

# 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

**Submittal Type:** Annual Report

**Project Name:**

**County:** Ozaukee

**Municipality:** Saukville, Village

**Facility Number:** 31314

**Reporting Year:** 2017

## 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 \[Exit Form\]](#)
- Attach the following items as appropriate using the attachments tab above
  - Construction Site Pollution Control Annual Report Summary
  - Illicit Discharge Detection and Elimination Annual Report Summary
  - Leaf and Yard Waste Management
  - Municipal Cooperation Attachment
  - Municipal Facility Inspections
  - Pollution Prevention Annual Report Summary
  - Post-Construction Storm Water Management Annual Report Summary
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
  - Storm Water Consortium/Group Report
  - Storm Sewer Map Annual Report Attachment
  - Storm Water Quality Management Annual Report Attachment
  - TMDL Attachment
  - Winter Road Maintenance
  - Other Annual Report Attachment
- Complete all required forms and upload required attachments
- 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** Saukville, Village

**Facility ID # or (FIN):** 31314

**Updated Information:**  Check to update mailing address information

**Mailing Address:** 639 E Green Bay Avenue

**Mailing Address 2:**

**City:** Saukville

**State:** Wisconsin

**Zip Code:** 53080                      XXXXX OF XXXXX-XXXX

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

Yes    No    Unsure

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    Unsure

**Primary Municipal Contact Person (Authorized Representative for MS4 Permit)**

Select to *create new* primary contact

**First Name:** Ray

**Last Name:** deBruijn

Select to *update* current contact information

**Title:**

**Mailing Address:** 639 E. Green Bay Ave.

**Mailing Address 2:**

**City:** Saukville

**State:** WI

**Zip Code:** 53080                      XXXXX or XXXXX-XXXX

**Phone Number:** 262-284-9423                      **Ext:**                      XXX-XXX-XXXX

**Email:** rdebruijn@village.saukville.wi.us

**Additional Contacts Information (Optional)**

- Individual with responsibility for:**  
**(Check all that apply)**
- I&E Program
  - IDDE Program
  - IDDE Response Procedure Manual
  - Municipal-wide Water Quality Plan
  - Ordinances
  - Pollution Prevention Program
  - Post-Construction Program
  - Winter roadway maintenance

**First Name:**

**Last Name:**

**Title:**

**Mailing Address:**

**Mailing Address 2:**

**City:**

**State:**

**Zip Code:**

XXXXX or XXXXX-XXXX

**Phone Number:**

**Ext:**

XXX-XXX-XXXX

**Email:**

**Missing Information**

**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 Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events). Quantity and Estimated People reached are both optional.

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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**Topic:** Detection and elimination of illicit discharges

Other Select...  Yes  No

**Topic:** Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices

Website Select...  Yes  No

**Topic:** Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides

Website Select...  Yes  No

**Topic:** Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

Other Select...  Yes  No

**Topic:** Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

Other Select...  Yes  No

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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**Topic:** Inform and where appropriate 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

Website Select...  Yes  No

**Topic:** Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

Did not focus on this topic this reporting year Select...  Yes  No

**Topic:** Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

Did not focus on this topic this reporting    Select...  
year

Yes    No

**Topic:** Other (describe):

Select...

Select...

Yes    No

b. Any other Public Education and Outreach program information for inclusion in the Annual Report may be added here or attached on the attachments page.

The Village has information on their website regarding hazardous materials, leaf collection, and yard waste disposal, as well as design, installation, and maintenance of construction site erosion control practices and storm water management facilities. The Village is a member of the Mid-Moraine Water Quality Collective (12 community member group which also promotes education). In addition, staff attends Village Engineer education seminars. The Village is also a member of the Respect Our Waters campaign. For further information on Public Outreach and Education measures, please see attached document detailing activities facilitated through Respect Our Waters.

## **Missing Information**

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

Form 3400-224 (09/17)

## **Minimum Control Measures - Section 2 : Complete**

### **2. Public Involvement and Participation**

a. Describe how the municipality has kept the following local officials and municipal staff apprised of the municipal storm water discharge permit programs and its requirements.

#### **Elected Officials**

Elected Officials were made aware of the programs through various meetings (formal and informal).

#### **Municipal Officials**

Municipal officials were made aware of the programs through various meetings (formal and informal).

#### **Appropriate Staff**

Appropriate staff were made aware of the programs through various meetings (formal and informal).

b. Complete the following information on Public Involvement Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events). Quantity and Estimated People reached are both optional .

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
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**Topic:** Storm Water Management Plan and/or updates

Website    Select...     Yes     No

**Topic:** Storm water related ordinance and/or updates

Website    Select...     Yes     No

**Topic:** MS4 Annual Report

Website    Select...     Yes     No

**Topic:** Volunteer Opportunities

Clean-up events    Select...     Yes     No

**Topic:** Other (describe) :

Select...    Select...     Yes     No

c. Any other Public Involvement and Participation program information for inclusion in the Annual Report may be added here or attached on the attachments page

The Village has information on their website regarding the Storm Water Management Plan/updates, storm water related ordinances, and the MS4 Annual Report. The Village is a member of the Mid-Moraine Water Quality Collective (12 community member group which also promotes public involvement). The Village also has volunteer activities such as the annual river clean up. Ruekert & Mielke, Inc. are in the process of completing the update to the Village's Storm Water Management Plan. Village staff has been involved in this update, and management has been kept informed of progress throughout the duration of the process. The updated storm water plan will be available to the public after completion later this year (2018). The Village has also become a member of the Respect Our Waters campaign in 2017. For further information on Public Involvement and Participation measures, please see attached document detailing the activities facilitated through Respect Our Waters.

**Missing Information**

**Minimum Control Measures - Section 3 : Complete****3. Illicit Discharge Detection and Elimination**

- a. How many total outfalls does the municipality have? 44  Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? 17  Unsure
- c. How many were confirmed illicit discharges? 0  Unsure
- 
- d. How many illicit discharge complaints did the municipality receive? 0  Unsure
- e. How many were confirmed illicit discharges? 0  Unsure
- f. How many of the identified Illicit discharges did the municipality eliminate in the reporting year? 0  Unsure
- 

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance?  Unsure

- Verbal Warning 0
- Written Warning (including email) 0
- Notice of Violation 0
- Civil Penalty/ Citation 0

- h. Any other Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report may be added here or attached on the attachments page.

The Village IDDE program was revised in 2017 as a part of the update to the Village Water Quality Master Plan. The revised program includes forms that are uses for illicit discharge inspections.

**Missing Information****Minimum Control Measures - Section 4 : Complete****4. Construction Site Pollutant Control**

- a. How many total construction sites were active at any point in the reporting year? 4  Unsure
- b. How many construction sites did the municipality issue permits for in the reporting year? 4  Unsure
- c. Do the above numbers include sites <1 acre?  Yes  No  Unsure
- 
- d. How many erosion control inspections did the municipality complete in the reporting year? 25  Unsure

- e. 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
- Verbal Warning
  - Written Warning (including email)
  - Notice of Violation
  - Civil Penalty/ Citation
  - Stop Work Order 1
  - Forfeiture of Deposit
  - No Authority
  - Other - Describe below

- f. Any other Construction Site Pollutant Control program information for inclusion in the Annual Report may be added here or attached on the attachments page.

The Village Construction Site Erosion Control program was revised in 2017 as a part of the update to the Village Water Quality Master Plan. The revised program includes a form and checklist to be used for review and follow-up of Ordinance and Plan requirements for each site.

### Missing Information

Do not close your work until you SAVE.

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## Minimum Control Measures - Section 5 : Complete

### 5. Post-Construction Storm Water Management

- a. How many new construction sites with new structural storm water management practices have received local approvals? 4  Unsure
- b. How many privately owned storm water facility inspections were completed in the reporting year? 6  Unsure
- 
- c. 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
- Verbal Warning 0
  - Written Warning (including email) 0
  - Notice of Violation 0
  - Civil Penalty/ Citation 0
  - Forfeiture of Deposit
  - Complete maintenance 0



Bill responsible part

0

No Authority

Other - Describe below

- d. Any other Post-Construction Storm Water Management program information for inclusion in the Annual Report may be added here or attached on the attachments page.

Storm water facility inspections were complete for eight ponds total, two of which are municipally owned (ponds 6 and 7). See attached pond inspection reports.

### Missing Information

Do not close your work until you SAVE.

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## Minimum Control Measures - Section 6 : Complete

### 6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.)  Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water facilities? 6  Unsure
- b. How many new municipally owned storm water facilities were installed in the reporting year? 0  Unsure
- c. How many municipally owned storm water devices were inspected in the reporting year? 6  Unsure
- d. How many of these facilities required maintenance? 0  Unsure  
If so, attach report on attachments page.

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

- e. How many inspections of municipal properties been conducted in the reporting year? 60  Unsure
- f. Have amendments to the SWPPPs been made?  Yes  No  Unsure

Collection Services - Street Sweeping / Cleaning Program  Not Applicable

- g. Did the municipality conduct street sweeping/cleaning during the reporting year?  
 Yes  No  Unsure
- h. If known, how many tons of material was removed?  Unsure
- i. 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  
 No - Explain \_\_\_\_\_

Not Applicable

Unsure

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

- j. Did the municipality conduct catch basin sump cleaning during the reporting year?  
 Yes  No  Unsure
- k. How many catch basin sumps were cleaned in the reporting year? 45  Unsure
- l. If known, how many tons of material was removed?  Unsure
- m. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?  
 Yes  
 No - Explain

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Not Applicable

Unsure

Collection Services - *Leaf Collection Program*  Not Applicable

- n. Does the municipality conduct curbside leaf collection?  Yes  No  Unsure
- o. Does the municipality notify homeowners about pickup?  Yes  No  Unsure

Where are the residents directed to store the leaves for collection?

Pile on terrace  Pile in street  Bags on terrace  Unsure

Other - Describe

Long strips along the curb-line.

- p. What is the frequency of collection?  
In the Fall, the DPW does curbside leaf collection on weekdays (from October 1st to December 1st as needed and as weather permits).
- q. Is collection followed by street sweeping/cleaning?  Yes  No  Unsure

Winter Road Management  Not Applicable

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

- r. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? 18  Unsure
- s. Provide amount of de-icing products used by month last winter season?  
Solids (tons) (ex. sand, or salt-sand)
- |     |     |         |        |         |        |
|-----|-----|---------|--------|---------|--------|
| Oct | Nov | Dec 180 | Jan 45 | Feb 160 | March* |
|-----|-----|---------|--------|---------|--------|
- Liquids (gallons) (ex. brine)



Other - Describe below

- b. Any other Storm Sewer System Map information for inclusion in the Annual Report may be added here or attached on the attachments page.

## Missing Information

Do not close your work until you SAVE.

Form 3400-224 (09/17)

### 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
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**Element:** Public Education and Outreach

0                      0                      100                      General revenue fund

**Element:** Public Involvement and Participation

0                      0                      0                      Other

**Element:** Illicit Discharge Detection and Elimination

4845                      5700                      3000                      General revenue fund

**Element:** Construction Site Pollutant Control

0                      0                      0                      Other

**Element:** Post-Construction Storm Water Management

0                      0                      0                      Other

**Element:** Pollution Prevention

0                      0                      0                      Select...

**Element:** Storm Water Quality Management

0                      0                      0                      Other

**Element:** Storm Sewer System Map

0                      0                      1000                      Other

**Other (describe)**

Select...

### **Water Quality**

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

Yes  No  Unsure  If Yes, explain below:

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

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

Yes  No  Unsure

### **Additional Information**

Based on the municipality's storm water program evaluation in Part II, describe any proposed changes to the municipality's storm water program.

Beckert & Mielke, Inc. are in the process of completing the update to the Village's Storm Water Management Plan. The updated storm water plan will be available to the public after completion later this year (2018).

## Missing Information

Do not close your work until you SAVE.

Form 3400-224 (09/17)

### Requests for Assistance on Improving Permit Programs

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

Please select all that apply:

- Public Education and Outreach
- Public Involvement
- Illicit Discharge Detection and Elimination
- Post-Construction Storm Water Management
- Storm Water Quality Management
- Storm Sewer System Map
- Construction Site Pollutant Control
- Pollution Prevention
- 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.

### Attach Documents

#### AR OtherFIN

 File Attachment

[RoadSaltUsage.pdf](#)

 File Attachment

[DumpsterBill VillageHall 20180328 143859.pdf](#)

#### AR OtherFIN

 File Attachment

[20180329ROWProgramInformation.pdf](#)

#### AR OtherFIN

 File Attachment

[2017PondInspections.pdf](#)

#### AR OtherFIN

 File Attachment

[IllicitDischargeInspectionReports.pdf](#)

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

Draft and Share PDF Report with Municipality's Governing Body.

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 approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

[Draft and Share PDF Report with Municipality's Governing Body](#)



## 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 Saukville, Village 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 3500-123 ) 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).

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.