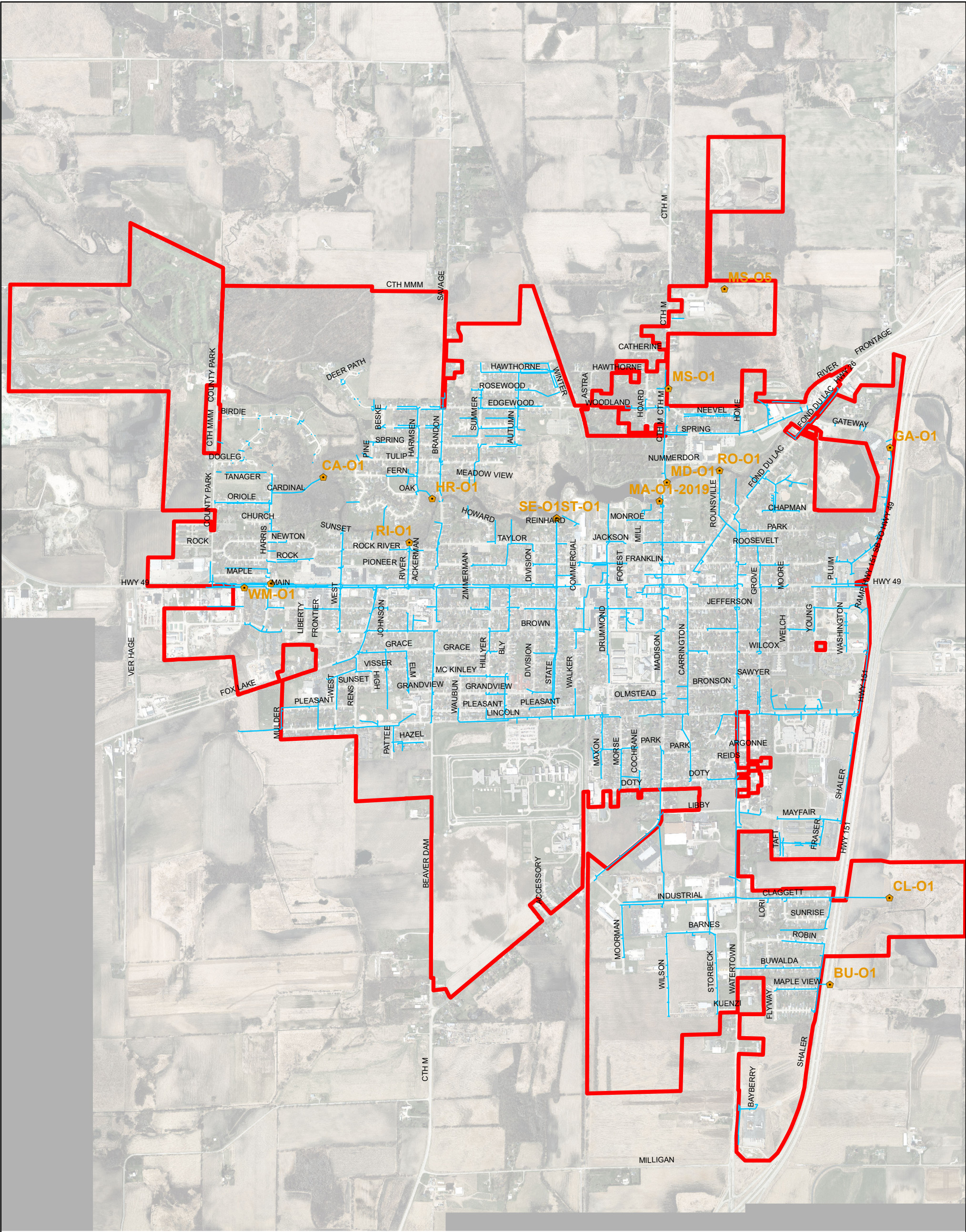
City of Waupun

Existing BMP

Storm Lines

City of Waupun
Dodge and Fond du Lac Counties, WI

N



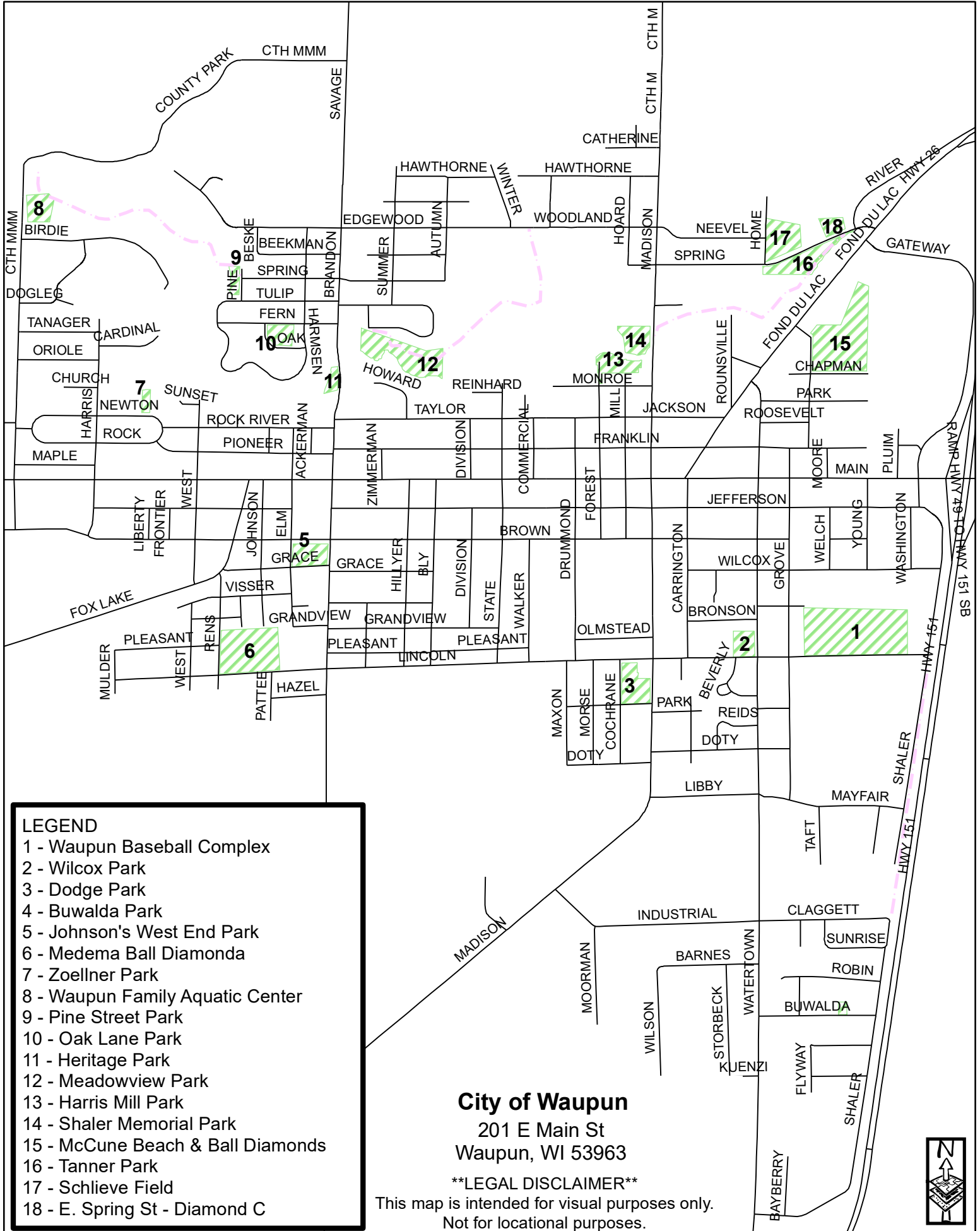
Major Outfalls

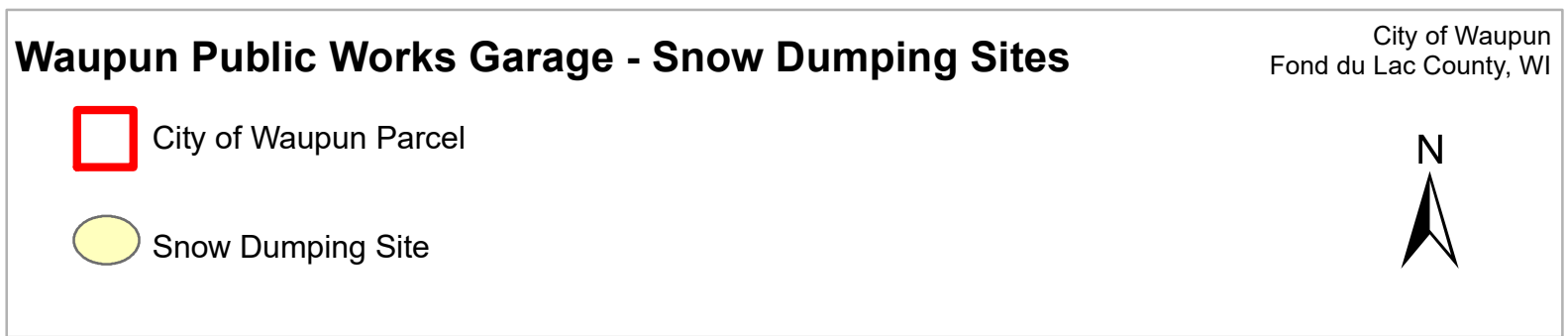
City of Waupun
Dodge and Fond du Lac Counties, WI

-  City of Waupun
-  Outfalls - 36" or larger
-  Storm Lines



Waupun Park Map





Storm Water Quality Management Summary

The City of Waupun Storm Water Quality Plan Update was completed in 2017 and submitted with the 2017 MS4 Annual Report. No changes have been made to the Plan in 2020.

1. January Theme

| | | | | | |
|---------------------------|--|------------------------|------------------|--------------------------------------|---------------------------------|
| Event Start Date | | | | January 1, 2020 | |
| Project Event Name | | | | Pollution Prevention | |
| Delivery Mechanism | | | | Social Media, Website, Passive Print | |
| Topics Covered | | Target Audience | | Estimated People Reached | Regional Effort (Yes/No) |
| | Illicit Discharge detection and elimination | X | General Public | 1,000+ | Yes |
| | Household hazardous waste disposal/pet waste management/ vehicle washing | X | Public Employees | | |
| | Yard waste management/pesticide and fertilizer application | X | Residents | | |
| | Stream and shoreline management | X | Businesses | | |
| | Residential infiltration | | Contractors | | |
| | Construction Sites and Post Construction Storm Water Management | | Developers | | |
| X | Pollution Prevention | | Industries | | |
| | Green Infrastructure/low impact development | | Other | | |
| | Other | | | | |
| | Explain: | | | | |

2. February Theme

| | | | | | |
|---------------------------|--|------------------------|------------------|---|---------------------------------|
| Event Start Date | | | | February 1, 2020 | |
| Project Event Name | | | | Construction Sites and Post Construction Storm Water Management | |
| Delivery Mechanism | | | | Social Media, Website, Passive Print | |
| Topics Covered | | Target Audience | | Estimated People Reached | Regional Effort (Yes/No) |
| | Illicit Discharge detection and elimination | X | General Public | 1,000+ | Yes |
| | Household hazardous waste disposal/pet waste management/ vehicle washing | X | Public Employees | | |
| | Yard waste management/pesticide and fertilizer application | X | Residents | | |
| | Stream and shoreline management | X | Businesses | | |
| | Residential infiltration | X | Contractors | | |
| X | Construction Sites and Post Construction Storm Water Management | | Developers | | |
| X | Pollution Prevention | | Industries | | |
| | Green Infrastructure/low impact development | | Other | | |
| | Other | | | | |
| | | | | | |

3. March Theme

| | | | | | |
|---------------------------|--|------------------------|------------------|--------------------------------------|---------------------------------|
| Event Start Date | | | | March 1, 2020 | |
| Project Event Name | | | | Snowmelt Runoff | |
| Delivery Mechanism | | | | Social Media, Website, Passive Print | |
| Topics Covered | | Target Audience | | Estimated People Reached | Regional Effort (Yes/No) |
| | Illicit Discharge detection and elimination | X | General Public | 1,000+ | Yes |
| | Household hazardous waste disposal/pet waste management/ vehicle washing | | Public Employees | | |
| | Yard waste management/pesticide and fertilizer application | X | Residents | | |
| | Stream and shoreline management | | Businesses | | |
| | Residential infiltration | | Contractors | | |
| | Construction Sites and Post Construction Storm Water Management | | Developers | | |
| X | Pollution Prevention | | Industries | | |
| | Green Infrastructure/low impact development | | Other | | |
| X | Other: Snowmelt Runoff | | | | |
| | Explain: | | | | |

4. April Theme

| | | | | | |
|---------------------------|--|------------------------|------------------|--------------------------------------|---------------------------------|
| Theme and Month | | | | April 1, 2020 | |
| Project Event Name | | | | Fertilizer and Pesticide Application | |
| Delivery Mechanism | | | | Social Media, Website, Passive Print | |
| Topics Covered | | Target Audience | | Estimated People Reached | Regional Effort (Yes/No) |
| | Illicit Discharge detection and elimination | X | General Public | 1,000+ | Yes |
| | Household hazardous waste disposal/pet waste management/ vehicle washing | X | Public Employees | | |
| X | Yard waste management/pesticide and fertilizer application | X | Residents | | |
| | Stream and shoreline management | X | Businesses | | |
| | Residential infiltration | X | Contractors | | |
| | Construction Sites and Post Construction Storm Water Management | | Developers | | |
| X | Pollution Prevention | | Industries | | |
| | Green Infrastructure/low impact development | | Other | | |
| | Other | | | | |
| | Explain: | | | | |

5. May Theme

| | | | | | |
|---------------------------|--|------------------------|------------------|--------------------------------------|---------------------------------|
| Event Start Date | | | | May 1, 2020 | |
| Project Event Name | | | | Household Hazardous Waste Disposal | |
| Delivery Mechanism | | | | Social Media, Website, Passive Print | |
| Topics Covered | | Target Audience | | Estimated People Reached | Regional Effort (Yes/No) |
| | Illicit Discharge detection and elimination | X | General Public | 1,000+ | Yes |
| X | Household hazardous waste disposal/pet waste management/ vehicle washing | | Public Employees | | |
| | Yard waste management/pesticide and fertilizer application | X | Residents | | |
| | Stream and shoreline management | | Businesses | | |
| | Residential infiltration | | Contractors | | |
| | Construction Sites and Post Construction Storm Water Management | | Developers | | |
| X | Pollution Prevention | | Industries | | |
| | Green Infrastructure/low impact development | | Other | | |
| | Other | | | | |
| | Explain: | | | | |

6. June Theme

| | | | | | |
|---------------------------|--|------------------------|------------------|--------------------------------------|---------------------------------|
| Event Start Date | | | | June 1, 2020 | |
| Project Event Name | | | | Yard and Pet Waste Management | |
| Delivery Mechanism | | | | Social Media, Website, Passive Print | |
| Topics Covered | | Target Audience | | Estimated People Reached | Regional Effort (Yes/No) |
| | Illicit Discharge detection and elimination | X | General Public | 1,000+ | Yes |
| X | Household hazardous waste disposal/pet waste management/ vehicle washing | X | Public Employees | | |
| X | Yard waste management/pesticide and fertilizer application | X | Residents | | |
| | Stream and shoreline management | | Businesses | | |
| | Residential infiltration | X | Contractors | | |
| | Construction Sites and Post Construction Storm Water Management | | Developers | | |
| X | Pollution Prevention | | Industries | | |
| | Green Infrastructure/low impact development | | Other | | |
| | Other | | | | |
| | Explain: | | | | |

7. July Theme

| | | | | | |
|---------------------------|--|------------------------|------------------|--------------------------------------|---------------------------------|
| Event Start Date | | | | July 1, 2020 | |
| Project Event Name | | | | Stream and shoreline management | |
| Delivery Mechanism | | | | Social Media, Website, Passive Print | |
| Topics Covered | | Target Audience | | Estimated People Reached | Regional Effort (Yes/No) |
| | Illicit Discharge detection and elimination | X | General Public | 1000+ | Yes |
| | Household hazardous waste disposal/pet waste management/ vehicle washing | | Public Employees | | |
| | Yard waste management/pesticide and fertilizer application | X | Residents | | |
| X | Stream and shoreline management | | Businesses | | |
| | Residential infiltration | | Contractors | | |
| | Construction Sites and Post Construction Storm Water Management | | Developers | | |
| X | Pollution Prevention | | Industries | | |
| | Green Infrastructure/low impact development | | Other | | |
| | Other | | | | |
| | Explain: | | | | |

8. August Theme

| | | | | | |
|---------------------------|--|------------------------|------------------|---|---------------------------------|
| Event Start Date | | | | August 1, 2020 | |
| Project Event Name | | | | Illicit Discharge Detection and Elimination | |
| Delivery Mechanism | | | | Social Media, Website, Passive Print | |
| Topics Covered | | Target Audience | | Estimated People Reached | Regional Effort (Yes/No) |
| X | Illicit Discharge detection and elimination | X | General Public | 1000+ | Yes |
| | Household hazardous waste disposal/pet waste management/ vehicle washing | X | Public Employees | | |
| | Yard waste management/pesticide and fertilizer application | X | Residents | | |
| | Stream and shoreline management | | Businesses | | |
| | Residential infiltration | | Contractors | | |
| | Construction Sites and Post Construction Storm Water Management | | Developers | | |
| X | Pollution Prevention | | Industries | | |
| | Green Infrastructure/low impact development | | Other | | |
| | Other | | | | |
| | Explain: | | | | |

9. September Theme

| | | | | | |
|---------------------------|--|------------------------|------------------|--------------------------------------|---------------------------------|
| Event Start Date | | | | September 1, 2020 | |
| Project Event Name | | | | Vehicle Washing | |
| Delivery Mechanism | | | | Social Media, Website, Passive Print | |
| Topics Covered | | Target Audience | | Estimated People Reached | Regional Effort (Yes/No) |
| | Illicit Discharge detection and elimination | X | General Public | 1000+ | Yes |
| X | Household hazardous waste disposal/pet waste management/ vehicle washing | | Public Employees | | |
| | Yard waste management/pesticide and fertilizer application | X | Residents | | |
| | Stream and shoreline management | | Businesses | | |
| | Residential infiltration | | Contractors | | |
| | Construction Sites and Post Construction Storm Water Management | | Developers | | |
| X | Pollution Prevention | | Industries | | |
| | Green Infrastructure/low impact development | | Other | | |
| | Other | | | | |
| | Explain: | | | | |

10. Theme

| | | | | | | |
|---------------------------|--|------------------------|------------------|---|---------------------------------|--|
| Event Start Date | | | | October 1, 2020 | | |
| Project Event Name | | | | Green Infrastructure/low impact development | | |
| Delivery Mechanism | | | | Social Media, Website, Passive Print | | |
| Topics Covered | | Target Audience | | Estimated People Reached | Regional Effort (Yes/No) | |
| | Illicit Discharge detection and elimination | X | General Public | 1000+ | Yes | |
| | Household hazardous waste disposal/pet waste management/ vehicle washing | X | Public Employees | | | |
| | Yard waste management/pesticide and fertilizer application | X | Residents | | | |
| | Stream and shoreline management | | Businesses | | | |
| | Residential infiltration | | Contractors | | | |
| | Construction Sites and Post Construction Storm Water Management | | Developers | | | |
| X | Pollution Prevention | | Industries | | | |
| X | Green Infrastructure/low impact development | | Other | | | |
| | Other | | | | | |
| | Explain: | | | | | |

11. November Theme

| | | | | | |
|---------------------------|--|------------------------|------------------|--------------------------------------|---------------------------------|
| Event Start Date | | | | November 1, 2020 | |
| Project Event Name | | | | Residential Infiltration | |
| Delivery Mechanism | | | | Social Media, Website, Passive Print | |
| Topics Covered | | Target Audience | | Estimated People Reached | Regional Effort (Yes/No) |
| | Illicit Discharge detection and elimination | X | General Public | 1,000+ | Yes |
| | Household hazardous waste disposal/pet waste management/ vehicle washing | X | Public Employees | | |
| | Yard waste management/pesticide and fertilizer application | X | Residents | | |
| | Stream and shoreline management | | Businesses | | |
| X | Residential infiltration | | Contractors | | |
| | Construction Sites and Post Construction Storm Water Management | | Developers | | |
| X | Pollution Prevention | | Industries | | |
| | Green Infrastructure/low impact development | | Other | | |
| | Other | | | | |
| | Explain: | | | | |

12. December Theme

| | | | | | |
|---------------------------|--|------------------------|------------------|--------------------------------------|---------------------------------|
| Event Start Date | | | | December 1, 2020 | |
| Project Event Name | | | | Salt Use | |
| Delivery Mechanism | | | | Social Media, Website, Passive Print | |
| Topics Covered | | Target Audience | | Estimated People Reached | Regional Effort (Yes/No) |
| | Illicit Discharge detection and elimination | X | General Public | 1,000+ | Yes |
| | Household hazardous waste disposal/pet waste management/ vehicle washing | X | Public Employees | | |
| | Yard waste management/pesticide and fertilizer application | X | Residents | | |
| | Stream and shoreline management | X | Businesses | | |
| | Residential infiltration | X | Contractors | | |
| | Construction Sites and Post Construction Storm Water Management | | Developers | | |
| X | Pollution Prevention | | Industries | | |
| | Green Infrastructure/low impact development | | Other | | |
| X | Other: Salt Use | | | | |
| | Explain: | | | | |

2.1 Public Education and Outreach

Five-Year Public Education & Outreach Strategy

The following provides a retrospective overview of the core public education and outreach activities employed by the Rock River Stormwater Group (RRSG) since 2016, along with an outlook for the next five years.

About RRSg

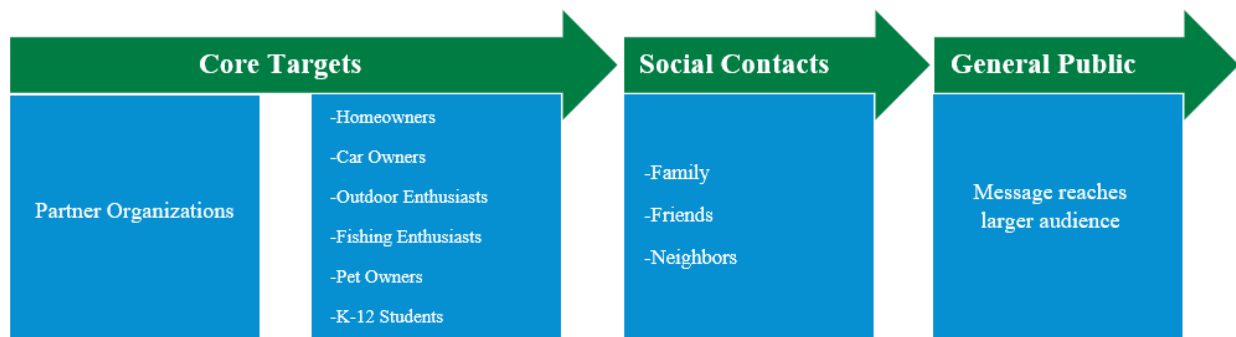
In 2016, the RRSg re-branded the group's public education and outreach activities under the umbrella of Protect Wisconsin Waterways. The outreach campaign is a collaborative stormwater education outreach initiative supported by the Rock River Stormwater Group (RRSG) and its member municipalities.

The **Protect Wisconsin Waterways campaign** is a multi-pronged marketing campaign focused on community outreach and education efforts. Core public outreach and education initiatives include digital outreach through social media, website, and other channels, a Storm Drain Protector Program, K-12 educational activities and content, community event presence, and an annual waterway clean-up across all RRSg member communities called the *Protect Wisconsin Waterways Sweep*. Each year, the RRSg employs a combination of past effective marketing tactics along with new initiatives and communication tactics to reach and engage a larger audience.

Five-Year Outlook: We will continue to maintain the core initiatives of Protect Wisconsin Waterways as described below to educate community members and engage them in adopting safer stormwater practices.

I. Community/Education Outreach Model (Targets)

Starting in 2016, RRSg identified homeowners and K-12 based educational segments as the two primary target groups for public outreach. Over the last few years, we have expanded the core targets list as noted in our community/education outreach model below. We will continue to develop outreach efforts targeting these audiences while also expanding content and educational outreach to outdoor enthusiasts, businesses, and other targets of interest to RRSg. Member municipalities also conduct individual activities to educate public works employees and other targets.



A key addition in 2020 is expanded partnerships and outreach to niche groups and organizations. The partnership outreach program enables RRSg to collaborate with organizations that have similar goals

and increase reach/engagement of public education efforts and public participation in RRSg's outreach efforts. The goal is to motivate partner organizations to communicate our messaging and motivate behavior change among core targets (i.e., homeowners, car owners, outdoor enthusiasts, fishing enthusiasts, pet owners, and K-12 students). In turn, the core targets will become advocates to spread the message to other social contacts and the general public. While a strong emphasis continues to be placed on educating the audiences, we are also increasingly focused on motivating behavior changes and involvement with our different programs - - particularly our Storm Drain Protector Program.

Five-Year Outlook: The RRSg will continue to build relationships with partner organizations that help engage and reach the expanded core targets, motivating them to become storm drain and storm water protector advocates.

II. Digital Outreach

Digital communications have provided an efficient marketing outreach to a variety of highly targeted audiences. The Protect Wisconsin Waterways brand was specifically developed to create a more proactive message that engages audiences to preemptively protect the waterways. Digital outreach efforts include a combination of the website, social media, video, and e-newsletters. Digital communications were particularly of value in 2020 as many in-person events were cancelled. Videos and other digital content provide public educational and awareness content. The website helps communicate information to the various target populations including online videos, online brochures, infographics, videos, and other media that help connect the impact of practices around the home, workplace, construction sites, and other locations to local waterways. RRSg uses a variety of social media platforms to increase our influence. Our social media platforms include: Facebook, Twitter, Instagram, and YouTube. However, our central digital outreach tool has been Facebook because of our high engagement from a variety of core targets. RRSg has been able to gain a more expansive market through different campaigns, including photo contests. These initiatives enabled us to obtain a larger audience to engage with our content. During 2020, we were approved to boost posts and run ads on Facebook. We utilized these tools for a majority of the year to push content that would appeal to larger audiences. This content included information on our social media contests, photographs from past events, featured waterway photography, video content, GIFs, and we also have a monthly email newsletter that will continue to be sent out. Importantly, we have adopted a monthly topic calendar that covers the various permit-required topics along with some additional focus topics deemed of value by RRSg members (see Table 1).

Five-Year Outlook: RRSg will continue to rely on digital outreach to reach highly targeted groups with specific messages that are most relevant to individual targets. Community members that sign-up for the Storm Drain Protector Program and Take the Protector Pledge receive regular updates and tips to help keep their homes/businesses in compliance with stormwater runoff best practices. RRSg will continue to address the permit-required topics via monthly digital campaigns, featured spotlights on protectors, and other related content.

III. Permit-Required Topics

RRSG will continue to address each of the permit-required topics through monthly content. The communication plan will (1) establish theme awareness, (2) demonstrate simple actions and help explain how the topic relates to the audience, (3) create engagement through call-to-action, and (4) reaffirm engagement via continual call-to-action, communication, and recognition.

Table 1. Permit-Required Topics Covered by RRSg Activities

| <u>Topic</u> | <u>Description</u> | <u>Focal Month</u> |
|---|---|-----------------------|
| Illicit Discharge Detection and Elimination | Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems. | August |
| Household Hazardous Waste/Pet Waste/Vehicle Washing | Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices. | May (HH Waste) |
| | | June (Pet Waste) |
| | | September (Veh Wash) |
| Yard Waste Management/Pesticide and Fertilizer Application | Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides. | June (Yard Waste) |
| | | April (Pest Fert App) |
| Stream and Shoreline Management | Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways. | July |
| Construction Sites and Post-Construction Storm Water Management | Inform and educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices. | February |
| Pollution Prevention | Identify businesses and activities that may pose a storm water contamination concern, and educate those specific audiences on methods of storm water pollution prevention. | January + on-going |
| Green Infrastructure/Low Impact Development | Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development. | October |

Other topics including snowmelt runoff (March) and salt use (December) will also be addressed as part of RRSg's monthly themed content.

IV. Storm Drain Protector Program

In 2019, PWW kicked off a new community engagement and education program dubbed: The Storm Drain Protector Program. RRSg marketing volunteers went door-to-door to visit community members in the municipalities of Whitewater, Beloit, Waupun, and Fort Atkinson who had storm drains adjacent to their property. The goal of the program was to raise awareness among municipal residents of the nature of stormwater and what things they should look for to preserve water quality. Respondents were asked to sign up to become “storm drain protectors” and pledged to keep their storm drains clear of leaves, grass clippings, and other debris. Additionally, respondents filled out a form with their name, address and email-address for potential future communication and engagement. Lastly, those who signed up were given reading material to further explain what it means to be a protector as well as tips and tricks for keeping their storm drain clear. RRSg’s goal is to add 250+ homes each calendar year. A database of home visits, homeowners that sign-up, and on-going messaging/outreach to these homeowners is logged as well.

Five-Year Outlook: COVID-19 restricted our ability to canvas door-to-door in 2020, RRSg will re-start “door-to-door” outreach as part of an effort to get homeowners to adopt a storm drain when social distancing guidelines are more relaxed. In the meantime, digital engagement and other methods will be used to continue to maintain engagement of current homeowners as well as attract new protectors.

V. Protect Wisconsin Waterways Sweep

RRSG created an annual clean-up event in 2017. The initial clean-up focused on three locations (Beloit, Janesville, Waupun). In 2018, the event was expanded to include all RRSg members and repeated in 2019. The event (held on the first Saturday in September following Labor Day) engages the public in clean-up efforts of area waterways. Volunteers are recruited via community groups, local employers, as well as general community members. In 2020, at the start of the COVID-19 pandemic the team was optimistic about being able to run the Protect Wisconsin Waterways Clean Sweep as normal; however, since safety precautions were still in place, we encouraged community members to clean around their homes vs. creating a large public gathering.

Five-Year Outlook: COVID-19 didn’t allow for the 2020 event to be held, RRSg plans to re-launch the clean-up event in 2021 and continue on an annual basis. The group also promotes/participates in clean-up events around Earth Week, as well as events organized by other community groups.

VI. Community Outreach & Event Marketing Presence

RRSG will continue to connect with our targeted market through multiple community outreach efforts. Since 2017, RRSG significantly increased the number of in-person events attended from 11 (in 2017) to >25 in 2019 and doubled the reach/engagement from 1,300 to >2,600 people. Our most successful events have focused around Earth Week activities and summer farmer's markets. Events that attract families tend to have higher engagement and provide an opportunity to connect with parents (homeowners) via activities that draw in the children. At each event, RRSG establishes a branded presence, conducts enviroscape model demonstrations and other interactive activities, kid-friendly activities, distributes brochures, and engages adults in conversations about stormwater. RRSG volunteers also encourage the public to take the Wisconsin Waterways Protector pledge, sign-up to be a Storm Drain Protector, and increase the Protect Wisconsin Waterways digital presence through social media.

Five-Year Outlook: The goal is to maintain an in-person community presence at similar high-engagement events. RRSG's marketing team will identify appropriate and relevant events across the member municipalities to have a Protect Wisconsin Waterways presence. Virtual meetings may present an alternative option during the on-going pandemic. However, the ultimate goal is to once again engage community members via interactive educational presence at various events.

VII. K-12 Education Outreach

RRSG will continue building education outreach relationships with K-12 educators. A combination of in-person, classroom sessions, educational digital packages (including an interactive video and other elements) have been used to engage educators, their students, and in turn the family members (parents). Live classroom sessions also include enviroscape demonstrations and other hands-on activities. RRSG also conducted a Summer Camp at UW Rock County in Summer 2019. Youth-oriented groups such as Boy Scouts & Girl Scouts of America, 4H, and other groups provide additional outreach opportunities to demonstrate the enviroscape and educate them about the importance of protecting our waterways. A key focus with these targets is to provide materials that they show to their parents to raise awareness and motivate parents to act around their home.

Five-Year Outlook: The continued focus will be on building on-going relationships to integrate Protect Wisconsin Waterways and stormwater education efforts into the K-12 curriculum. Particular focus will continue to be placed on the 3rd-4th grade (elementary school) levels.

**Table 2. Public Education and Outreach Delivery Mechanisms (Active and Passive)
Retrospective & Five-Year Plan**

| Active Methods | Passive Methods |
|--|--|
| <ul style="list-style-type: none"> • Educational activities (school presentations, summer camps, events) • Informational booth at event • Government Event (RRSG meetings) • Storm Drain Protector Program (SDPP) home visits • Clean-up events • Targeted group training (RRSG member public works employees/staff) | <ul style="list-style-type: none"> • Passive print media (brochures, graphics, etc.) • Distribution of print media (mailings, newsletters, etc.) via mail or email • Media offerings (radio interviews, press release, etc.) • Social media posts • Website (including Illicit discharge reporting form on website) |

2.2 Public Involvement and Participation

Public Input: RRSG holds monthly meetings open to the public for input and feedback on activities. Meeting minutes, event summaries, annual outreach report, work plan, and other materials from past meetings are also posted on the RRSG website for public review.

Volunteer Activities: As noted above in the five-year outlook, in 2017 RRSG created an annual clean-up event (the Protect Wisconsin Waterways Sweep) that engages the general public, businesses, and community organizations (i.e., Rotary, Lake Improvement Associations, and others). The group also conducts multiple presentations and helps support stream monitoring through the Rock River Coalition, UW-Whitewater, and other groups.



AGENDA SUMMARY SHEET

MEETING DATE: 4/13/21

TITLE: City of Waupun Storm Water Management Program (Informational)

AGENDA SECTION: Consideration-Action

PRESENTER: Jeff Daane Director of Public Works

| DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i> | FISCAL IMPACT | |
|---|--------------------------------------|--|
| Safe, Healthy and Sustainable Community | More staff inspections and reporting | |

ISSUE SUMMARY:

Storm Water Management Program (SWMP) Documents

General permittees and Madison area (MAMSWaP) permittees must submit their storm water management programs to the department and begin implementing any updates no later than March 31, 2021 (ref: WPDES Permit No. WI-S050075-3, section 3; WPDES Permit No. WI-S058416-4, Section 5). Storm water management program documents describe in detail how the permittee intends to comply with the permit's requirements for each minimum control measure.

These are new requirements that will need to be accurately managed and tracked. These are subject to DNR audits moving forward.

This was approved on March 23rd by Council before being submitted to DNR.

STAFF RECOMENDATION:

ATTACHMENTS:

Storm Water Management Program

MOTIONS FOR CONSIDERATION:

No Motion needed

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

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

City of Waupun
Storm Water Management Program
March 16, 2021

2.1 Public Education and Outreach

The City of Waupun conducts an annual public education and outreach program intended to comply with the minimum standards of the City's WPDES permit. The intention of this program is to increase the awareness of storm water pollution impacts on waters of the state and to encourage changes in public behavior to reduce such impacts.

2.1.1 Topics. The City of Waupun recognizes its responsibility to address all eight topics in Table 1 at least once during the permit term. Because the City of Waupun has a population of 5,000 or more based on the latest U.S. Census, the CITY OF WAUPUN recognizes that it is required to address a minimum of six topics each year as outlined in the 'topic area' column of Table 1, attached.

2.1.2 Delivery mechanism. The City of Waupun recognizes its responsibility to implement at least four public education delivery mechanisms each year. Because the City of Waupun has a population of 5,000 or more based on the latest U.S. census, the City of Waupun recognizes that it is required to use at least two from the Active/Interactive Mechanisms as identified at the bottom of Table 1, attached.

2.1.3 Target Audience. The attached Table 1 identifies the target audience for each activity.

The City of Waupun is paying member of the Rock River Stormwater Group / Protect Wisconsin Waterways. The Rock River Stormwater Group is charged with leading the stormwater education and outreach program in City of Waupun. The Rock River Stormwater Group's annual report is submitted with the City of Waupun's annual MS4 Report.

2.2 Public Involvement and Participation

2.2.1 Permit activities. The City of Waupun is required to provide one (1) opportunity for public involvement

2.2.2 Delivery Mechanism

2.2.4 Target Participants

Permit Activity / Delivery mechanism / Target participants:

a. Annual Report -

The annual report is presented as an agenda item at the Board of Public Works (citizen committee meeting) meeting every March. The Board of Public Works meetings are properly noticed under the Wisconsin requirements and the public is always invited to attend the meeting and offer comments and questions. The agenda is also posted on the City's meeting calendar at www.cityofwaupun.org. A roll call is taken at the beginning of each meeting to determine if any guests/residents are in attendance at the meetings and that is recorded in the minutes of the meetings. **Target participants** for this activity is the general public, residents, businesses, public employees

b. Community Open House.

The City hosts an open house every other year that is open to all residents. The Public Works department has a booth at the event with information regarding stormwater. There are giveaways at each event such as Frisbees, can cozies, stress balls, note pads, etc. with stormwater information printed on them. On average we give away 400 items at each open house. **Target participants** for this activity is the general public and residents.

c. Storm water Management Program

Changes to the Storm Water Management Program would be reviewed by the Board of Public Works committee and then passed onto the City Council for final approval. The Board of Public Works and Council meetings are properly noticed under the Wisconsin requirements. A roll call is taken at the beginning of each meeting to determine if any guests/residents are in attendance at the meetings and that is recorded in the minutes of the meetings. **Target participants** for this activity is the general public, residents, businesses, and public employees

d. Adoption or amendment of stormwater related ordinances.

If the existing storm water related ordinances are amended, they are first voted on by the Board of Public Works committee and then passed onto the City Council. These ordinances are properly noticed under the Wisconsin requirements. There were no ordinance amendments in 2020. **Target participants** for this activity is the general public, residents, businesses, contractors, developers, and industries.

2.2.3 Volunteer activities.

The City of Waupun is a dues paying member of the Rock River Storm Water Group / Protect Wisconsin Waterways. This group does many volunteer activities each year. 2020, however was different because of COVID-19 restrictions. Most of their in person activities for this year were cancelled. Their annual report is always submitted with the City's annual MS4 Report.

The City of Waupun works with the Waupun Area School District Senior Democratic Class each year to do storm drain stenciling projects. In 2020 however, this was not completed due to COVID-19 and the schools doing Virtual Instruction for the end of the 2019-2020 School Year.

2.3 Illicit Discharge Detection and Elimination (IDDE)

Initial Field Screening Efforts

In 2009 the City of Waupun identified all of the major storm sewer outfall points. This activity was completed to fulfill a portion of the Illicit Discharge Detection and Elimination requirement of the City's WPDES Permit #WI-S050075-3. At that time inspections were completed and the inspections did not report any illicit discharge.

A map was developed dividing the storm sewer systems into 7 sections. One section is video taped and inspected each year.

Ongoing dry weather field screening

The City of Waupun has 84 Outfalls. They range in diameter from 10" to 60". There are presently 14 outfalls that are 36" or larger. All major outfalls serving the City will be inspected annually. Inspection, repair and maintenance records are maintained in our Asset Management Program "Cartegraph".

A portion of the minor outfalls will be inspected annually by Public Works employees. This will be based on traffic density. The outfalls will be inspected between April and October of each year. The inspections are completed with the City's Asset Management Software Cartegraph.

The inspections that are completed annually will contain information on the color, turbidity, surface sheen, and odor and the condition of the outfall is rated on a scale of 1 – 100. Annual inspection reports are available in the City's Asset Management Software Cartegraph.

Authorized Enforcement Agency

The City's Stormwater Illicit Discharge and Connection Ordinance was adopted in 2009 (Chapter 26 of the Waupun Municipal Code). This ordinance designates the City of Waupun Director of Public Works and/or his designees as the authorized enforcement agency.

Procedures for responding to known or suspected Illicit Discharges: (Chapter 26 Waupun Municipal Code)

Sections 2.3.1, 2.3.2, 2.3.3, 2.3.4, 2.3.5, and 2.3.6 are all covered by the Municipal Code Chapter 26 which was created in 2009. (see below Ordinance)

26.11 - REQUIREMENT TO PREVENT, CONTROL, AND REDUCE STORMWATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES.

The owner or operator of any activity, operation, or facility which may cause or contribute to pollution or contamination of stormwater, the MS4, or waters of the State shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal MS4 or watercourses through the use of these structural and nonstructural BMPs. Further, any person responsible for a property or premises, that is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and nonstructural BMPs to prevent the further discharge of pollutants to the MS4. Compliance with all terms and conditions of a valid WPDES permit authorizing the discharge of stormwater associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a stormwater management plan (SWMP)/stormwater pollution prevention plan (SWPPP) as necessary for compliance.

26.12 - NOTIFICATION OF SPILLS.

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illicit discharges or pollutants discharging into stormwater, the MS4, or waters of the State, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency

response agencies of the occurrence via emergency dispatch services. In the event of a release of nonhazardous materials, said person shall notify the authorized enforcement agency in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the authorized enforcement agency within 72 hours of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least 5 years.

Failure to provide notification of a release as provided above is a violation of this chapter.

26.13 - VIOLATIONS, ENFORCEMENT, AND PENALTIES.

(13.1) VIOLATIONS. It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this chapter. Any person who has violated or continues to violate the provisions of this chapter, may be subject to the enforcement actions outlined in this section or may be restrained by injunction or otherwise abated in a manner provided by law.

In the event the violation constitutes an immediate danger to public health or public safety, the authorized enforcement agency is authorized to enter upon the subject private property, without giving prior notice, to take any and all measures necessary to abate the violation. The authorized enforcement agency is authorized to seek costs of the abatement as outlined in [§26.16](#).

(13.2)WARNING NOTICE. When the authorized enforcement agency finds that any person has violated, or continues to violate, any provision of this chapter, or any order issued hereunder, the authorized enforcement agency may serve upon that person a written warning notice, specifying the particular violation believed to have occurred and requesting the discharger to immediately investigate the matter and to seek a resolution whereby any offending discharge will cease. Investigation and/or resolution of the matter in response to the warning notice in no way relieves the alleged violator of liability for any violations occurring before or after receipt of the warning notice. Nothing in this subsection shall limit the authority of the authorized enforcement agency to take action, including emergency action or any other enforcement action, without first issuing a warning notice.

(13.3) NOTICE OF VIOLATION. Whenever the authorized enforcement agency finds that a person has violated a prohibition or failed to meet a requirement of this chapter, the authorized enforcement agency may order compliance by written notice of violation to the responsible person.

The notice of violation shall contain:

- (1) The name and address of the alleged violator;
- (2) The address when available or a description of the building, structure or land upon which the violation is occurring, or has occurred;
- (3) A statement specifying the nature of the violation;
- (4) A description of the remedial measures necessary to restore compliance with this chapter and a time schedule for the completion of such remedial action;
- (5) A statement of the penalty or penalties that shall or may be assessed against the person to whom the notice of violation is directed;
- (6) A statement that the determination of violation may be appealed to the authorized enforcement agency by filing a written notice of appeal within 3 days of service of notice of violation; and
- (7) A statement specifying that, should the violator fail to restore compliance within the established time schedule, the work will be done by a designated governmental agency or contractor and the expense thereof shall be charged to the violator.

Such notice may require without limitation:

- (1) The performance of monitoring, analyses, and reporting;
- (2) The elimination of illicit connections or discharges;
- (3) That violating discharges, practices, or operations shall cease and desist;
- (4) The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property;

- (5) Payment of a fine to cover administrative and remediation costs; and
- (6) The implementation of BMPs.

(13.4) SUSPENSION OF MS4 ACCESS.

(13.4.1) Emergency Cease and Desist Orders . When the authorized enforcement agency finds that any person has violated, or continues to violate, any provision of this chapter, or any order issued hereunder, or that the person's past violations are likely to recur, and that the person's violation(s) has (have) caused or contributed to an actual or threatened discharge to the MS4 or waters of the State which reasonably appears to present an imminent or substantial endangerment to the health or welfare of persons or to the environment, the authorized enforcement agency may issue an order to the violator directing it immediately to cease and desist all such violations and directing the violator to:

- (1) Immediately comply with all ordinance requirements; and
- (2) Take such appropriate preventive action as may be needed to properly address a continuing or threatened violation, including immediately halting operations and/or terminating the discharge.

Any person notified of an emergency order directed to it under this subsection shall immediately comply and stop or eliminate its endangering discharge. In the event of a discharger's failure to immediately comply voluntarily with the emergency order, the authorized enforcement agency may take such steps as deemed necessary to prevent or minimize harm to the MS4 or waters of the State, and/or endangerment to persons or to the environment, including immediate termination of a facility's water supply, sewer connection, or other municipal utility services. The authorized enforcement agency may allow the person to recommence its discharge when it has demonstrated to the satisfaction of the authorized enforcement agency that the period of endangerment has passed, unless further termination proceedings are initiated against the discharger under this chapter. A person that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful discharge and the measures taken to prevent any future occurrence, to the authorized enforcement agency within 72 hours of receipt of the prerequisite for, taking any other action against the violator.

(13.4.2) Suspension Due to Illicit Discharges in Emergency Situations . The authorized enforcement agency may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or waters of the State. If the violator fails to comply with a suspension order issued in an emergency, the authorized enforcement agency may take such steps as deemed necessary to prevent or minimize damage to the MS4 or waters of the United States, or to minimize danger to persons.

(13.4.3) Suspension Due to the Detection of Illicit Discharge . Any person discharging to the MS4 in violation of this chapter may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The authorized enforcement agency will notify a violator of the proposed termination of its MS4 access. The violator may petition the authorized enforcement agency for a reconsideration and hearing under Ch. 68, Wis. Stats., except when termination is necessary to abate an imminent threat to the public health, safety, welfare, or environment. The violator may have a hearing under Ch. 68, Wis. Stats., within 10 days of such emergency discontinuance. A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this section, without the prior approval of the authorized enforcement agency.

(13.5) PROSECUTION AND PENALTIES. Any person that has violated or continues to violate this chapter shall be liable to prosecution to the fullest extent of the law. In the event the alleged violator fails to take the remedial measures set forth in the notice of violation or otherwise fails to cure the violations described therein within the set time period specified by the authorized enforcement agency, after the authorized enforcement agency has taken one or more of the actions described above, the authorized enforcement agency may impose a penalty not to exceed \$1,000.00 for each day the violation remains unremedied after receipt of the notice of violation. For second and subsequent offenses, the penalty shall not exceed \$5,000.00 per day.

- (1) Prosecution of Violation . If the notice of violation is not complied with promptly, the authorized enforcement agency shall request the City Attorney to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation. Upon conviction the violator shall be fined as provided hereinbefore for each violation together with the costs of prosecution. Each day that a violation continues shall be deemed a separate offense.
- (2) Abatement of Violation . The imposition of the penalties herein prescribed shall not preclude the City Attorney from instituting appropriate action to prevent, correct, or abate a violation, or to stop an unlawful or illegal act.

2.4 Construction Site Pollutant Control

The permittee shall continue to implement and enforce its program to reduce the discharge of sediment and construction materials from construction sites.

2.4.1 Construction site ordinance

Chapter 23 of the Waupun Municipal Code is entitled Construction Site Erosion Control Ordinance. This was created in 2005, amended in 2010, and 2018.

https://library.municode.com/wi/waupun/codes/code_of_ordinances?nodeId=CH23COSIERCOORCR05-03

2.4.2 Erosion and sediment control plan review

https://library.municode.com/wi/waupun/codes/code_of_ordinances?nodeId=CH23COSIERCOORCR05-03_23.08PEREPRFE

2.4.3 Administrative Procedures (See response under 2.4.4)

2.4.4 – Construction site inspections and enforcement.

CITY OF WAUPUN

Construction Site Inspection and Enforcement Procedures

The following details the procedure that will be used by the City of Waupun for construction site inspection and enforcement of erosion and sediment control measures:

Site plans are submitted to the City Consultant for stormwater review. The consultant provides Project memo back for the approval of the plans that have been submitted.

The Engineering Department shall be responsible for inspection and enforcement of all construction sites except single family residential. The inspection and enforcement of erosion control measures at single family residential homes shall be done by the Building Inspection Department.

The erosion and sediment control measures must be installed per the approved plan and an initial inspection of non-single family residential units shall be conducted by Engineering staff prior to the start of site grading. Inspection of erosion control measures will take place at least once per month between March 1st and October 31st. Active construction sites will be inspected less frequently between November 1st and February 28th, depending on weather conditions. The responsible party for construction sites will be required to conduct inspections at least once per week and within 24 hours of a precipitation event of 0.5 inches or greater. The responsible party shall maintain weekly written reports on forms provided by the City.

The City shall install erosion control signage at construction sites.

The City shall maintain a construction site inspection computer database including: date of inspection, an assessment of the condition of the erosion and sediment controls, any follow up actions required, and actions implemented.

The primary enforcement mechanisms that will be used to obtain compliance when there are deficiencies in the installation and maintenance of erosion and sediment controls are onsite verbal notice, telephone notice or written notice to repair any problems. The notice shall include a description of any deficiencies and indicate the date by which the repairs shall be completed. The above enforcement mechanisms are expected to be sufficient to obtain compliance in most cases. If necessary, the City may also utilize the following enforcement procedures: stop work order, revoke permit, cease and desist order and fine. The City may also perform any work necessary to bring the site into compliance or have an outside contractor bring the site into compliance and charge the responsible party for any costs incurred.

The responsible party for the construction site will be required to post a permit onsite that contains a number for citizens to call with any issues. Any calls or emails to the City must be made as complaints to Administration. The appropriate staff will conduct an inspection of the site and initiate any necessary enforcement actions.

2.5 Post-Construction Storm Water Management

2.5.1 Post-construction storm water ordinance.

https://library.municode.com/wi/waupun/codes/code_of_ordinances?nodeId=CH22STMAORCR05-02

2.5.2 Administrative Procedures (See response under 2.5.4)

2.5.3 Storm water management plan review (See response under 2.5.4)

2.5.4 Long term maintenance, inspections and enforcement. (See response below)

https://library.municode.com/wi/waupun/codes/code_of_ordinances?nodeId=CH22STMAORCR05-02_22.10MAAG

CITY OF WAUPUN

Post Construction Storm Water Management Procedures

The following details the procedures that will be used by the City of Waupun for Post-Construction Storm Water Management.

Storm Water Management Plans for all Commercial Properties developed/redeveloped that are over 1 acre in size are submitted to the City Consultant for storm water review. The consultant provides a Project memo back for the approval of the storm water management plans that have been submitted.

The Public Works Department shall be responsible for enforcement of the storm water management ordinances and plans.

The City of Waupun Public Works staff completes annual pond inspections of municipal owned ponds between April and September of each year. The pond inspections are completed in the City's Asset Management Software Cartegraph. All inspection reports are stored within that Software as well. If deficiencies in the pond are noted in the inspection, a Task is created (in Cartegraph) for the Public Works staff to repair the issue.

The City sends out inspection notifications to all properties that have a recorded Storm Water Maintenance Agreement in the spring of each year requiring inspections be completed and returned to the City by October 1 of each year. If those inspections are not completed by the property owner, the City hires a firm to complete the inspections and the cost of that inspection is billed to the property owner or placed on the tax bill as a special assessment. Copies of all letters and inspection reports are stored on the City's computer server in a file that has been created for each property. If there are issues that are reported with the Annual Inspection, a letter is then sent to the property owner giving them a period of 1 month to correct the issues. The Public Works Director follows up to make sure that any repairs / issues are corrected.

2.6 STORM WATER POLLUTION PREVENTION PLAN

The development, implementation, and maintenance of a Storm Water Pollution Prevention Plan (SWPPP) will provide the City of Waupun with the framework for reducing soil erosion and minimizing pollutants in storm water.

The City of Waupun's Storm Water Pollution Prevention Plan designates the City Engineer, and his employees or designees, to develop, evaluate, maintain and revise the SWPPP and carry out the specific management actions identified in the SWPPP, including maintenance practices, monitoring activities, preparing and submitting reports and serving as contact person. The City of Waupun's SWPPP includes the following activities conducted at various locations:

2.6.1 STORM WATER MANAGEMENT FACILITIES

Location - See Attached Table 2

2.6.2 BMP Maintenance Plan

Each year the Public Works Department will inspect all of the municipal owned BMP's. Inspections are completed in Cartegraph and if there are any maintenance issues that arise from the inspection, tasks will be entered to remedy the issue. For private BMP's the City sends notices to all property owners requiring them to complete inspections (which are required in their stormwater maintenance agreement). If the property owner does not complete the inspections, the City will hire a firm to complete them and assess the cost of the inspection back to the property owner. If issues arise from the inspections, letters will be sent out giving the property owner 30 days to remedy the issue.

2.6.3 Municipally owned public works facilities.

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

- a. See attached Stormwater Pollution Prevention Plan for the N. Madison St. public works yard

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

- a. See attached Stormwater Pollution Prevention Plan for the N. Madison St. public works yard
- b. Vehicle Maintenance. The City washes all vehicles indoors where the water drains to the Sanitary Sewer and not the storm sewer system.

2.6.5 Collection services/Storm sewer system maintenance activities.

- a. Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency:
 - i. Routinely check catch basins, manholes, storm pipe and outfalls
We currently do not have an inventory of catch basins with sumps. In the coming years, during our annual inspection/cleaning process we will document whether the catch basins have sumps and will begin reporting on these.
 - ii. Inspection of wet detention basins and storm water treatment devices
- b. Routine street sweeping:
 - i. The City operates one street sweeper (Global M4HSD Mechanical Street Sweeper)
 - ii. All streets are cleaned once per week during the first four weeks in spring as soon as snow has cleared enough to allow access to the street and curb area. After spring cleanup all streets are cleaned every other week until late fall.
 - iii. The Director of Public Works is responsible to see that the sweeping program is properly executed. In his absence, the Public Works Foreman is responsible.
 - iv. We have one main employee that does the street sweeping and two other staff that sweep occasionally. All sweeper operators have a CDL and are trained in operating the sweeper.

- v. The sweeper is stored in a heated storage area (both in and out of season) that is located at the City Garage at 903 N. Madison St.
- vi. The sweeper is fueled at Kwik Trip, 815 E. Main St., Waupun.
- vii. The City has a mechanics shop at the City Garage. All maintenance is performed per sweeper specifications. The operator does all the daily maintenance (i.e. greasing, broom patterning, and cleaning). The mechanic does most other more in-depth maintenance.
- viii. When the sweeper is full, the operator dumps the debris at the City Garage at 903 N. Madison St. During the fall of the season when leaves are dropping, a tandem dump truck is parked in the area the sweeper is working in and the debris is directly dumped into. If any of the debris is spilled during the dumping process it is cleaned up with the sweeper. When that is full, it is brought to the City Garage to be dumped in an uncovered dump truck. The sweeper operator is responsible for tracking the streets completed, number of loads dumped and water used each day. This information is tracked in the City's Asset Management software Cartegraph.
- ix. If the sweeper breaks down during operation, the City has a full time mechanic on staff so most repairs can be completed in a timely fashion. If there is a significant breakdown and the sweeper is out of commission for a longer period of time the City would look to rent one to maintain sweeping operations.
- c. Cleaning of catch basins with sumps where appropriate:
 - i. The City operates one Versa Vac Trailer Model 1266.
 - ii. The City does not currently have an inventory of catch basins with sumps. In the coming years, during our annual inspection/cleaning process we will document whether the catch basins have sumps and will begin reporting on those
 - iii. Inlets are cleaned on a rotational format. The City is broken down into sections per Snow Plow routes. Each year from Spring to Fall, the City will try to complete one section.
 - iv. Maintain approximately 1,432 catch basins and approximately 40 miles of storm sewer.
 - v. Catch basin and manhole cleaning waste is disposed on City property near the city's public works yard. (see attached map). If debris is contaminated it will be taken to an approved landfill. The operator is responsible for tracking catch basins cleaned, number of loads, and water used each day. This information is tracked in the City's Asset Management Software "Cartegraph".
 - vi. The Director of Public Works is responsible to see that the catch basin cleaning and maintenance program is properly executed. In his absence, the Public Works Foreman is responsible.
 - vii. Public Works staff are properly trained to operate the Vac Trailer.
 - viii. The Vac Trailer is stored in a heated storage area both in and out of season that is located at the City Garage, 903 N. Madison St.
 - ix. The Vac Trailer is either fueled up at Kwik Trip, 815 E. Main St., or with a truck mounted fuel tank.
 - x. The City has a mechanics shop at the City Garage. All maintenance is performed per Vac trailer specifications. The operator does all daily maintenance (i.e. greasing and cleaning). The Mechanic does most other more in-depth maintenance.
 - xi. If the Vac Trailer breaks down during operations, the City has a full time mechanic on staff so most repairs can be completed in a timely fashion. If there is a significant breakdown and the Vac Trailer is out of commission for a longer period of time, the City would look to rent one.
- d. Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.
 - i. The Department of Public Works link on the City's web site contains information for residents on proper mow height and handling of grass clippings.
 - ii. Leaves, yard and garden waste, and grass clippings can be dropped off by residents at the Public Works Garage drop off site 24 hours a day / 7 days a week.
 - iii. Leaves, yard and garden waste, and grass clippings are also picked up curbside by the Public Works Department in the Spring of the year for approximately 4 weeks and in the fall of the year for approximately 7 weeks. Residents are instructed to place leaves on the terrace loose (not in bags).

- iv. The City operates two Giant Leaf Vac's (Models 6600 JD) to complete curbside pickup. The leaf vac's are pulled by a 1-Ton Flatbed Pick-up Truck.
- v. The Director of Public Works is responsible to see that the Leaf Collection program is properly executed. In his absence, the Public Works Foreman is responsible.
- vi. Public works staff are trained in the use of the leaf vac's. Staff works on a rotation between driving and operating the vac.
- vii. The leaf vac's are stored in a heated storage area (both in and out of season) that is located at the City Garage at 903 N. Madison St.
- viii. The leaf vac's are fueled at Kwik Trip, 815 E. Main St., Waupun.
- ix. The City has a mechanics shop at the City Garage. All maintenance is performed per Vac specifications. The operator does all daily maintenance (i.e. greasing and cleaning). The mechanic does most other in-depth maintenance.
- x. Leaves, yard and garden waste, and grass clippings are picked up on a rotation. Public Works crews try to get through the City once each week during the scheduled pick-ups. There are 2 staff per crew. One drives the truck and the other operates the leaf vac. The operator is responsible for filling out a map of the area collected each day and the number of loads made to dump the leaves. This information is tracked in the City's Asset Management Software "Cartegraph".
- xi. Leaves, yard and garden waste, and grass clippings are dumped at the City Garage (see attached map).
- xii. All Leaves, yard and garden waste, and grass clippings that are dropped off at the 24 hour location are hauled to the compost site by Public Works Staff using a front end loader and a dump truck.
- xiii. Leaves, yard and garden waste, and grass clippings are stored at the compost site at the City Garage at 903 N Madison St. They are kept in rows where the temperature is checked and rows are turned until the leaves have broken down. Once the leaves have turned to compost, it is made available free of charge to the public for use in their home gardens.
- e. Proper management of brush and tree branches
 - i. The Department of Public Works link on the City's web site contains information for residents on proper disposal of brush / tree branches.
 - ii. Brush and branches can be dropped off by residents at the Public Works Garage drop off site 24 hours a day / 7 days a week.
 - iii. Brush and branches are also picked up curbside by the Public Works Department in the Spring of the year for approximately 4 weeks and in the fall of the year for approximately 7 weeks. Residents are instructed to place brush/branches on the terrace loose (in a separate pile from leaves, yard and garden waste, and grass clippings).
 - iv. The City operates a Brush Bandit Chipper (Model 1290H Drum Bandit) to complete curbside pickup. The Chipper is pulled behind a 1-ton Flatbed truck.
 - v. The Director of Public Works is responsible to see that the Brush/Branch collection program is properly executed. In his absence, the Public Works Foreman is responsible.
 - vi. Public works staff are trained in the use of the Chipper. Staff works on a rotation between driving and operating the Chipper.
 - vii. The Chipper is stored in a heated storage area (both in and out of season) that is located at the City Garage at 903 N. Madison St.
 - viii. The Chipper is fueled at Kwik Trip, 815 E. Main St., Waupun.
 - ix. The City has a mechanics shop at the City Garage. All maintenance is performed per Chipper specifications. The operator does all daily maintenance (i.e. greasing and cleaning). The mechanic does most other in-depth maintenance.
 - x. Brush/Branches are picked up on a rotation. Public Works crews try to get through the City once each week during the scheduled pick-ups. There are 2 staff per crew. One drives the truck and the other operates the Chipper. The operator is responsible for filling out a map of the area collected each day and the number of

loads made to dump the chips. This information is tracked in the City's Asset Management Software "Cartegraph".

- xi. Chips are dumped at the City Garage (see attached map)
- xii. Chips are stored at the compost site are made available free of charge to the public for landscaping material.
- xiii. All brush/branches that are dropped off at the 24 hour location are hauled to the compost site by Public Works Staff using a front end loader and a dump truck. The City has a burning permit from the DNR to burn the pile of brush/branches as needed.

2.6.6 Winter Road Management.

Road salt or other deicers applied by the City of Waupun will be no more than necessary to maintain public safety as directed under DOT Highway Maintenance Manual and Trans 277:

- a. The Director of Public Works is responsible to see that the Winter Road Management program is properly executed. In his absence, the Public Works Foreman is responsible.
- b. Salting and deicing equipment is to be calibrated in the fall of each year.
- c. Road salt is properly stored in a covered building located to the east of the large heated buildings at 903 N Madison St. Annual inspections of the storage shed are performed each year by the Wisconsin DOT Bureau of Highway Operations.
- d. Salt inventory is recorded and kept at the City Garage location at 903 N. Madison St. This is updated each month. The Public Works Foreman is responsible for keeping inventory.
- e. Salt brine and calcium chloride are stored in 2 – 6,000 gallon tanks located in the north heated building.
- f. Public Works Department personnel have a copy of the DOT Highway Maintenance Manual Trans 277 at the City Garage.
- g. Pre-treatment before snow or ice storm when a 50% or greater chance of snow or ice: two public works staff will pre-treat City streets and parking lots. Staff have CDL's and are trained in the use of brine equipment. Salt Brine is applied at a rate of 50 lbs per lane mile. If road temps are 15° or colder, a 10% mix of Calcium Chloride is added to the brine. Operators are responsible for tracking mileage, material used, and total gallons. This information is tracked in the City's Asset Management Software "Cartegraph".
- h. Salt brine is applied with 2 trucks. One tandem dump truck with a 1,300-gallon tank. The other is a 1-ton flatbed truck with a 300 gallon tank.
- i. Road salt is applied using load sensor hydraulics and ground speed controls to allow controlled application of salt.
- j. Road salt is applied when roads become slippery. The rate most used is 300 lbs. per lane mile. Public Works staff are trained in salt reduction, they have CDL's and are trained in the use of salting equipment. Operators are responsible for tracking mileage and salt used. This information is tracked in the City's Asset Management Software "Cartegraph".
- k. Road salt is applied with 4 tandem dump trucks and 1 single axle dump truck. Main and secondary streets are completely salted and residential streets are only salted at intersections, curves and hills.
- l. The documentation of deicing products used, amounts used, equipment used, and lane miles treated is attached to the annual MS4 report every year.
- m. Typically, when snow totals reach 2" or greater, Public Works staff will plow all City streets, parking lots and alleys. Public Works staff have CDL's and are trained in the operation of plow equipment.

2.6.7 Nutrient management. Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over five (5) acres each, in accordance with a site specific nutrient application schedule based on appropriate soil tests:

- a. The City's old landfill (903 N. Madison St) is annually monitored and reports are sent to the DNR.
- b. The majority of the City's municipally controlled properties with impervious areas more than five (5) acres are Parks.

- c. The City mows approximately 90 acres weekly using 2-3 riding lawn mowers. Ball fields are mowed biweekly. Grass is cut at a height of 2 ½-3".
- d. Each spring baseball fields are fertilized using a small spreader mounted on the back of a riding lawn mower. Fertilizer is applied at approved rates on the bag. The driver is careful to make sure fertilizer stays on grass areas. Soil testing is done as needed.
- e. Ball fields are rolled each spring to ensure safe play.
- f. Grub preventer is applied in June each year with a spreader mounted on the back of a riding lawnmower. Grub preventer is applied at approved rates on the bag. The driver is careful to make sure grub preventer stays on grass area.
- g. Weed spraying is done in the fall. We borrow a tractor and sprayer from the School District. Spray is applied at rates approved on the jugs. Parks are marked with flags. Drivers are trained in use at spraying equipment
- h. In the fall of each year riding lawn mowers have mulching equipment installed. The City mulches all leaves that fall in City Parks.

2.6.8 Environmentally sensitive development. Consideration of environmentally sensitive land development designs for municipal projects, including green infrastructure and low impact development, which shall be designed, installed, and maintained to comply with a water quality requirement under this permit.

- a. <https://protectwiwaterways.org/learn-about-stormwater/construction-and-stormwater/>

2.6.9 Internal training and education.

Education of appropriate municipal and other personnel involved in implementing this program:

- a. Each spring before the construction season employees will receive training on the storm water pollution prevention plan.
- b. All public service employees attend annual Smart Salting training.
- c. Each year before submitting the MS4 report, the Board of Public Works, which consists of 3 Council Members and 4 Citizens, committee will review and approve the report prior to submitting the report to the DNR.

2.7 STORM WATER QUALITY PLAN

The City's Storm water Quality Plan was updated in 2017 by MSA Professional Services and is attached.

2.8 Storm Sewer System Map

Storm sewer map is attached.

2.9 Annual Report

The annual report will be submitted to the DNR each year by March 31.

Table1: Public Education and Outreach Program

| | Topic Area | Delivery Mechanism | Active/Passive | Target Audience |
|---|---|--|-------------------------------|--|
| 1 | Illicit Discharge Detection and Elimination | City Website Door Hangers - ordinance violation notices for blowing grass clippings into the street | Passive | General Public, Public Employees, Residents, Businesses, Contractors, Developers |
| 2 | Household Hazardous Waste Disposal/Pet Waste Management / Vehicle Washing | Protect Wisconsin Waterways Website County Clean Sweep Program | Passive Active/Interactive | General Public, Public Employees, Residents, Businesses |
| 3 | Yard Waste Management / Pesticide and Fertilizer Application | City Website Protect Wisconsin Waterways Website | Passive Passive | General Public, Public Employees, Residents, Businesses, Contractors, Developers |
| 4 | Stream and Shoreline Management | Protect Wisconsin Waterways Website | Passive | Residents, Contractors, Developers |
| 5 | Residential Infiltration | City Website Protect Wisconsin Waterways Website | Passive Passive | General Public, Residents, Contractors, Developers |
| 6 | Construction Sites and Post-Construction Stormwater Management | Distribution of Print Media | Passive | Businesses, Contractors, Industries |
| 7 | Pollution Prevention | Board of Public Works Meeting | Active/Interactive | General Public, Public Employees, Residents, Businesses, Contractors, Developers |
| 8 | Green Infrastructure / Low Impact Development | | | |

Active/Interactive Mechanisms

Educational activities (school presentations, summer camps)

Informational booth at event

Targeted group training (contractors, consultants, etc.)

Government event (public hearing, council meeting)

Workshops

Tours

Other

Passive Mechanisms

Passive print media (brochures at front desk, posters, etc.)

Distribution of print media (mailings, newsletters, etc.) via mail or email

Media offerings (radio and TV ads, press release, etc.)

Social media posts

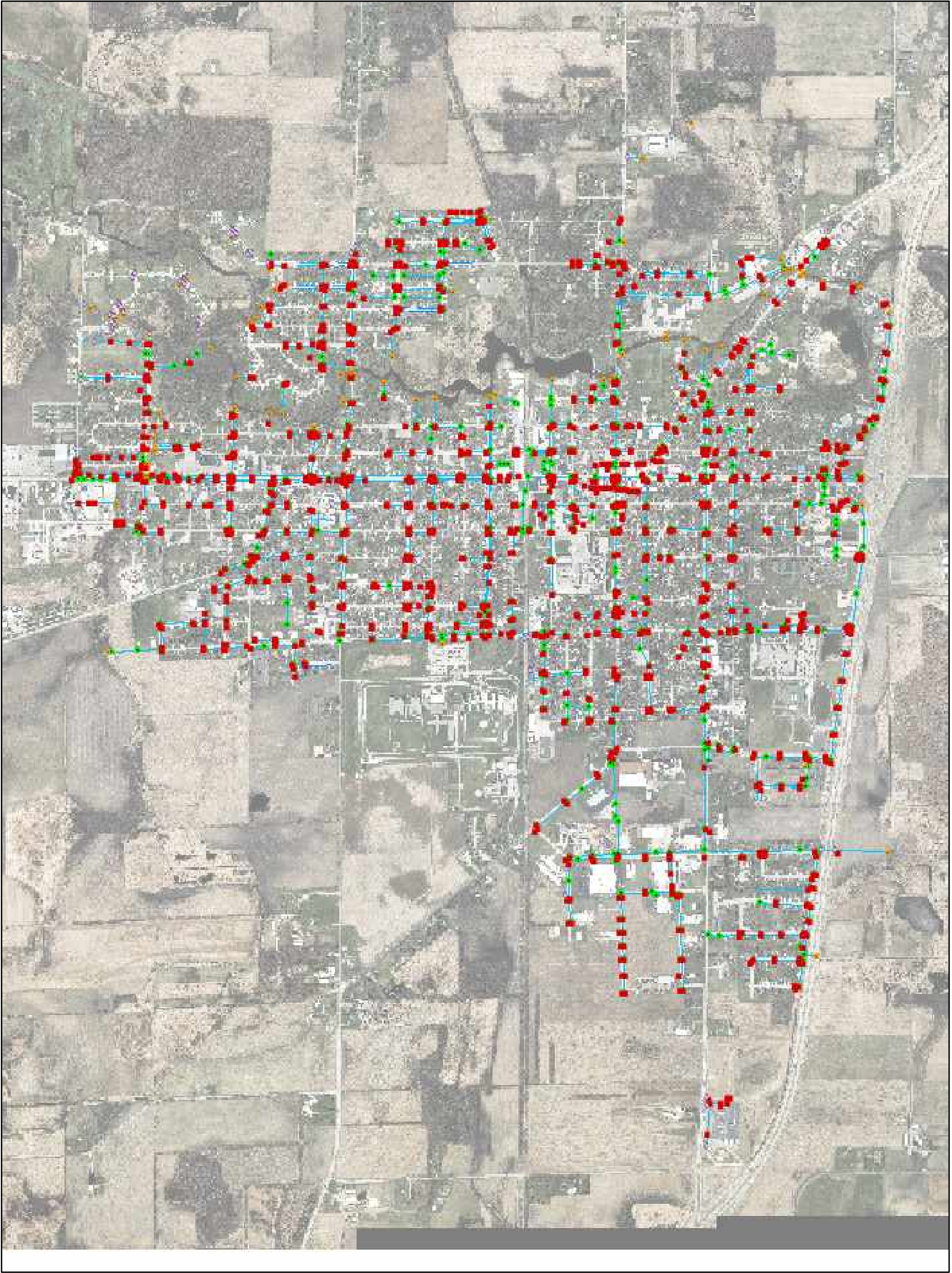
Signage

Website

Other

| TABLE 2 | | | | | | |
|-----------------------------------|-----------------------------|-----------|-------------|-----------------|------------------------------------|----------------|
| STORM WATER MANAGEMENT FACILITIES | | | | | | |
| Map Key | Name | Type | Const. Year | Management Plan | Maintenance Agreement | Record Drawing |
| BC1 | Baseball Complex 1 | Municipal | 2011 | Y | Y | Y |
| BC2 | Baseball Complex 2 | Municipal | 2011 | Y | Y | Y |
| BC3 | Baseball Complex 3 | Municipal | 2011 | Y | Y | Y |
| BD EYE | BD Eye Clinic | Private | 2010 | Y | Y | Y |
| CH1 | Christian Home 1 | Private | 2019 | Y | Y | Y |
| CH2 | Christian Home 2 | Private | 2019 | Y | Y | Y |
| CH3 | Christian Home 3 | Private | 2019 | Y | Y | Y |
| CHIRO | Waupun Chiropractic | Private | 2005 | Y | Y | Y |
| CHIRO | Waupun Chiropractic | Private | 2005 | Y | Y | Y |
| CWC | Central WI Christian School | Private | 2020 | Y | Y | Y |
| FE1 | Fairway Estates Pond 1 | Private | 2004 | Y | N (prior to Ordinance Development) | Y |
| FE2 | Fairway Estates Pond 2 | Private | 2004 | Y | N (prior to Ordinance Development) | Y |
| FE3 | Fairway Estates Pond 3 | Private | 2004 | Y | N (prior to Ordinance Development) | Y |
| FE4 | Fairway Estates Pond 4 | Private | 2004 | Y | N (prior to Ordinance Development) | Y |
| FE5 | Fairway Estates Pond 5 | Private | 2004 | Y | N (prior to Ordinance Development) | Y |
| FE6 | Fairway Estates Pond 6 | Private | 2004 | Y | N (prior to Ordinance Development) | Y |
| FE7 | Fairway Estates Pond 7 | Private | 2004 | Y | N (prior to Ordinance Development) | Y |
| FLEX | Flexographic | Private | 2014 | N | N | N |
| GRAND | Grand Central | Private | 2005 | Y | Y | Y |
| HOC | Hockey Association | Municipal | pre 1992 | N | Y | N |
| FS | Insight FS | Private | 2020 | Y | Y (Not recorded) | Y |
| FS 2 | Insight FS 2 | Private | 2020 | Y | Y (Not recorded) | Y |
| LA | Lamers | Private | 2014 | Y | Y | Y |
| LS | Lincoln & Shaler | Municipal | 2011 | N | Y | Y |
| MAY | Mayfair & Watertown | Municipal | 2013 | N | Y | Y |
| MVP | Meadowview | Private | 2018 | Y | Y | Y |
| NA | Navis | Private | 2019 | N | Y (Not recorded) | Y |
| PR | Prairie Ridge | Private | 2008 | Y | Y (Not recorded) | Y |
| SHALER | Shaler | Municipal | 2014 | N | Y | Y |
| STAN | Stanton Subdivision | Municipal | 2006 | N | Y | Y |
| TAN | Tanager Street | Municipal | 2020 | N | Y (to be done) | Y |
| TS | Truck Stop | Municipal | 2018 | N | Y | Y |
| WH | Waupun Hospital | Private | 2016 | Y | Y (Not recorded) | Y |
| WHS | High School | Private | 2017 | Y | Y | Y |

| | | | | | | |
|-----|--------------------------|---------|------|---|------------------------------------|---|
| WSA | Wilcox Street Apartments | Private | 2003 | Y | N (prior to Ordinance Development) | Y |
| WSS | Waupun Self Storage | Private | 2020 | Y | Y | Y |



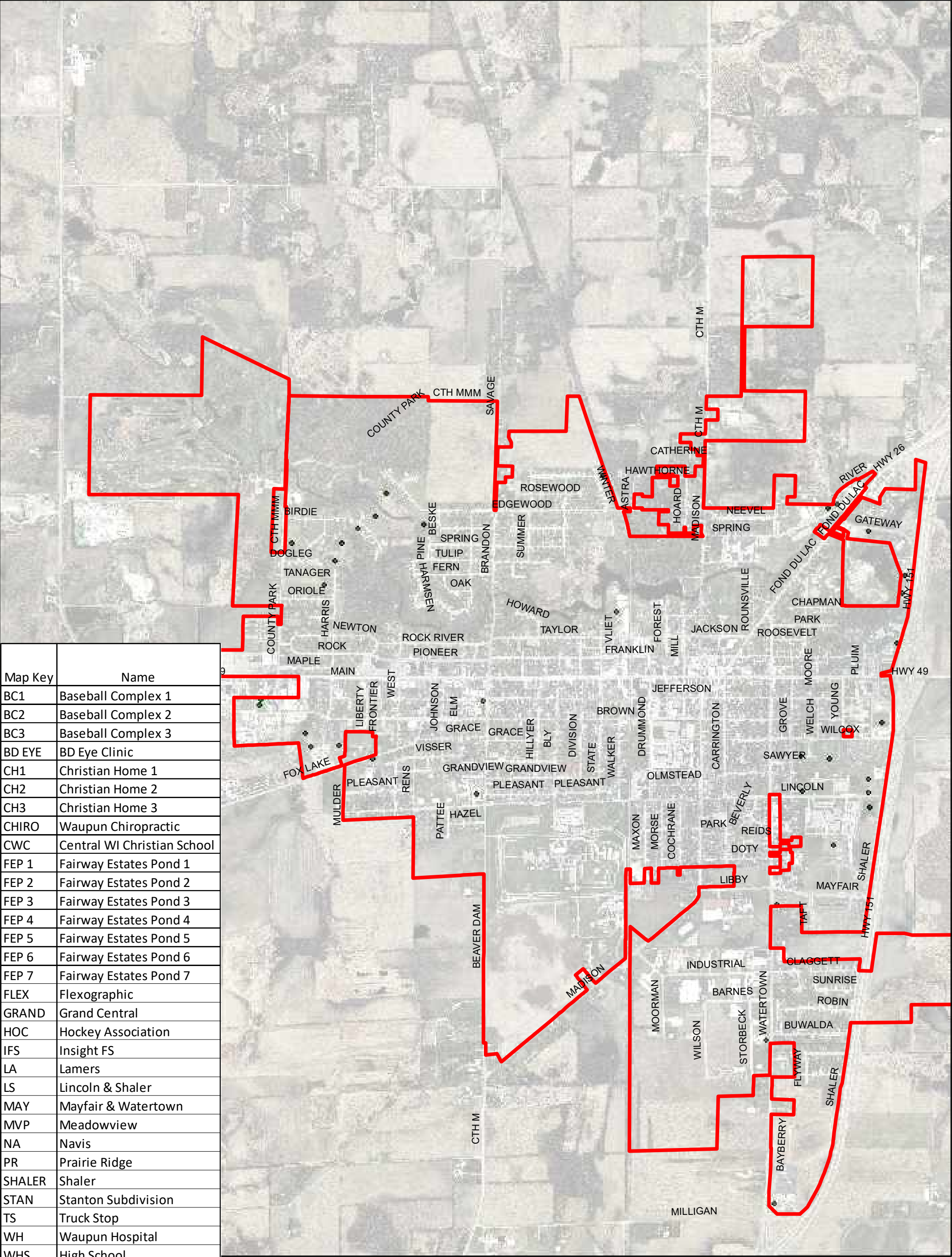
Storm Sewer System Map

Legend

- Storm_Inlets
- Storm_Manholes
- Endwalls
- Outfalls
- storm_lines

City of Waupun
Dodge and Fond du Lac Counties, WI





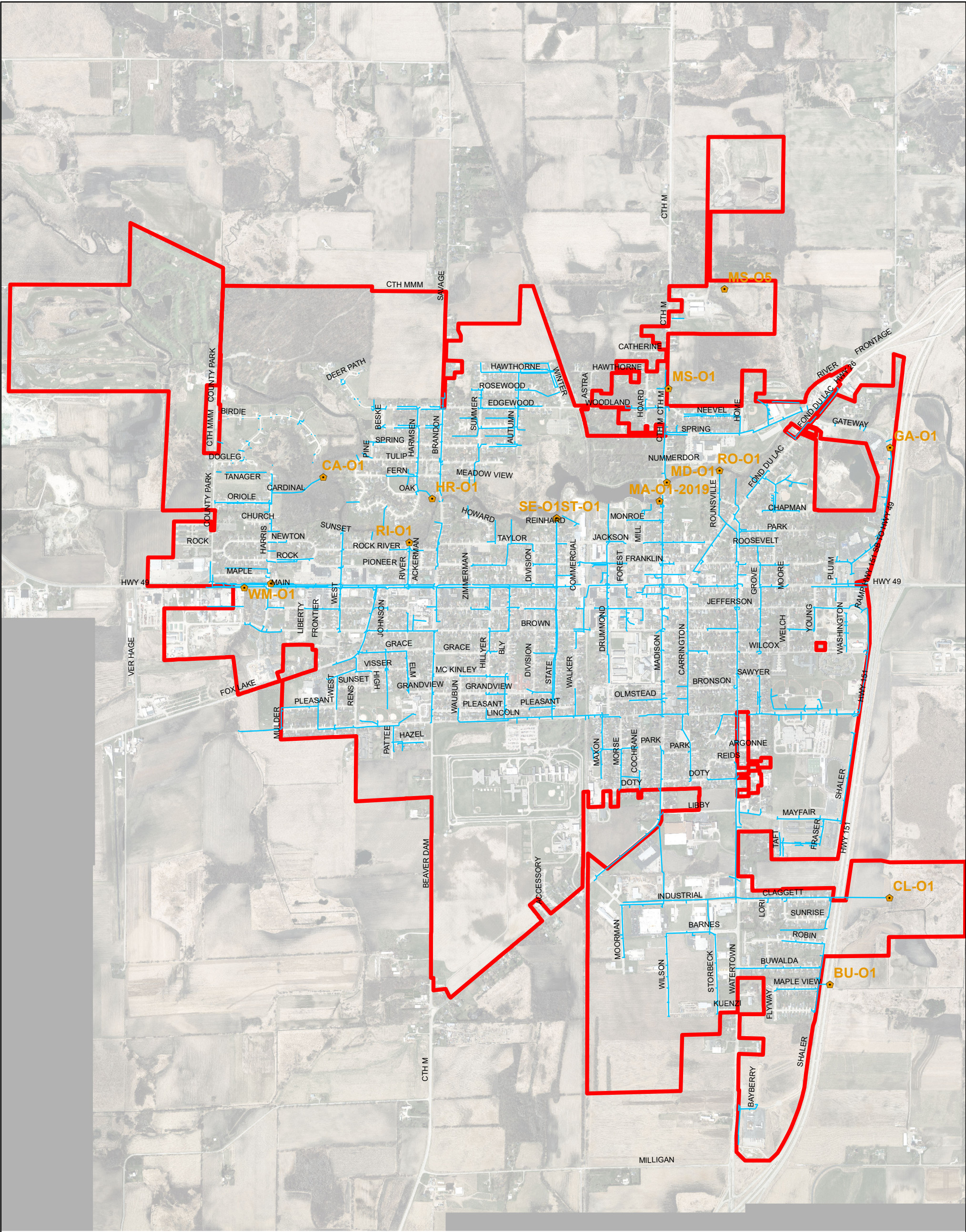
| Map Key | Name |
|---------|-----------------------------|
| BC1 | Baseball Complex 1 |
| BC2 | Baseball Complex 2 |
| BC3 | Baseball Complex 3 |
| BD EYE | BD Eye Clinic |
| CH1 | Christian Home 1 |
| CH2 | Christian Home 2 |
| CH3 | Christian Home 3 |
| CHIRO | Waupun Chiropractic |
| CWC | Central WI Christian School |
| FEP 1 | Fairway Estates Pond 1 |
| FEP 2 | Fairway Estates Pond 2 |
| FEP 3 | Fairway Estates Pond 3 |
| FEP 4 | Fairway Estates Pond 4 |
| FEP 5 | Fairway Estates Pond 5 |
| FEP 6 | Fairway Estates Pond 6 |
| FEP 7 | Fairway Estates Pond 7 |
| FLEX | Flexographic |
| GRAND | Grand Central |
| HOC | Hockey Association |
| IFS | Insight FS |
| LA | Lamers |
| LS | Lincoln & Shaler |
| MAY | Mayfair & Watertown |
| MVP | Meadowview |
| NA | Navis |
| PR | Prairie Ridge |
| SHALER | Shaler |
| STAN | Stanton Subdivision |
| TS | Truck Stop |
| WH | Waupun Hospital |
| WHS | High School |
| WSA | Wilcox Street Apts |
| WSS | Waupun Self Storage |

Existing Structural BMPs

- City of Waupun
- Existing BMP
- Storm Lines

City of Waupun
Dodge and Fond du Lac Counties, WI



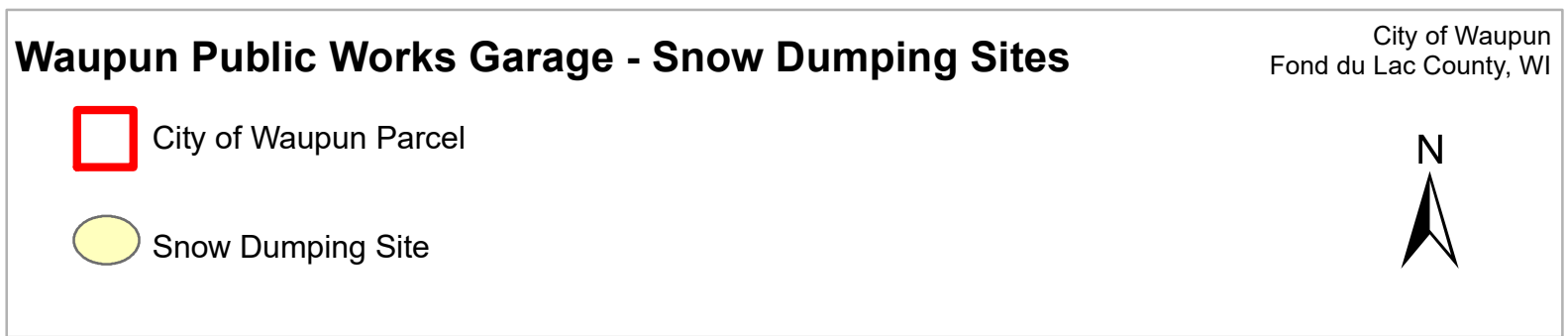


Major Outfalls

City of Waupun
Dodge and Fond du Lac Counties, WI

-  City of Waupun
-  Outfalls - 36" or larger
-  Storm Lines





City of Waupun
Fond du Lac County, WI

