



## OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Public Works Committee of the City of Stoughton, Wisconsin will hold a regular Public Works Meeting as indicated on the date, time and location given below.

Meeting of the: **Public Works Committee of the City of Stoughton**  
Date /Time: **Thursday, March 18, 2021 at 6:00 pm**  
Location: **This Meeting will be Held Virtual**  
<https://global.gotomeeting.com/join/343345997>  
You can also dial in using your phone.  
United States: +1 (872) 240-3212  
Access Code: 343-345-997

Members: Tom Majewski, Sid Boersma, Lisa Reeves, Fred Hundt, Mayor Tim Swadley

### Item # CALL TO ORDER

1. Communications
2. Approve Minutes of the February 18, 2021 Meeting

### Item # OLD BUSINESS

### Item # NEW BUSINESS

3. Review and Approval of the City's Annual Storm Water Permit Report – WPDES Permit No. WI-S058416-4
4. Future Agenda Items
  - a. Status of Prairie Maintenance Plan
5. Adjourn

### ADJOURNMENT

cc: Council Members, City Leadership Team, City Attorney Matthew P. Dregne, Library Administrative Assistant Sarah Monette, City Clerk Holly Licht, Tim Onsager Stoughton School District, Judi Krebs, [stoughtonreporter@wcinet.com](mailto:stoughtonreporter@wcinet.com), [stoughtoneditor@wcinet.com](mailto:stoughtoneditor@wcinet.com), Stoughton Newspaper/WI State Journal/Capital Times

**NOTE:** AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE CITY COUNCIL

**Public Works Committee  
Thursday, February 18, 2021  
(Virtual Meeting)**

**Members Present:** Sid Boersma, Fred Hundt, Lisa Reeves and Mayor Swadley

**Absent/Excused:** Tom Majewski,

**Staff:** Public Works Director Brett Hebert, Planning Director Rodney Scheel and Jennifer Wagner

**Guests:** N/A

**Call to Order:** *Boersma* called the meeting to order at 6:02 PM

1) **Communications:** *Hebert* reported:

- Met with TDS this week and was informed most of the underground work is done and they expect high call volumes to pick up for Spring restoration. Restoration will be a high priority and expect by midsummer, to be turning everyone up in town
- Active weather pattern still in effect with 16 events that took place which also included the cold snap that has kept our Public Works Department busy
- Tree trimming with the Tree Wisemen scheduled to start February 22, 2021 (weather dependent)

2) **Approve January, 21 2021 Meeting Minutes:** Motion by Reeves seconded by Hundt to approve the minutes. Motion carried 4-0.

**Old Business:**

3) **Discuss Downtown Planters and Maintenance:** *Hebert* reported he has been in contact with Nancy from Stoughton Garden regarding costs per pole. He suggested we start small this year with the plan to increase the amount in years to come since funding for downtown planters is not currently in the City budget. Also not in the City budget, is the maintenance cost to ensure the baskets are properly cared for and suggested we dedicate one seasonal worker for all downtown city flower beds, as well as hanging baskets.

Motion by Reeves, seconded by Hundt to approve moving forward with option 1, which was to use operating funds to hang baskets from 5 poles with total 10 baskets for the first year.  
Motion carried 4-0

**New Business:**

4) **Update on Storm Water Basin Aesthetic Standards:** *Scheel* compared City regulations regarding the aesthetic of large storm water basins to Kenosha's regulations. Aesthetics shall be taken into consideration in the design of storm water detention basins. Curvilinear rather than rectangular shaped basins shall be used wherever possible. Exposed rip-rap shall be kept to a

minimum. More extensive areas of rip-rap should be covered with a thin layer of topsoil, turf reinforcement, and sod or be covered by water. Fieldstone shall be used for rip-rap wherever possible to provide a more natural appearance. Structures shall be flush with the ground surface whenever possible. Outlet control structures shall be designed to blend into the side slopes of the basin rather than being exposed in the bottom of the basin. A landscaping plan with a minimum of one tree or substantial bush cluster per detention basin side or per 100 feet of the perimeter, whichever provides more plantings, is required. A minimum of 10 feet of level surface between the top of the detention basin slope and adjacent properties is desired.

**Motion by Reeves, seconded by Hundt to approve language in ordinance to go to Council for final approval. Motion carried 4-0**

- 5) **Approval of the City of Stoughton Mailbox Replacement Policy:** *Hebert* stated The City currently does not have a policy in place as to when a mailbox should be replaced that may have been damaged by staff. Currently staff are using past practice for mailbox replacement. A proposed policy was presented as well as USPS mailbox installation guidelines.

**Motion by Hundt, seconded by Reeves to approve policy to go to Council for final approval. Motion carried 4-0**

- 6) **Future Agenda Items:** Status of Prairie Maintenance Plan

- 7) **Adjourn:** Motion to adjourn by Reeves, seconded by Hundt to adjourn the meeting at 6:45 pm. Motion carried 4-0.

Respectfully submitted by Jen Wagner



CITY OF STOUGHTON  
DEPARTMENT OF  
PLANNING & DEVELOPMENT  
207 S. Forrest Street, Stoughton, WI. 53589

RODNEY J. SCHEEL  
DIRECTOR

(608) 873-6619      [www.ci.stoughton.wi.us](http://www.ci.stoughton.wi.us)

Date:            March 12, 2021

To:              Public Works Committee

From:          Rodney J. Scheel  
                  Director of Planning & Development

Subject:        Stormwater Annual Report – DNR General Permit No. WI S058416-4

As an owner/operator of a Municipal Separate Storm Sewer System (MS4), the City is required to submit an annual report to the Department of Natural Resources each year to report on activities for the previous calendar year. The draft document is presented for your review and approval for submittal to the DNR. The complete report can be found near the bottom of this webpage: <https://www.ci.stoughton.wi.us/stormwater>

If you have any questions, please let me know.

**RESOLUTION OF THE COMMON COUNCIL**

Annual Report – Municipal Separate Storm Sewer System (MS4) Permit

Committee Action: Public Works Committee recommends Council approval – 0 with the Mayor voting.

Fiscal Impact: \$0

File Number: R- -2021

Date Introduced: March 23, 2021

**WHEREAS**, the City of Stoughton operates under the requirements of a State-issued stormwater discharge permit, and

**WHEREAS**, the permit requires an Annual Report that documents relevant stormwater management activities in the City, and

**WHEREAS**, the City has documented activities such as Public Education and Outreach, Illicit Discharge Detection and Elimination, Construction Site Pollutant Control, Post-Construction Stormwater Management, Pollution Prevention, and Storm Sewer System Mapping, and

**WHEREAS**, the City maintains the website to inform the community about stormwater issues including the Annual Report, and

**WHEREAS**, the Annual Report has been prepared by City staff for review, discussion and submittal, and

**WHEREAS**, the Public Works Committee met on March 18, 2021 to discuss and consider the Annual Report and recommends approval; now therefore

**BE IT RESOLVED** by the Common Council of the City of Stoughton hereby supports and authorizes the submittal of the Annual Report as presented.

**Council Action:**  **Adopted**       **Failed**      **Vote** \_\_\_\_\_

**Mayoral Action:**  **Accept**       **Veto**

\_\_\_\_\_  
Tim Swadley, Mayor      Date

**Council Action:** \_\_\_\_\_  **Override**      **Vote** \_\_\_\_\_

# 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:**

**County:**

**Municipality:**

**Permit Number:**

**Facility Number:**

**Reporting Year:**

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:** Stoughton City

**Facility ID # or (FIN):** 30925

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

**Mailing Address:** 207 S. Forrest Street

**Mailing Address 2:**

**City:** Stoughton

**State:** Wisconsin

**Zip Code:** 53589      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:** Sue

**Last Name:** Eddy

Select to **update** current contact information

**Title:** Engineering Tech

**Mailing Address:** 207 S Forrest St

**Mailing Address 2:**

**City:** Stoughton

**State:** WI

**Zip Code:** 53589      xxxxx or xxxxx-xxxx

**Phone Number:** 608-873-8458      Ext: 152      xxx-xxx-xxxx

**Email:** seddy@ci.stoughton.wi.us

**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 MAMSWaP

Public Involvement and Participation MAMSWaP

Illicit Discharge Detection and Elimination

Construction Site Pollutant Control Dane County Land and Water Resources

Post-Construction Storm Water Management Dane County Land and Water Resources

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**

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

## 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.

<b>Event Start Date</b>	3/1/2020		
<b>Project/Event Name</b>	Tower Times Newspaper		
<b>Delivery Mechanism</b>	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 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 checked="" type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" 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 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

<b>Event Start Date</b>	1/7/2020		
<b>Project/Event Name</b>	Facebook		
<b>Delivery Mechanism</b>	Social media post		*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 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 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

<b>Event Start Date</b>	1/30/2020		
<b>Project/Event Name</b>	"I'm Un-Salted", Rain Garden Workshop, "Protect Water!", "Winter Salt Training- Parking I...		
<b>Delivery Mechanism</b>	Workshop*		*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 checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Salt use	<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	51-100	<input checked="" type="radio"/> Yes <input type="radio"/> No

<b>Event Start Date</b>	10/1/2020		
<b>Project/Event Name</b>	Winter Salt Certification Workshops by WI Salt Wise- Salt Training for City Employees		
<b>Delivery Mechanism</b>	Targeted group training*		*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 type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: Reduce use of salt	<input 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	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	1/1/2020		
<b>Project/Event Name</b>	City of Stoughton Website		
<b>Delivery Mechanism</b>	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"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents	51-100	<input checked="" type="radio"/> Yes <input type="radio"/> No

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

<b>Event Start Date</b>	<input type="text" value="1/1/2020"/>
<b>Project/Event Name</b>	<input type="text" value="Pamphlets available to the public at City Hall Reception"/>
<b>Delivery Mechanism</b>	<input type="text" value="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 checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: <input type="text" value="Reduce use of salt"/>	<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 type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	<u>11-50</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	<input type="text" value="1/2/2020"/>
<b>Project/Event Name</b>	<input type="text" value="Direct one-on-one communication"/>
<b>Delivery Mechanism</b>	<input type="text" value="Other"/> *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 checked="" type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other:	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input 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	<u>11-50</u>	<input type="radio"/> Yes <input checked="" type="radio"/> No

--	--	--	--

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

See attachments

### 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.

<b>Event Start Date</b>	1/1/2020		
<b>Project/Event Name</b>	City of Stoughton Website		
<b>Delivery Mechanism</b>	Website		
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 checked="" 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	51-100	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Event Start Date</b>	4/14/2020		
<b>Project/Event Name</b>	Presented to City of Stoughton Public Works Committee and City of Stough...		
<b>Delivery Mechanism</b>	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input checked="" type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

<b>Event Start Date</b>	3/19/2020		
<b>Project/Event Name</b>	Presented to City of Stoughton Public Works Committee and City of Stough...		
<b>Delivery Mechanism</b>	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 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>Event Start Date</b>	8/4/2020		
<b>Project/Event Name</b>	Presentation to MAMSWaP Group for City Bioinfiltration Project		
<b>Delivery Mechanism</b>	Presentation of Storm Water Information		
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 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 checked="" type="radio"/> Yes <input type="radio"/> No

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

<b>Event Start Date</b>	9/19/2020		
<b>Project/Event Name</b>	"Party for the Planet" region wide clean up event		
<b>Delivery Mechanism</b>	Clean up event		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	51-100	<input checked="" type="radio"/> Yes <input type="radio"/> No

<b>Event Start Date</b>	6/25/2020		
-------------------------	-----------	--	--

<b>Project/Event Name</b>	City of Stoughton Eastwood pond dredging and maintenance- Director of P...		
<b>Delivery Mechanism</b>	Group BMP installation/maintenance		
<b>Topics Covered</b>	<b>Target Audience</b>	<b>Estimated People Reached (Optional)</b>	<b>Regional Effort (Optional)</b>
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	1 - 10	<input type="radio"/> Yes <input checked="" type="radio"/> No

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

See Attachments

### 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

Verbal Warning

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

Additional Information: \_\_\_\_\_

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

see 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 complete in the reporting year?   Unsure

- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.  Unsure

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

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



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 ? 11 [ ] Unsure

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

b. Does the municipality utilize privately owned storm water management facilities in its pollutant reduction analysis? [x] Yes [ ] No [ ] Unsure

c. If Yes, How many privately owned storm water management facilities were inspected in the reporting year ? 30 [ ] Unsure

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
[x] Verbal Warning 0
[x] Written Warning (including email) 0
[x] Notice of Violation 0
[x] Civil Penalty/ Citation 0
[x] Forfeiture of Deposit 0
[x] Complete Maintenance 0
[x] 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.

Missing Information

**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)?

Sediment build up, bank erosion, algae growth, infiltration rates, weeds

- 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 in attachments

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

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

NA

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

see attached

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 Sweep the entire City twice per month
- No - Explain \_\_\_\_\_
- Not Applicable

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

- p. Did the municipality conduct catch basin sump cleaning during the reporting year?  Yes  No  Unsure
- q. How many catch basin sumps were cleaned in the reporting year?   Unsure
- r. If known, how many tons of material was collected?   Unsure
- s. Does the municipality have a low hazard exemption for this material?  Yes  No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
- Yes- Explain frequency \_\_\_\_\_
- No - Explain \_\_\_\_\_
- Not Applicable

Collection Services - *Leaf Collection Program*  Not Applicable

- u. Does the municipality conduct curbside leaf collection?  Yes  No  Unsure
- v. Does the municipality notify homeowners about pickup?  Yes  No  Unsure
- w. Where are the residents directed to store the leaves for collection?
- Pile on terrace  Pile in street  Bags on terrace  Unsure
- Other - Describe \_\_\_\_\_
- x. What is the frequency of collection?
- 4 times in the spring and 8 time in the fall
- 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*

Vacuum suction equipment is used for leaf collection. These machines also vacuum leaf debris from the roadway and gutter pan. We also sweep using our normal permitted frequency through the fall as weather permits.

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
Salt	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="97"/>	<input type="text" value="267"/>	<input type="text" value="142"/>	<input type="text" value="0"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="555"/>	<input type="text" value="2105"/>	<input type="text" value="620"/>	<input type="text" value="0"/>

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

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

Training Date	Training Name	# Attendance
<input type="text" value="11/18/2020"/>	<input type="text" value="Winter Operations Training"/>	<input type="text" value="15"/>

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

### Internal (Staff) Education & Communication

af. Has 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

Municipal Officials

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

with public)

Operational Meetings and Trainings with Staff

- a. 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.*

Our Storm Water GIS Map is updated periodically throughout the year. The GIS Map is also updated after the construction season to capture any changes to our storm water assets. (see attached map)

## 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

14472	16292	16711	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Element:** Public Involvement and Participation

28278	32489	33285	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Element:** Illicit Discharge Detection and Elimination

15623	17942	18422	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Element:** Construction Site Pollutant Control

27216	26803	27207	<u>Storm water utility</u>
-------	-------	-------	----------------------------

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

26519	41855	40259	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Element:** Pollution Prevention

148335	180884	187106	<u>Storm water utility</u>
--------	--------	--------	----------------------------

**Other (describe)**

Stormwater Quality

33346	54151	54947	<u>Storm water utility</u>
-------	-------	-------	----------------------------

**Other (describe)**

Storm Sewer System Map

5524	6346	6511	<u>Storm water utility</u>
------	------	------	----------------------------

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

### 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:

Industrial Park South Bio-Swale to Wet Detention Basin, TSS reduction - 18,989 lbs/yr 

**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 Stoughton 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.3.2] The Permittee is participating in an approved Adaptive Management Project.**

Attach a summary of adaptive management implementation actions for the reporting year, including:

- Most recent estimated pollutant of concern percent reduction levels (i.e. total phosphorus and total suspended solids/ sediment), as compared to no controls by reachshed, within the permittee's MS4 permitted area.
- Pollutant of concern percent reduction levels, as compared to no controls by reachshed, which the permittee intends to ultimately achieve within its own MS4 permitted area (not associated with AM buy-in).
- The financial dollar value contributed to an AM program for the reporting year.

- Identify any additional storm water measures that were initially implemented in the reporting year, which reduce the discharge of pollutants of concern from its MS4 permitted area (not associated with AM buy-in). If available, identify the incremental percent reduction gained by such measures relative to the MS4 permitted area.

### **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.

--	--	--	--	--	--	--

**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

[StormsewerSystemMap-March2021.pdf](#)

## Adaptive Management Summary



Adaptive Management Summary.pdf  
PDF File  
127 KB

## Attach - Other Supporting Documents

### AR Other

 File Attachment

[StromwaterManagementProgramPlan.pdf](#)

(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

### EO Program

 File Attachment

[2020TowerTimesPDFforReport.pdf](#)

### EO Program

 File Attachment

[2020SocialMediaPDFforReport.pdf](#)

---

## EO Program

 File Attachment

[2020WebsiteMaterialsSummary.pdf](#)

---

## IP Program

 File Attachment

[2020Workshops-Trainings-VolunteerEvents.pdf](#)

---

## IDDE Program

 File Attachment

[MS4Outfallpics-2.pdf](#)

---

## IDDE Program

 File Attachment

[Sueinspections.pdf](#)

---

## IP Program

 File Attachment

[MAMSWaPAnnualReportDataSheet2020.pdf](#)

---

## CS Program

 File Attachment

[2020StormwaterConstructionSitePollutantControl.docx](#)

---

## PCSSW Program

 File Attachment

[2020StormwaterPostConstructionSitePollutantControl.docx](#)

---

## PP BMPInsp

 File Attachment

[SWPPP.pdf](#)

---

## IP Program

 File Attachment

[MAMSWaP-2020-2024-I-E-Plan-FINAL.pdf](#)

---

## IP Program

 File Attachment

[2020StormwaterPublicInvolvementandParticipation-MeasuresSection2.docx](#)

---

## EO Program

 File Attachment

[2020StormwaterPublicOutreachSummary.docx](#)

---

## IDDE Program

 File Attachment

[2020StormwaterIllicitDischargeDetectionandElimination.docx](#)

## PP BMPInsp

 File Attachment

[MaintenanceandInspectionofStormwaterBMP.pdf](#)

## PP BMPInventory

 File Attachment

[StormwaterManagementFacilities-UpdatedFeb2021.docx](#)

## EO Program

 File Attachment

[PublicEducationOutreachPlanMeasurableGoals.pdf](#)

## IP Program

 File Attachment

[PublicInvolvementandParticipationPlanandMeasurableGoals.pdf](#)

## IDDE Program

 File Attachment

[IllicitDischargeDetectionandEliminationPlanandMeasurableGoals.pdf](#)

## CS Program

 File Attachment

[ConstructionSitePollutionControlPlanandMeasurableGoals.pdf](#)

## PCSSW Program

 File Attachment

[PostConstructionStormwaterManagementPlanandMeasurableGoals.pdf](#)

## PP BMPInventory

 File Attachment

[PollutionPreventionforMunicipalOperationsPlanandMeasurableGoals.pdf](#)

## PP BMPInsp

 File Attachment

[PollutionPreventionMunicipalSWMgmtFacilityInspandMaintPlan.pdf](#)

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

- 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 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 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*)

## 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 Stoughton 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).

**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.

## **City of Stoughton Storm water Management Program Plan**

As an operator of a municipal separate storm sewer system (MS4), the City is required to meet certain regulatory requirements with the aim of preventing polluted storm water runoff from entering local streams, rivers, and lakes. An MS4 is a conveyance or system of storm drains, pipes, ditches, etc., designed to collect or convey storm water. Requirements are listed in WPDES Permit No. WI-S058416-4 (“MS4 Permit”), dated July 1, 2019, which was issued to 17 central Dane County communities. The goal of the municipal storm water discharge program is to reduce adverse impacts to water quality in our lakes and streams from urban sources of storm water runoff.

### **Plan Purpose**

The purpose of this plan is to meet the following requirement, listed in Section 3 of the City’s MS4 Permit: “The co-permittee shall have a written storm water management program that describes in detail how the co-permittee intends to comply with the permit’s requirements for each minimum control measure.”

### **Plan Organization**

This plan has been organized to show compliance with each minimum control measure. The following sections are included in this plan:

- ▶ Section 1.0: Public Education and Outreach
- ▶ Section 2.0: Public Involvement and Participation
- ▶ Section 3.0: Illicit Discharge Detection and Elimination
- ▶ Section 4.0: Construction Site Pollutant Control
- ▶ Section 5.0: Post Construction Storm Water Management
- ▶ Section 6.0: Pollution Prevention

## 1.0 PUBLIC EDUCATION AND OUTREACH

The City of Stoughton is required to maintain a public education and outreach program 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.

The City of Stoughton is an active member of the Madison Area Municipal Storm Water Partnership (MAMSWaP). The group pools resources in order to work cooperatively on storm water information, education and outreach. The materials and products that result from this joint effort are expressly developed for the Parties to partially fulfill their information and education permit obligations. As discussed in **Section 3.1.2** of the MS4 Permit, the City is required to participate in the implementation of the most recent MAMSWaP 5-Year Information and Education Plan, and assists in the development of an annual work plan for the following calendar year. These plans can be found on the following website: <https://www.ripple-effects.com/mamswap>.

In addition, the City is required to have its own individual annual public education and outreach plan, which is available on the City's website below:

[Stormwater Utility - City of Stoughton, WI](#)

The City shall address the eight topics listed below at least once during the permit term, with a minimum of six topics being addressed each year:

1. Illicit Discharge Detection and Elimination
2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing
3. Yard Waste Management/Pesticide and Fertilizer Application
4. Stream and Shoreline Management
5. Residential Infiltration
6. Construction Sites and Post-Construction Storm Water Management
7. Pollution Prevention
8. Green Infrastructure/Low Impact Development

The City should provide at least four public education delivery mechanisms each year, at least two of which would be considered an active/interactive mechanism (see **Section 3.1.5 of the MS4 Permit** for a list of active and inactive delivery mechanisms). The City may take credit for active mechanisms organized by MAMSWaP as long as the City uses its resources to advertise the event.



## 2.0 PUBLIC INVOLVEMENT AND PARTICIPATION

The purpose of the public involvement and participation program is to notify the public of activities required by this permit and to encourage input and participation from the public regarding these activities.

The City is required to provide a minimum of one opportunity annually for the public to provide input on each of the following permit activities: annual report, storm water management program, and if applicable, adoption or amendment of storm water related ordinances. The City also provides a report to the Public Works Committee and the Common Council. The Annual Report can be found on the city's website page under storm water Utility at:

[Stormwater Utility - City of Stoughton, WI](#)

The City meets the requirements of **Section 3.2.3**, WPDES Permit No. WI-S058416-4, by providing at least one public involvement and participation program a year, which can include events such as storm drain stenciling, waterway cleanups, and public workshops.

## 3.0 ILLICIT DISCHARGE DETECTION AND ELIMINATION

As discussed in **Section 3.3.1**, WPDES Permit No. WI-S058416-4, the City is required to have an illicit discharge ordinance. The City's illicit discharge ordinance can be found in Chapter 10, Article IV, Section 10-136 – Prohibited Storm water discharge and connection. The City's Code of Ordinance can be accessed online at the location below:

[ARTICLE IV. - EROSION CONTROL AND STORMWATER MANAGEMENT | Code of Ordinances | Stoughton, WI | Municode Library](#)

**Section 3.3.2** requires the City to perform illicit discharge detection and elimination (IDDE) field screening, as well as written procedures for responding to a suspect illicit discharge. The City's Illicit Discharge Detection and Elimination Plan can be accessed at:

[S:\Planning\RJS\Stormwater\Permit\2021 Materials\Attachments sent to DNR in Report\Illicit Discharge Detection and Elimination Plan and Measurable Goals.pdf](#)

#### 4.0 CONSTRUCTION SITE POLLUTANT CONTROL

As discussed in **Section 3.4.1**, WPDES Permit No. WI-S058416-4, the City is required to have a construction site ordinance. The City's construction site ordinance can be found in Chapter 10, Article IV, Section 10-130 and 10-131, Erosion Control and Storm Water Management. Erosion Control requirements. The City's Code of Ordinance can be accessed online at the location below:

[Sec. 10-130. - Erosion control plan requirements. | Code of Ordinances | Stoughton, WI | Municode Library](#)

According to **Section 3.4.1**, the City should have written procedures for construction plan review, including the process for obtaining local approval, management and responsible to complaints, tracking regulated construction sites, and construction site plan receipt and consideration of information submitted by the public. According to **Section 3.4.2**, the City should have written procedures for construction site plan review. This requirement is met in the City's Construction Site Pollution Control found below:

[S:\Planning\RJS\Stormwater\Permit\2021 Materials\Attachments sent to DNR in Report\Construction Site Pollution Control Plan and Measurable Goals.pdf](#)

Members of the public can submit complaints by calling the City's main number 608-873-6677.

According to **Section 3.4.3** and **Section 3.4.4**, the City should have written procedures for administration of the construction site pollutant control program, as well as written procedures for construction site inspection and enforcement. The City's Building Inspector conducts inspections on one and two family dwelling construction projects. The city contracts with Dane County Land Conservation Department to conduct the plan review, site inspections and follow up for all public and private projects that are not one and two family dwelling construction projects.

[S:\Planning\RJS\Stormwater\Permit\2021 Materials\Attachments sent to DNR in Report\Construction Site Pollution Control Plan and Measurable Goals.pdf](#)

According to **Section 3.4.4.c**, compliance with the inspection requirements shall be determined by proper documentation and maintenance of records. Records for inspections can be found in Dane County's files (for the sites that Dane County inspects on behalf of the City), as well as the City's files.

## 5.0 POST-CONSTRUCTION STORMWATER MANAGEMENT

According to **Section 3.5.1**, the City is required to have an ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new and redevelopment. The City's storm water management ordinance can be found in Chapter 10, Article IV Section 10-130 and 10-131, Erosion Control and Storm Water Management.

[ARTICLE IV. - EROSION CONTROL AND STORMWATER MANAGEMENT | Code of Ordinances | Stoughton, WI | Municode Library](#)

As discussed in **Section 3.5.1.f**, the City is responsible for implementing long-term maintenance requirements for landowners and other persons responsible for long-term maintenance of post-construction storm water control measures, including requirements for privately-owned post-construction control measures. The City's relevant ordinance can be found in Chapter 10, Article IV, Sec. 10-131.

[ARTICLE IV. - EROSION CONTROL AND STORMWATER MANAGEMENT | Code of Ordinances | Stoughton, WI | Municode Library](#)

According to **Section 3.5.3**, the City is required to have written procedures for post-construction site plan review. The Post Construction Storm Water Management Plan can be found at:

[S:\Planning\RJS\Stormwater\Permit\2021 Materials\Attachments sent to DNR in Report\Post Construction Stormwater Management Plan and Measurable Goals.pdf](#)

The permit requirements can be found in Chapter 10, Article IV, Sec. 10-126.

[Sec. 10-126. - Applicability of requirement for stormwater control permits. | Code of Ordinances | Stoughton, WI | Municode Library](#)

## 6.0 POLLUTION PREVENTION

According to **Section 3.6.1**, the City must update and maintain an inventory of municipally-owned or operated storm water best management practices, such as wet ponds, bio retention devices, infiltration basin, etc. City-owned storm water facilities can be found in

<\\sto-FS1\CITY-SHAREDS\Planning\RJS\Stormwater\Permit\2021 Materials\Attachments sent to DNR in Report\Pollution Prevention for Municipal Operations Plan and Measurable Goals.pdf>

According to **Section 3.6.1.c(1)**, the City should confirm if there is an operation and maintenance plan with inspection procedures and schedule for storm water facilities. These procedures and schedules can/will be found in section 2 of the City's Storm Water Quality Management Plan.

According to **Section 3.6.1.c(2)**, the City should confirm whether or not record drawings are available for storm water facilities. If available, record drawings can be found in property records folder by address on the city network.

According to **Section 3.6.3**, municipally-owned facilities (such as municipal storage yards) should have a Storm Water Pollution Prevention Plan (SWPPP). A hard copy of the SWPPP for the Public Works Maintenance Yard can be found in the files of the Director of Public Works and Streets Supervisor.

**Section 3.6.5** of the MS4 Permit contains requirements for collection services and storm sewer maintenance activities. The City does currently use street sweeping to meet water quality requirements of this permit.

According to **Section 3.6.5.b**, if routine cleaning of catch basins with sumps is utilized to meet a water quality requirement, the City shall maintain documentation of the number of catch basins cleaned. The City currently has no catch basins with sumps. The catch basins are cleaned after a heavy rainfall and are inspected on a yearly basis for repairs. Documentation of basin cleanings are included in the City's Maintenance Policy as well as in the Director of Public Works Files.

According to **Section 3.6.5.c**, material collected from street sweeping and sump cleaning should be disposed of or beneficially reused in accordance with applicable solid waste and hazardous waste statuses and administrative codes. Non-storm water discharges associated with dewatering and drying material are not authorized by the permit.

According to **Section 3.6.5.d(1)**, the City should maintain a description of the leaf collection program, including type of pick-up methodology and equipment used. Brush and yard waste is collected by the City of Stoughton Streets Department.

The schedule for brush and yard waste collection can be found in the City's "Collection Calendar" available at:

[Yard Waste Services — Department of Public Works \(stoughtonpublicworks.com\)](http://stoughtonpublicworks.com)

Brush and yard waste are picked up by the City of Stoughton Streets Department and taken to yard waste site at 1101 Collins Road, Stoughton Wi, where the brush and yard waste is processed into compost. Estimated the weight in tons of material collected annually per city truck used. There is currently no scale on site.

According to **Section 3.6.5.d(3)**, the City shall maintain documentation of municipally-operated leaf disposal locations. The City's leaf disposal location is located at 1101 Collins Rd, Stoughton Wi. Yard waste is composted on site and used on City projects, as well as made available to residents.

According to **Section 3.6.6**, no more salt or deicers may be applied than necessary to maintain public safety. Documentation on deicing activities shall be maintained including the following:

Contact Information for the individual(s) with overall responsibility for winter roadway maintenance.	Brett Hebert, Public Works Director <a href="mailto:bherbert@ci.stoughton.wi.us">bherbert@ci.stoughton.wi.us</a> (608) 877-8684 or John Halverson, Streets Supervisor JHalverson@ci.stoughton.wi.us (608) 873-6303
A description of the types of deicing products used.	Salt, brine
Amount of deicing product used per month or per storm event.	Available in the Street Supervisor's files.
A description of type of equipment used.	Single axle dump trucks Salt/Brine spreader that is calibrated
An estimate of the number of lane-miles treated with deicing products, as well as an estimate of the total area of municipally-owned parking lots treated.	120
A description of snow disposal locations.	Not applicable.
A description of anti-icing, pre-wetting and bringing, equipment calibration, pavement temperature monitoring, and/or salt reduction strategies implemented or being considered.	Calibration and Staff Training

In **Section 3.6.7**, fertilizer on municipally-controlled properties over 5 acres each may only be implemented in accordance with site-specific nutrient application schedule based on appropriate soil tests. The City of Stoughton Public Works Department works with a contracted company who applies fertilizer and herbicide on a yearly basis in the parks and other publicly owned lands. The City does have a formal program to regulate the private use of lawn and garden fertilizers, pesticides and herbicides. The Turf Management Plan can be found in the link below:

[Turf Management Policy Stoughton - Final 2018.pdf](#)

According to **Section 3.6.8**, consideration of environmentally sensitive land development designs for municipal projects, including green infrastructure and low impact development, shall be designed, installed, and maintained to comply with a water quality requirement under the MS4 Permit.

According to **Section 3.6.9**, the City hold one annual training event for appropriate municipal staff and other personnel involved in implementing each of the elements of the pollution prevention program under this section (Pollution Prevention). Documentation shall be maintained including the date, number of people attending the training, the names of each person and a summary of their responsibilities, and the content of the training. This documentation will be maintained in the Director of Public Works files.

As outlined in **Section 3.7** of the MS4 Permit, the City should implement and maintain structural and non-structural BMPs to achieve a reduction of 20% or more of total suspended solids (TSS) carried from existing development to waters of the state. An updated model of TSS removal can be found in the Director of Planning files from Strand Associates.

According to **Section 3.8**, the City is required to maintain a map of the MS4. This information can be found in the Director of Planning Files. Information is provided to the City of Stoughton annually, so they can maintain a common storm sewer system map for the entire permit area in accordance with **Section 3.8.2**. This information should be updated annually and provided to the City of Stoughton by January 31 each year.

[Stoughton Wisconsin \(arcgis.com\)](http://arcgis.com)

As discussed in Section 3.9, the MS4 Annual Report is due to DNR by March 31 of the following year. The City's past reports can be found online at:

[Stormwater Utility - City of Stoughton, WI](http://www.cityofstoughton.com/stormwater)

**CITY OF STOUGHTON**

**2021 Public Involvement/Education and Participation/Outreach Plan**

<b>Topic</b>	<b>Active/Interactive Communication</b>	<b>Passive Communication</b>
Illicit Discharge Detection and Elimination	-Adopt a Storm Drain (July-Dec) -MAMSWaP Road Salt Training- Virtual March 2 <sup>nd</sup> 2021	-Storm Water Animation video -Social Media Post
Household Hazardous Waste/ Pet Waste Management/Vehicle Washing	-Clean Sweep Local Event (May-Nov) -Send staff to Salt Certification Training. (Jan-Mar)	-Lawns and Water Quality Video -Storm Water Pollution and Solutions
Yard Waste Management/Pesticide and Fertilizer Application	-Rain Simulator MAMSWaP Virtual( MAMSWaP Presentation (Jan-Dec) - -MAMSWaP Presentation “Coffee with the Mayor” Leaf Free Streets (Oct-Nov)	-Rain Alert System -Promote leaf-free Streets using Campaign tools i.e.: local newspaper, mailings etc
Stream and Shoreline Management	-Plant Dane (March) -Virtual Rain Garden workshop (Feb 16 <sup>th</sup> , March 2 <sup>nd</sup> , March 16 <sup>th</sup> )	-Storm Water Animation video -Ripple Effects Website
Residential Infiltration	-Virtual Enviroscope (Jan-Dec) -Rain Garden Online Instruction (Feb-March)	-Social Media -City Website
Construction Sites and Post-Construction Storm Water Management	-Council meeting(Strand)(Jan-Dec) -Erosion Control Training (March- Hosted by City of Fitchburg)	-City Website -Print Media
Pollution Prevention	-Salt Wise Training (Aug-Dec) -MAMSWaP Presentation with “Coffee with the Mayor”	-Website -Social Media
Green Infrastructure/Low Impact Development	-Rain Garden Workshop(Feb-March) -Plant distribution from orders (May-June)	-Social Media -Promote Plant Dane Program and encourage to plant native plants and build rain gardens



## CITY OF STOUGHTON

### 2022 Public Involvement/Education and Participation/Outreach Plan

Topic	Active/Interactive Communication	Passive Communication
Illicit Discharge Detection and Elimination	-Adopt a Storm Drain -Partner with Clean Sweep to hold hazardous household waste collection at PWF	-Storm Water Animation video -Social Media Post
Household Hazardous Waste/ Pet Waste Management/Vehicle Washing	-Salt Recycle bins (Jan-April) -Send staff to Salt Certification Training.(Jan-Mar)	-Lawns and Water Quality Video -Storm Water Pollution and Solutions
Yard Waste Management/Pesticide and Fertilizer Application	-Rain Simulator(Jan-Dec) -MAMSWaP Presentation "Coffee with the Mayor" Leaf Free Streets(Oct-Nov)	-Rain Alert System -Promote leaf-free Streets using Campaign tools i.e.: local newspaper, mailings etc
Stream and Shoreline Management	-Plant Dane(Feb-Mar) -Virtual Rain Garden workshop(Feb-Mar)	-Storm Water Animation video -Face book post
Residential Infiltration	-Virtual Enviroscape (Aug-Dec) -Rain Garden Online Instruction(Feb-March) -	-Social Media -Print Media
Construction Sites and Post-Construction Storm Water Management	-NASECA Training(Jan-Dec) -Erosion Control Training(Jan-Dec)	-City Website -Print Media
Pollution Prevention	-Clean Sweep Local Event(May-Nov) -Salt Wise Training(Oct-Dec)	-Social Media -Promote salt wise to businesses, residents, schools and facility managers
Green Infrastructure/Low Impact Development	-Rain Garden Workshop(Feb-Mar) -Plant distribution from orders (Feb-Mar)	-Social Media -Promote Plant Dane Program and encourage to plant native plants and build rain gardens

## CITY OF STOUGHTON

### 2023 Public Involvement/Education and Participation/Outreach Plan

Topic	Active/Interactive Communication	Passive Communication
Illicit Discharge Detection and Elimination	-NASECA Training -Partner with Clean Sweep to hold hazardous household waste collection at PWF(May-Nov)	-Social Media Post -Newspaper, newsletters, mailings, social media
Household Hazardous Waste/ Pet Waste Management/Vehicle Washing	-Clean Sweep Local Event(May-Nov) -Send staff to Salt Certification Training.(Oct-Dec)	-Lawns and Water Quality Video -Storm Water Pollution and Solutions
Yard Waste Management/Pesticide and Fertilizer Application	-Rain Simulator(Jan-Dec) -MAMSWaP Presentation “Coffee with the Mayor” Leaf Free Streets(Oct-Nov)	-Social Media Posts -Promote leaf-free Streets using Campaign tools i.e.: local newspaper, mailings etc
Stream and Shoreline Management	-Plant Dane(Feb-March) -Leaf free Virtual Presentation(Feb-March)	-Brochures City Hall -Signage
Residential Infiltration	-Virtual Enviroscape (Jan-Dec) -Rain Garden Online Instruction(Feb-March)	-Social Media -Signage
Construction Sites and Post-Construction Storm Water Management	-NASECA Training Oct-Dec -Council meeting(Strand)	-City Website -Print Media
Pollution Prevention	-Salt Wise Training(Oct-Dec) -Salt Recycle Bin(Oct-Dec)	-Social Media -Promote salt wise to businesses, residents, schools and facility managers
Green Infrastructure/Low Impact Development	-City Council (Strand designs) (Jan-Dec) -Plant distribution from orders(May-June)	-Social Media -Promote Plant Dane Program and encourage to plant native plants and build rain gardens

## CITY OF STOUGHTON

### 2024 Public Involvement/Education and Participation/Outreach Plan

Topic	Active/Interactive Communication	Passive Communication
Illicit Discharge Detection and Elimination	-Adopt a Storm Drain(July-Dec) -NASECA Training(Jan-Dec)	-Storm Water Animation video -Newspaper, newsletters, mailings, social media
Household Hazardous Waste/ Pet Waste Management/Vehicle Washing	-Salt Recycle bins(Oct-Dec) -Send staff to Salt Certification Training.(Oct-Dec)	-Lawns and Water Quality Video -Storm Water Pollution and Solutions
Yard Waste Management/Pesticide and Fertilizer Application	-Rain Simulator(Aug-Sept) -MAMSWaP Presentation "Coffee with the Mayor" Leaf Free Streets(Oct-Nov)	-Rain Alert System -Promote leaf-free Streets using Campaign tools i.e.: local newspaper, mailings etc
Stream and Shoreline Management	-Plant Dane(Feb-March) -Leaf free Virtual Presentation(Oct-Nov)	-Brochures City Hall -Signage
Residential Infiltration	-Virtual Enviroscape (Aug-Dec) -Rain Garden Online Instruction(Feb-March)	-Social Media -Print Media -Signage
Construction Sites and Post-Construction Storm Water Management	-NASECA Training(Jan-Dec) -Erosion Control Training(Feb-March)	-City Website -Print Media
Pollution Prevention	-Clean Sweep Local Event(May – Nov) -Salt Wise Training(Oct-Dec)	-Website -Promote salt wise to businesses, residents, schools and facility managers
Green Infrastructure/Low Impact Development	-City Council (Strand designs) (Jan-Dec) -Rain Garden Workshop(July-Sept)	-Ripple Effects Website -Promote Plant Dane Program and encourage to plant native plants and build rain gardens



City of Stoughton  
Proposed 2020 Yahara WINS Buy-In  
Alternative 2 (with NO Stoughton Trailers Wet Pond)  
Yahara WINS Buy-In Cost Adjustment Equation (Page 14)  
Exhibit B-Cost Allocations (Page 120)  
2/19/2020

Existing Conditions loading With Alternative 2 BMPS (enhanced street sweeping, Industrial Park Bioswale to Wet Pond), TP Leaf Credit (In Reaches 67 and 68), & Trading (67 to 68)  
With Paradise Pond

Exhibit B Cost x [Revised Phosphorus Reduction (lb/yr)/Phosphorus Reduction (lb/yr)] = Revised Cost

**Reach 66**

Baseline TP Loading (lbs/year)	31.2
Existing Conditions TP Loading (lbs/year): With Alternative 2 BMPS	15.1
Existing Conditions TP Load Reduction (lbs/year)	16.1
Existing Conditions TP Load Reduction (%)	51.5%
Yahara WINS Baseline TP Reduction (%)	27%
Reach 66 TMDL Required TP Reduction (%)	54%
TP Reduction Gap % (TMDL%-Existing Conditions% or Yahara WINS baseline%)	2.5%
<b>Revised Phosphorus Reduction (from WinSLAMM Modeling)</b>	<b>0.8</b>

Note: Reach 66 has reached the Yahara WINS 27% TP Reduction Baseline

Baseline TSS Loading (lbs/year)	10,768
Existing Conditions TSS Loading (lbs/year): With Alternative 2 BMPS	4,740
Existing Conditions TSS Load Reduction (lbs/year)	6,028
Existing Conditions TSS Load Reduction (%)	56.0%
Yahara WINS Baseline TSS Reduction (%)	40%
Reach 66 TMDL Required TSS Reduction (%)	62%
TSS Reduction Gap % (TMDL%-Existing Conditions% or Yahara WINS baseline%)	6.0%
Required TSS Reduction to Achieve TMDL Compliance	648
Ratio of Baseline TP to Baseline TSS	0.00289
<b>Equivalent Amount of TSS in form of TP needed (lb/year)</b>	<b>1.9</b>

Note: Reach 66 has reached the Yahara WINS 40% TSS Reduction Baseline

**Reach 67**

Baseline TP Loading (lbs/year)	1681.3
Existing Conditions TP Loading (lbs/year): With Alternative 2 BMPS and TP Leaf Credit	1137.9
Existing Conditions TP Load Reduction (lbs/year)	543.5
Existing Conditions TP Load Reduction (%)	32.3%
Yahara WINS Baseline TP Reduction (%)	27%
Reach 67 TMDL Required TP Reduction (%)	27%
TP Reduction Gap % (TMDL%-Existing Conditions% or Yahara WINS baseline%)	-5.3%
<b>Revised Phosphorus Reduction (from WinSLAMM Modeling)</b>	<b>-89.5</b>

Note: Reach 67 has reached the Yahara WINS 27% TP Reduction Baseline & the TMDL Required 27% TP Reduction.

Note Revised: Excess TSS and TP Traded from Reach 67 to Reach 68 at 1:1 Ratio.

Baseline TSS Loading (lbs/year)	558,422
Existing Conditions TSS Loading (lbs/year): With Alternative 2 BMPS	330,704
Existing Conditions TSS Load Reduction (lbs/year)	227,718
Existing Conditions TSS Load Reduction (%)	40.8%
Yahara WINS Baseline TSS Reduction (%)	40%
Reach 67 TMDL Required TSS Reduction (%)	40%
TSS Reduction Gap % (TMDL%-Existing Conditions% or Yahara WINS baseline%)	-0.8%
Required TSS Reduction to Achieve TMDL Compliance	(4,349)

Ratio of Baseline TP to Baseline TSS

**Equivalent Amount of TSS in form of TP needed (lb/year)** -13.1

Note: Reach 67 has reached the Yahara WINS 40% TSS Reduction Baseline

Note Revised: Excess TSS and TP Traded from Reach 67 to Reach 68 at 1:1 Ratio.

**Reach 68**

Baseline TP Loading (lbs/year)	422.4
Existing Conditions TP Loading (lbs/year): With Alternative 2 BMPS, TP Leaf Credit, and Trading (Reach 67 to 68)	224.3
Existing Conditions TP Load Reduction (lbs/year)	198.1
Existing Conditions TP Load Reduction (%)	46.9%
Yahara WINS Baseline TP Reduction (%)	27%
Reach 68 TMDL Required TP Reduction (%)	65%
TP Reduction Gap % (TMDL%-Existing Conditions% or Yahara WINS baseline%)	18.1%
<b>Revised Phosphorus Reduction (from WinSLAMM Modeling)</b>	<b>76.5</b>

Note: Reach 68 has not reached the Yahara WINS 27% TP Reduction Baseline

Note Revised: With addition of Alternative 2 Components and TP Leaf Credit, Reach 68 now has reached the Yahara WINS 27% TP Reduction Baseline, allowing for trade of excess TSS and TP from Reach 67 to 68.

Baseline TSS Loading (lbs/year)	153,726
Existing Conditions TSS Loading (lbs/year): With Alternative 2 BMPS and Trading (Reach 67 to 68)	94,924
Existing Conditions TSS Load Reduction (lbs/year)	58,802
Existing Conditions TSS Load Reduction (%)	38.3%
Yahara WINS Baseline TSS Reduction (%)	40%
Reach 68 TMDL Required TSS Reduction (%)	51%
TSS Reduction Gap % (TMDL%-Existing Conditions% or Yahara WINS baseline%)	12.7%
Required TSS Reduction to Achieve TMDL Compliance	19,598
Ratio of Baseline TP to Baseline TSS	0.00275
<b>Equivalent Amount of TSS in form of TP needed (lb/year)</b>	<b>53.9</b>

Note: Reach 68 has not reached the Yahara WINS 40% TSS Reduction Baseline

**Reach 69**

Baseline TP Loading (lbs/year)	17.7
Existing Conditions TP Loading (lbs/year): With Alternative 2 BMPS	7.0
Existing Conditions TP Load Reduction (lbs/year)	10.7
Existing Conditions TP Load Reduction (%)	60.5%
Yahara WINS Baseline TP Reduction (%)	27%
Reach 69 TMDL Required TP Reduction (%)	80%
TP Reduction Gap % (TMDL%-Existing Conditions% or Yahara WINS baseline%)	19.5%
<b>Revised Phosphorus Reduction (from WinSLAMM Modeling)</b>	<b>3.5</b>

Note: Reach 69 has reached the Yahara WINS 27% TP Reduction Baseline

Baseline TSS Loading (lbs/year)	4,615
Existing Conditions TSS Loading (lbs/year): With Alternative 2 BMPS	313
Existing Conditions TSS Load Reduction (lbs/year)	4,302
Existing Conditions TSS Load Reduction (%)	93.2%
Yahara WINS Baseline TSS Reduction (%)	40%
Reach 69 TMDL Required TSS Reduction (%)	53%
TSS Reduction Gap % (TMDL%-Existing Conditions% or Yahara WINS baseline%)	-40.2%
Required TSS Reduction to Achieve TMDL Compliance	(1,856)
Ratio of Baseline TP to Baseline TSS	0.00384
<b>Equivalent Amount of TSS in form of TP needed (lb/year)</b>	<b>-7.1</b>

Note: Reach 69 has reached the Yahara WINS 40% TSS Reduction Baseline and the TMDL Required 53% TSS Reduction

**Summary:**

Exhibit B Cost		\$ 11,000.00			
Exhibit B Phosphorus Reduction (lbs/year)		229			
Yahara WINS Cost Per Pound TP		\$ 48.03			
		Base TP Purchase from Yahara WINS	Potential TSS in form of TP Purchase from Yahara WINS	Additional TP to Purchase to Meet TSS Reduction Requirement	
Reach 66 Revised Phosphorus Reduction Required (Yahara WINS - TMDL)		0.8	1.9	1.1	
Reach 67 Revised Phosphorus Reduction Required (Yahara WINS - TMDL)		0	0	0	
Reach 68 Revised Phosphorus Reduction Required (Yahara WINS - TMDL)		76.5	53.9	0	
Reach 69 Revised Phosphorus Reduction Required (Yahara WINS - TMDL)		3.5	0	0	
Revised Phosphorus Reduction (lbs/year)		80.7		1.1	
					Total Cost
Revised Cost		\$ 3,877	\$ 53	\$ 3,931	

Note: Additional TP is purchased only if the Base TP Purchase from Yahara WINS amount is less than the Potential TSS in Form of TP Purchase from Yahara WINS amount. This is based on the premise that the Base TP Purchase from Yahara WINS comes along with equivalent TSS using the ratios in the spreadsheet above.

## City of Stoughton

Existing Conditions loading With Alternative 2 BMPs (enhanced street sweeping, Industrial Park Bioswale to Wet Pond), TP Leaf Credit (In Reaches 67 and 68), & Trading (67 to 68), but NO Stoughton Trailers Wet Pond  
2/19/2020

Table 2-Alternative 2-No Stoughton Trailers Wet Pond

Reach 66		
	TSS	TP
Baseline Load	10,768	31.2
Existing Conditions Load	5,357	15.7
In 2018 Report	50.2%	49.6%
<u>Implemented Proposed BMPs</u>		
Enhanced Street Sweeping (Weekly Downtown/Bi-Monthly Remainder of City)	617	0.6
Additional TSS and TP Removal	617	0.6
Revised Existing Conditions TSS and TP Loads (lbs/year)	4,740	15.1
Revised Existing Conditions TSS and TP Loads (% Reduction)	56.0%	51.5%

Reach 67		
	TSS	TP
Baseline Load	558,422	1,681.3
Existing Conditions Load	374,028	1,216.0
In 2018 Report	33.0%	27.7%
<u>Implemented Proposed BMPs</u>		
Business Park Pond (Existing)	2,685	4.9
Enhanced Street Sweeping (Weekly Downtown/Bi-Monthly Remainder of City)	40,639	41.6
Leaf Program Credit		31.65
Additional TSS and TP Removal	43,324	78.15
Revised Existing Conditions TSS and TP Loads (lbs/year)	330,704	1,137.9
Revised Existing Conditions TSS and TP Loads (% Reduction)	40.8%	32.3%
<i>Excess TSS and TP to Trade to Reach 68</i>	<i>0.8%</i>	<i>5.3%</i>
<i>Excess TSS and TP to Trade to Reach 68 (lbs/year)</i>	<i>4,349</i>	<i>89.5</i>

Reach 68		
	TSS	TP
Baseline Load	153,726	422.4
Existing Conditions Load	116,460	332.7
In 2018 Report	24.2%	21.2%
<u>Implemented Proposed BMPs</u>		
Bioswale to Wet Pond	7,516	2.9
Enhanced Street Sweeping (Weekly Downtown/Bi-Monthly Remainder of City)	9,671	9.9
Leaf Program Credit		6.1
Additional TSS and TP Removal	17,187	19
Revised Existing Conditions TSS and TP Loads (lbs/year)	99,273	313.8
Revised Existing Conditions TSS and TP Loads (% Reduction)	35.4%	25.7%

TRADING		
	TSS	TP
Trade from 67 to 68	4,349	89.5
Revised Existing Conditions TSS and TP Loads (lbs/year)	94,924	224.3
Revised Existing Conditions TSS and TP Loads (% Reduction)	38.3%	46.9%

Reach 69		
	TSS	TP
Baseline Load	4,615	17.7
Existing Conditions Load	827	7.5
In 2018 Report	82.1%	57.6%
<u>Implemented Proposed BMPs</u>		
Enhanced Street Sweeping (Weekly Downtown/Bi-Monthly Remainder of City)	514	0.5
Additional TSS and TP Removal	514	0.5
Revised Existing Conditions TSS and TP Loads (lbs/year)	313	7.0
Revised Existing Conditions TSS and TP Loads (% Reduction)	93.2%	60.5%

**From:** [Rortvedt, Eric - DNR](#)  
**To:** [John, Raveena](#)  
**Cc:** [Lindert, Jon](#); [Rodney Scheel \(rjscheel@ci.stoughton.wi.us\)](#); [BHebert@ci.stoughton.wi.us](#); [Spencer, Sean R - DNR](#)  
**Subject:** RE: City of Stoughton TP Reduction Credit for Leaf Management  
**Date:** Friday, January 10, 2020 1:33:02 PM  
**Attachments:** [image001.png](#)

---

Hi Raveena,

Since this is an MS4 to MS4 use of excess credit generated upstream of where the credits are to be used in the Yahara River, there is no trade ratio applied (1:1 transfer allowed). This is different than pollutant trading with a non-MS4 discharger where a minimum trade ratio of 1.1:1 (generated:used) would apply.

Note: The concept of MS4 pollutant sharing between MS4s on a 1:1 basis is allowed under s. NR 151.13(2)(b)3.b, Wis. Adm Code, and DNR has elected to not require a minimum credit adjustment for MS4s sharing that meets this condition.

Eric Rortvedt, P.E.

Phone: (608) 273-5612

[Eric.Rortvedt@Wisconsin.gov](mailto:Eric.Rortvedt@Wisconsin.gov)

---

**From:** John, Raveena <Raveena.John@strand.com>  
**Sent:** Friday, January 10, 2020 11:14 AM  
**To:** Rortvedt, Eric - DNR <Eric.Rortvedt@wisconsin.gov>  
**Cc:** Lindert, Jon <Jon.Lindert@strand.com>; Rodney Scheel (rjscheel@ci.stoughton.wi.us) <rjscheel@ci.stoughton.wi.us>; BHebert@ci.stoughton.wi.us  
**Subject:** RE: City of Stoughton TP Reduction Credit for Leaf Management

Hi Eric,

We have received your concurrence on the 17% TP credit for the City of Stoughton's leaf management program. Thank you so much for reviewing this material. Please let us know once you get verification on the trade ratio.

Thanks again,  
Raveena

---

**From:** Rortvedt, Eric - DNR <[Eric.Rortvedt@wisconsin.gov](mailto:Eric.Rortvedt@wisconsin.gov)>  
**Sent:** Wednesday, January 8, 2020 11:57 AM  
**To:** John, Raveena <[Raveena.John@strand.com](mailto:Raveena.John@strand.com)>  
**Cc:** Lindert, Jon <[Jon.Lindert@strand.com](mailto:Jon.Lindert@strand.com)>; Rodney Scheel ([rjscheel@ci.stoughton.wi.us](mailto:rjscheel@ci.stoughton.wi.us)) <[rjscheel@ci.stoughton.wi.us](mailto:rjscheel@ci.stoughton.wi.us)>; [BHebert@ci.stoughton.wi.us](mailto:BHebert@ci.stoughton.wi.us)  
**Subject:** RE: City of Stoughton TP Reduction Credit for Leaf Management

Hi John,

I have reviewed the attached City of Stoughton analysis to take 17% TP credit as compared to no phosphorus control for the leaf management program. I agree that the program outlined in the attached memo qualifies for the 17% TP credit as outlined in the DNR guidance "Interim Municipal Phosphorus Reduction Credit for Leaf Management Programs", finalized 10/07/2019. Although the City of Stoughton

does not propose to use a street sweeper/cleaner after vacuuming up the leaves, the before and after pictures show that leaf litter accumulation within the street near the curb is vacuumed to a level, which we feel is comparable to a street sweeper/cleaner.

Use of TP removal credit from Rock River TMDL Reach 67 within Reach 68:

- Since the City of Stoughton MS4 is both the TP credit generator and user, a formal trade agreement is not required by DNR to use this credit.
- Since the credit generated in Reach 67 is upstream of Reach 68 within the Yahara River, excess credit may be used in Reach 68, however, I need to get verification with my policy advisors on whether a trade ratio due to delivery factor (different HUC 12) is needed. I hope to get back to you on this later this week.

Eric Rortvedt, P.E.

Phone: (608) 273-5612

[Eric.Rortvedt@Wisconsin.gov](mailto:Eric.Rortvedt@Wisconsin.gov)

---

**From:** John, Raveena <[Raveena.John@strand.com](mailto:Raveena.John@strand.com)>  
**Sent:** Wednesday, December 04, 2019 10:35 AM  
**To:** Rortvedt, Eric - DNR <[Eric.Rortvedt@wisconsin.gov](mailto:Eric.Rortvedt@wisconsin.gov)>  
**Cc:** Lindert, Jon <[Jon.Lindert@strand.com](mailto:Jon.Lindert@strand.com)>; Rodney Scheel ([rjscheel@ci.stoughton.wi.us](mailto:rjscheel@ci.stoughton.wi.us)) <[rjscheel@ci.stoughton.wi.us](mailto:rjscheel@ci.stoughton.wi.us)>; [BHebert@ci.stoughton.wi.us](mailto:BHebert@ci.stoughton.wi.us)  
**Subject:** City of Stoughton TP Reduction Credit for Leaf Management

Hi Eric,

We are submitting a request on the behalf of the City of Stoughton to obtain 37.72 lb/year TP Credit per the Interim Municipal Phosphorus Reduction Credit for Leaf Management Programs and are seeking WDNR approval of this request. We believe the attached submittal qualifies the City for said credit per the included tree canopy analysis and evidence of leaf management practices. We are hoping to get WDNR's response by January 8, 2020, or sooner, so that we can update the City's existing conditions modeling results and TMDL Implementation plan in January 2020.

Please reach out with any questions.

Thank you,  
Raveena



**Raveena John**

Strand Associates, Inc.®

608.251.4843 ext. 1217

[Raveena.John@strand.com](mailto:Raveena.John@strand.com) | [www.strand.com](http://www.strand.com)

*Excellence in Engineering Since 1946.*



## **2020 Stormwater Public Education and Outreach Program Summary**

### Section 1- Public Education and Outreach

Stoughton is a member and actively participates in MAMSWaP (Madison Area Municipal Storm Water Partnership) with specific interest in broadening our Public Information and Education Outreach message.

MAMSWaP Information & Education Updates is provided with this report.

MAMSWaP Annual Report Data is provided with this report.

MAMSWaP Annual Work Plan is provided with this report.

### 3.01 CURRENT STORMWATER POLICES AND PRACTICES

This section summarizes existing plans and programs in the City. Information included in this section is intended to document baseline conditions as required by the City’s WPDES Stormwater Discharge Permit. Section 3.02 recommends program modifications for compliance with Stormwater Permit requirements and reduction of annual pollutant loading to City water resources.

#### A. Public Education and Outreach

The City is a member of the Madison Area Municipal Storm Water Partnership (MAMSWaP) and participates in the MAMSWaP information and education program, as well as implementing the MAMSWaP Information and Education Plan. The existing City program consists of the following.

##### 1. Illicit Discharges

The City welcomes any comments, questions, or concerns from the public and employees about any type of illicit discharges into the City’s stormwater system.

##### 2. Material Management

The City sends a newsletter, the *Tower Times*, to residents of the City. This newsletter includes information relating to stormwater management in the City such as proper management of leaves and grass clippings and how to construct a rain garden.

The City distributes information and education materials on the stormwater management program through the City’s website (<http://www.ci.stoughton.wi.us/>) and through mailings to residents. As a member of MAMSWaP, the City develops and publishes stormwater education materials on <http://www.ripple-effects.com>. The group also distributes materials through newspaper publications and mailed leaflets.

##### 3. Yard Waste and Fertilizer/Pesticide Use

City staff collects yard waste including leaves and grass clippings. Leaves are collected curbside for three weeks in the spring and six weeks in the fall, generally on a weekly basis. Specific dates and more information is stated in the City’s newsletters and on the City website at the link ([http://www.ci.stoughton.wi.us/index.asp?Type=B\\_BASIC&SEC={4B8EC95B-31E4-4C7E-B941-3559763476E8}](http://www.ci.stoughton.wi.us/index.asp?Type=B_BASIC&SEC={4B8EC95B-31E4-4C7E-B941-3559763476E8})).

The City does not have a formal program to regulate the private use of lawn and garden fertilizers, pesticides, and herbicides, but rather provides good housekeeping practices information through the City newsletter and website. However, Dane County regulations regarding fertilizer with phosphorus apply within the City.

##### 4. Management of Streambanks/Shorelines

The City encourages appropriate management of streambanks and shorelines within the City. The City follows WDNR and Dane County guidelines for erosion control and stormwater

management to promote healthy streambanks and shorelines. The City completed a streambank restoration project in 2016 on the Yahara River as shown on Figure 2.02-1.

#### 5 Promotion of Infiltration

The City encourages all applicable new development to comply with the City ordinance (Chapter 10, Article IV, Erosion Control and Stormwater Management), the Dane County ordinance (Chapter 14, Subchapter II Erosion Control and Stormwater Management), and NR 151 regarding infiltration requirements.

#### 6. Design/Installation/Maintenance Information and Education Program

Developers of new building or redevelopment sites are required to submit an erosion control and stormwater management application before land disturbing activities occur. As required by the application, developers must prepare a grading, drainage, and erosion control plan and a pre- and post-development flow analysis to document there will be no adverse impacts to neighboring properties or to the City's stormwater management system. The analysis also requires identification of the appropriate erosion control measures for the development activity. During the preparation of the grading, drainage, and erosion control plan, developers are encouraged to drain downspouts, driveways, and other impervious areas to pervious surfaces and perform other activities that might reduce the amount of stormwater draining to the City's stormwater management system.

#### 7. Locations of Stormwater Concern

The City MS4 discharges into the Yahara River, which is an impaired waterbody. TP and TSS are the main pollutants in these waterbodies. The City participated in the Yahara Watershed Improvement Network (WINS) Pilot Project to test a new approach called watershed adaptive management to meet the regulatory requirements for phosphorus and total suspended sediment reductions. The City signed the Intergovernmental Agreement for An Adaptive Management Plan for the Yahara Watershed for the full-scale watershed adaptive management project.

#### 8. Promotion of Environmentally Sensitive Land Development

The City educates developers on environmentally sensitive land development by requiring conformance with NR 216 and NR 151.

The following existing plans promote environmentally sensitive land development designs by developers and designers.

- a. *City of Stoughton Comprehensive Plan, 2005* (currently being updated)
- b. *Stormwater Master Plan*, adopted May 2000.
- c. *Stormwater Management Plan and Total Suspended Solids Reduction Plan*, adopted May 2006

- d. *Stormwater Management Plan Amendment*, adopted July 2007
- e. *Stormwater Management Plan Appendix A*, updated December 2010
- f. *Yahara CLEAN Engineering Report*, March 2013.

This report provides an overview of the Yahara River chain of lakes' water quality in the past, present, and future. The report also provides an assessment of the amount of phosphorus entering each lake and action items that can be implemented to reduce the total annual phosphorus load to the lakes by 50 percent.

- g. *The State of the Rock River Basin*, WDNR PUBL WT 668 2002, April 2002.

This plan provides an overview of the quality of land and water resources in the basin, identifies resource issues and threats that keep the land and water resources from meeting their full potential and actions currently underway to address these issues and threats. This plan outlines specific actions the WDNR and its many partners can put into practice to improve, protect, or maintain the quality of the basin's resources.

**Table 3.02-1 Public Education and Outreach Plan and Measurable Goals**

	<b>Activity</b>	<b>Measurable Goal</b>	<b>Delivery Mechanism</b>	<b>Target Audience</b>	<b>Responsible Party</b>	<b>Anticipated Completion Date</b>
1	Complete one presentation to the City Council and interested citizens discussing the plan contents upon completion of this plan.	One meeting	A/I	General Public, Public Employees	Director of Planning & Development and Strand	July 2018
2	Annually, dedicate a portion of one City Council meeting to the discussion of the Annual Report submitted for the previous year's permit compliance activities. Address each topic area in discussion.	One meeting every year, starting in 2019.	A/I	General Public, Public Employees	Director of Planning & Development and Strand	Once each year
3	Have stormwater management-related materials prepared by organizations such as WDNR, UW-Extension, and MAMSWAP available at the City Hall and track their usage related to the following eight topic areas: IDDE, household hazardous waste disposal and pet waste management, vehicle washing, yard waste management/pesticide and fertilizer application, stream and shoreline management, residential infiltration, construction sites and postconstruction stormwater management, pollution prevention, and green infrastructure/low impact development.	Provide efforts to address the eight topic areas once per permit term, a minimum of six topics per year, using a minimum of two active/interactive mechanisms per year from Table 2 of the MS4 permit, including identification of target audience.	P	General Public, Residents, Businesses, Contractors, Developers, Industries	Engineering Technician	On-going
4	Continue the City's current program of providing information on recycling, leaf collection, and garbage collection on the City website and in the quarterly newsletter. Evaluate expanding the Department of Public Works page to include a link that accesses the City Stormwater Quality Management Plan and Biennial Report.	Evaluate updating the City website to include additional links.	P	General Public, Residents, Businesses, Contractors, Developers, Industries	City Staff	On-going
5	The City will have periodic articles in a City newsletter/publication (Tower Times) to promote detection of illicit discharges and proper management of lawn and garden waste, waste oil, pet waste, and household waste. It will also include promotion of good streambank and shoreline management, infiltration of stormwater runoff where feasible, and general stormwater pollution prevention techniques.	Tower Times newsletter is distributed quarterly. Include one stormwater management article in each newsletter.	P	General Public, Residents	Engineering Technician	Quarterly each year.
6	During concept plan review, the City will continue to promote environmentally-sensitive land development designs by developers and designers.	On an as-needed basis as development occurs.	A/I	Developers, Industries	City Staff	On an as-needed basis as development occurs.
7	Joint Public Education Program for the Madison Area Municipal Storm Water Partnership. This includes activities such as the annual Rain Garden Workshop and Winter Salt Certification Trainings.	Participate in joint activities.	A/I	General Public, Residents	City Staff	As required by joint agreement when processed.
8	Track public education and outreach activities for annual reporting to the WDNR. Tracking should include amount of materials distributed and related information regarding the items above.	Once each year.	P	Public Employees	Engineering Technician	Once each year.

Note: A/I=Active/Interactive; P=Passive

## 2020 Tower Times Articles

### Spring 2020:

1. Spring Yard Care to Reduce Flooding and Protect our Waters- information on rain gardens, keeping grass height to 3” or more, keeping leaves and grass out of streets and sidewalks, testing soil before fertilizing, and aerating lawns. Also included was the Ripple Effects webpage address.
2. Springtime Rain and Snow Melt Runoff- information on proper salt usage, cleaning up pet waste, directing rainwater, keeping streets free of leaves and grass clippings, testing soil before fertilizing, and preventing soil erosion. Also included were the Ripple Effects webpage address and City stormwater webpage address.
3. Spring Best Management Practices- Pictures and descriptions of: redirecting downspouts away from pavement, seeding and mulching to prevent soil erosion, testing soil before applying fertilizer, picking up pet waste, collecting roof runoff in a rain barrel, and building a rain garden.
4. Install a Rain Garden- information on the benefits of installing a rain garden. Also included was the Ripple Effects webpage address.

### Summer 2020:

1. Spruce Up Your Home and Yard This Summer While Also Protecting Local Waters- information on rain gardens, keeping grass height to 3” or more, keeping leaves and grass out of streets and sidewalks, testing soil before fertilizing, erosion control, aerating lawns, and disposal of lawn care products and household hazardous waste. Also included was the Ripple Effects webpage address, and the City stormwater webpage address.
2. Prohibition of Illicit discharges- definition and ordinance code
3. Install a Rain Garden- information on the benefits of installing a rain garden. Also included was the Ripple Effects webpage address.

### Fall 2020:

1. Take Action to Protect our Waters This Fall and Winter- information on how to keep streets leaf free, cleaning up pet waste, and reducing salt usage. Also included was the webpage address for leaf-free streets rain alert sign up at ripple-effects.com and the City stormwater webpage address.
2. Keep Streets Leaf Free to Protect Our Waters: information on how “leaf tea” affects our

waters, proper leaf removal, City of Stoughton leaf collection dates, and leaf-free streets rain alerts. Included was the Ripple Effects Rain Alerts webpage address.

## Social Media 2020

### Facebook Posts (City of Stoughton and Ripple Effects WI)

1. Switch to sand when temps drop below 15deg
2. Everyday Engineering Podcast- Salt: Great for French Fries, not so great for fish fry
3. "I'm Un-Salted!" event shared- learn how you can protect our water from impacts of salt overuse
4. "Rain Garden Workshop" event shared
5. Now accepting native plant orders through Plant Dane
6. "Protect Water!" event shared- learn about actions you can take inside and outside your home to protect our waters
7. There is still time to apply for our Storm Drain Mural Program- Ripple Effects WI
8. Donate to Plant Dane projects
9. Order native plants through Plant Dane!
10. City of Stoughton leaf collection guidelines and dates
11. Plant Dane orders due tomorrow
12. City of Stoughton leaf collection images
13. Help keep storm drains free of debris this spring
14. City of Stoughton leaf collection guidelines and dates
15. Stormwater animation video
16. Earth Day- clean out a nearby storm drain
17. "Winter Salt Training- Parking Lots and Sidewalks" event shared
18. "Shoreland Gardening for Healthy Lakes and Rivers" event shared
19. City of Madison Engineering Podcast on How to Make a Rain Garden
20. Doug Soldat Youtube Video- lawn care choices impact water quality
21. Free Native Plants for Schools and Community Groups Program
22. Install a rain barrel to collect roof runoff
23. Redirect downspouts away from pavement
24. Keep pet waste picked up
25. "Winter Salt Certification Workshops" by WI Salt Wise events shared
26. "Party for the Planet" event shared- volunteer to cleanup up to keep our waterways clean
27. Keep streets leaf free- sign up to receive rain alerts through Ripple Effects WI
28. "Party for the Planet" event shared- volunteer to cleanup up to keep our waterways clean
29. Thank you to all who participated in the Party for the Planet clean up event
30. City of Stoughton turns collected leaves and yard waste into usable compost
31. City of Stoughton leaf collection guidelines and dates
32. "How to grow native plants for school and community projects" event shared
33. Rain alert for leaf free streets





City of Stoughton, Wisconsin

January 7 · 🌐



Switch to sand when temps drop below 15 degrees! [WI Salt Wise](#)  
[Ripple-Effects Wisconsin](#)

## Here's an idea... Switch!



**When pavement temperatures drop below 15 degrees, rock salt won't work.**

**Switch to sand for traction or a different ice melter!**

*Learn how to minimize salt use safely at [WISaltWise.com](http://WISaltWise.com)*



City of Stoughton, Wisconsin

January 14 · 🌐



Want to hear from experts leading change in salt use? [WI Salt Wise](#)  
[Ripple-Effects Wisconsin](#)



**Want to hear from experts leading change in salt use?**

**Listen now!**  
**Episode 3:**  
**Salt: Great for French Fries, not so great for fish fry.**



**Download Everyday Engineering on iTunes, Google Play or wherever you get your podcasts!**



▶ 0:01 / 0:06

<https://link.chtbl.com/Eng>





Ripple-Effects Wisconsin

January 16 · 🌐



Learn how you can take action on your property and in your neighborhood to protect our local water resources from the impacts of salt overuse.



**I'M UN-SALTED!**

JANUARY 30, 2020 · 7 PM  
SEQUOYA LIBRARY, 4340 TOKAY BLVD

THU, JAN 30

**I'm Un-Salted!**

Madison

Causes · 110 people

☆ Interested



Ripple-Effects Wisconsin

January 22 · 🌐



Learn how installing a rain garden can help protect our waters and add beauty to your property! This workshop will include exercises, demonstrations and resources to lead participants through the process of site selection, sizing, site preparation, and plant selection. Register today- <https://ripple-effects.com/Event/Home/Detail/689>



SAT, FEB 29

**Rain Garden Workshop**

Fitchburg

Gardening · 150 people

☆ Interested



Ripple-Effects Wisconsin

February 5 · 🌐



Now accepting native plants orders through Plant Dane! Create a native plant garden or rain garden this spring. Native plants not only add beauty to your yard, but also have deep root systems that allow stormwater to infiltrate into the ground protecting our lakes and streams. 40+ species available including butterfly, rain garden and medicinal prairie garden kits. Cost is only \$2.25/plant. Order deadline March 20th. Visit <https://ripple-effects.com/plantDane>.



Ripple-Effects Wisconsin

February 11 · 🌐



Join us to learn about actions you can take inside and outside your home to protect our precious water resources! Coffee and tea provided, just bring a mug.

## Protect Water!

*Effective actions you can take in and around your home.*

**February 12 at 2:00pm**  
**Lussier Family Heritage Center**

Learn how to protect water now & for the future by taking action in and around your home. Individual homes and properties contribute more to water pollution than you might think. Participants will have the chance to win a Wisconsin Salt Wise winter maintenance tool-kit!

More information available online: [LussierHeritageCenter.com/events](https://LussierHeritageCenter.com/events)

Coffee and hot water for tea will be provided. Bring your own cup or thermos.

Presented by: Madison Metropolitan Sewerage District



WED, FEB 12

**Protect Water! Effective actions you can take at home**

Madison

34 people interested

☆ Interested



Ripple-Effects Wisconsin

February 13 · 🌐

...

Interested in having a storm drain mural painted in your community? There's still time to apply for our Storm Drain Mural Program, but don't wait too long. Applications are due on Feb. 15th. <https://ripple-effects.com/Storm-Drain-Murals>



Ripple-Effects Wisconsin

February 19 · 🌐

...

Plant Dane has 22 awesome garden projects you can donate to this spring! Take look and see if there is project near you. Donate today- <https://ripple-effects.com/Order/Donate>





Ripple-Effects Wisconsin is at City of Fitchburg, WI - Government



February 29 · 🌐

Full house this morning in Fitchburg for our Rain Garden Workshop!



Ripple-Effects Wisconsin



March 12 · 🌐

Last chance to order native plants through Plant Dane! All orders and donations must be placed by March 20th. More than 40 species available including plant kits. Plants are only 2.25/each. Order today!  
<https://ripple-effects.com/plantDane>

2020  
*Plant  
Dane*





City of Stoughton, Wisconsin

March 16 · 🌐

...

With warmer than normal temperatures, and many residents staying home due to COVID-19, the City of Stoughton will begin leaf collection one week earlier than scheduled. City staff will begin collecting leaves curbside on March 23rd and will continue collecting through April 17th. Please **DO NOT** bring your brush out during leaf collection. Brush collection is still scheduled for April 27th. If you have brush to dispose of before the curbside collection begins, the yardwaste site is set to open on April 2nd. Please call 608-873-6303 or visit our website at [stoughtonpublicworks.com/yard-waste](http://stoughtonpublicworks.com/yard-waste) for more information..





Ripple-Effects Wisconsin

March 19 · 🌐



Plant Dane native plant orders are due tomorrow 3/20. Order today at <https://ripple-effects.com/plantDane>



City of Stoughton, Wisconsin

March 22 · 🌐





### Ripple-Effects Wisconsin

April 1 · 🌐



Clear the way! Help keep storm drains free and clear of debris this spring to prevent street flooding.



### City of Stoughton, Wisconsin

April 2 · 🌐



Staying home to help flatten the curve! This is a great time to get your yard work done. Since the yardwaste site will be closed during the "Safer at Home" order, the City of Stoughton Public Works Department will extend curbside leaf and grass collection until May 3rd. We will also be offering an extra brush collection this month as well. Have your brush out on Monday, April 13th or Monday, April 27th or take advantage of both dates. Just remember, leaves and brush need to be in separate piles. We hope this helps. We are all in this together!







Ripple-Effects Wisconsin

April 7 · 🌐



Looking for a great virtual learning tool to teach kids and adults about stormwater? Check out our 90 second video!  
<https://youtu.be/9TOnHtlejKU>



YOUTUBE.COM

### Stormwater Animation

This short video created by the Madison Area Municipal Stormwater...



Ripple-Effects Wisconsin

April 22 · 🌐



Happy Earth Day! Take some time this week to clean out a nearby storm drain. The goal is to make sure that only rain goes down the storm drain. Everything that washes down our storm drains in Dane County ends up in our lakes, rivers and streams. <https://ripple-effects.com/>





Ripple-Effects Wisconsin

April 23 · 🌐



Great opportunity to get trained on effective winter maintenance practices to reduce salt use and keep parking lots and sidewalks safe. This FREE online training meets the requirements of the City of Madison Winter Salt Certification Program.



TUE, APR 28

**Online Winter Salt Training- Parking Lots and Sidewalks**

☆ Interested



Ripple-Effects Wisconsin

May 4 · 🌐



Great opportunity to learn about shoreland gardening from our friends at the Wisconsin Lakes Partnership tomorrow.



TUE, MAY 5

**Shoreland Gardening for Healthy Lakes and Rivers**

Stevens Point

66 people interested

☆ Interested



City of Stoughton, Wisconsin

May 11 · 🌐



Check out this podcast by our friends over at the City of Madison to learn how to make a rain garden!



City of Madison Engineering

April 24 · 🌐

#NEWPODCASTEPISODE 🎧

Listen now! 📲 <http://bit.ly/2YnIMjS>

A new podcast episode 🎧 from the City of Madison Engineering Division Podcast "Everyday Engineering" ... [See More](#)



City of Stoughton, Wisconsin

May 27 · 🌐



Join Doug Soldat (UW) to learn how your lawn care choices can impact water quality and check out which turf management methods produced the least runoff using our rainfall simulator.  
[https://youtu.be/7PI8JMc\\_qHA](https://youtu.be/7PI8JMc_qHA)



YOUTUBE.COM

**2020 Lawns and Water Quality**

Join Doug Soldat from the UW Madison Dept. of Soil Science to lea...



Ripple-Effects Wisconsin

June 23 · 🌐



Now accepting fall applications for our Free Native Plants for Schools and Community Groups Program. Deadline to apply is July 19th.  
<https://lwrд.сountyofдane.com/.../2020-Native-plant...>



[lwrд.сountyofдane.com](https://lwrд.сountyofдane.com)



[lwrд.сountyofдane.com](https://lwrд.сountyofдane.com)



Ripple-Effects Wisconsin

June 30 · 🌐



**Collect roof runoff - install a rain barrel.**  
You can have a *Ripple Effect* on Dane Co. waters!





Ripple-Effects Wisconsin

July 7 · 🌐



Redirect downspouts away from pavement to natural areas where rain can soak into the ground. You can have a *Ripple Effect* on Dane Co. waters!



Photo courtesy of Rainscaping Iowa



Ripple-Effects Wisconsin

July 14 · 🌐



Keep pet waste from washing into our lakes—pick up after your pooch. You can have a *Ripple Effect* on Dane Co. waters!





Ripple-Effects Wisconsin

July 16 · 🌐



Calling all winter maintenance professionals! [WI Salt Wise](#) is hosting several free virtual Winter Salt Certification Workshops this fall. Register for one today.



WI Salt Wise

July 16 · 🌐

Registration is NOW OPEN for Free Winter Salt Trainings open to private applicators, property managers, municipal staff, and anyone involved in winter maintenance. Learn the latest in application rates and technologies and get certified with the City of Madison's Winter Salt Certification program.

Register at [wisaltwise.com](http://wisaltwise.com).



Ripple-Effects Wisconsin

September 1 · 🌐



We are partnering with the Henry Vilas Zoo on a Party for the Planet Clean Up Event (Sept. 19th) to help keep our waterways clean! Consider signing up as a group site host and collect trash at a nearby park, beach, or public space close to a lake, river or stream. You can even take action in your neighborhood by cleaning up some storm drains. Remember what washes down our storm drains leads to our waters.

It's easy! You can decide on the time and place. We'll provide the materials. Sign up by Sept. 8th.



[HENRYVILASZOO.GOV](http://HENRYVILASZOO.GOV)

Party for the Planet - Clean Up Day September 19, 2020 | Henry Vilas Zoo



City of Stoughton, Wisconsin

September 16 · 🌐



Join us in keeping streets leaf-free before the rain this fall! Removing leaves from the street can prevent clogged storm drains and phosphorus rich "leaf tea" from traveling through storm sewers to our waters. Request a FREE Leaf-free Streets yard sign to encourage neighbors to take action and sign up for Leaf-free Streets Rain Alerts (text or email). Visit <http://www.ripple-effects.com/Leaf-free-Streets> for more info.



Ripple-Effects Wisconsin

September 16 · 🌐



Join us on September 19th for our local Party for the Planet! We have teamed up with Henry Vilas Zoo, Dane County and other local partners to host a county-wide clean up event to keep trash out of our waters. You can help out on your own or with your family. It's as easy as taking a walk and picking up trash in your neighborhood or nearby park and cleaning up a few storm drains.

Check out <https://www.henryvilaszoo.gov/party-for-the-planet/> for more details!





Ripple-Effects Wisconsin

September 24 · 🌐



Thanks to all who participated in the Party for the Planet Clean Up event on Saturday in partnership with [Henry Vilas Zoo](#). Through individual efforts across the county we were able to collect almost 50 bags worth of trash and recyclables from area parks, storm drains and waterways! Here are some of the strange items our partners collected. Check out <https://ripple-effects.com/> for more ways to help keep our waters clean.



City of Stoughton, Wisconsin

September 29 at 6:58 AM · 🌐



Do you ever wonder what happens to the leaves and yard waste material that the City collects? We turn it into usable compost! City residents can get FREE compost from the Yard Waste and Compost Facility located at 1101 Collins Rd each Tuesday and Thursday from 1 pm to 7 pm and on Saturday's from 8 am to 3 pm through November 24th. You must load your own container and it is first come first serve.

Reminder: Curbside leaf collection for the fall begins October 12th and wi... [See More](#)







City of Stoughton, Wisconsin

October 6 at 2:59 PM · 🌐

...

Hey Stoughton Residents! It's that time of year again. Curbside Leaf Collection Begins Monday, October 12th and will run through November 25th. You can set leaves out on your terrace anytime until the 25th. Crews will make every effort to get through the city at least once per week depending on weather and volume. Try to have leaves out by Monday to make sure your leaves get collected during that week. Please Do Not Put Sticks in Your Leaf Pile. Our Leaf Vacs Cannot Suck Up Woody Material. If there are Sticks in Your Leaf Pile, it May Not be Collected. Also, Please Do Not Put Out Your Brush at This Time. Brush will be collected October 26th. If you have any questions, please call 608-873-630



Ripple-Effects Wisconsin

October 6 at 2:58 PM · 🌐

...

Join us on Oct. 18th to learn how to grow native plants for school and community projects. This is a free virtual workshop. For more information or to sign up visit <https://ripple-effects.com/Event/Home/Detail/410>





Ripple-Effects Wisconsin

October 15 at 8:09 AM · 🌐



There is still time to sign up for the Grow Native Plants virtual workshop this weekend!



SUN, OCT 18

Grow Native Plants for Schools and Community Projects - Virtual Training...

☆ Interested



Ripple-Effects Wisconsin

October 20 at 10:18 AM · 🌐



Lots of rain predicted Wed. evening through Fri. morning (10/21-10/23) in Dane County. Help protect our waters by safely removing leaves from the street and storm drains in front of your home before the storm. Thank you! Learn more at <https://ripple-effects.com/Leaf-free-Streets>.



**Leaf-free Streets**  
*For Clean Waters*

**Rain Alert**

## 2020 City Stormwater Website Materials Summary

<https://www.ci.stoughton.wi.us/stormwater>

1. Yahara WINS educational video about the Yahara watershed and phosphorus reduction efforts
2. Best Management Practices images from MAMSWaP including: downspout direction, erosion control, fertilizer usage, pet waste, rain barrels, and rain gardens.
3. Link to City of Madison Engineering Division's Rain Garden Podcast
4. Link to Ripple Effects webpage and Facebook page
5. Link to Ripple Effects Stormwater Animation Video and Dane Waters: A Reflection of Us All
6. Link to WI Salt Wise webpage
7. Link to DNR Hazardous substance spills webpage
8. Link to Dane County storm drain mural tour webpage
9. Stoughton Storm Drain Mural Poster image
10. Ripple Effects "Small Actions Make A Big Difference" image
11. Information on leaf management including mulching and composting
12. Links to download the following documents: Rain Barrel information, Rain Garden Flower Guide, How to Build a Rain Garden, Spring Best Management Practices, Keep Rainwater in its Place, Cleaning up Stormwater Runoff, Simple Steps to Cleaner Water, Managing Leaves and Yard Trimmings, Protecting our Lakes and Streams this Summer, Stoughton Storm Drain Mural Poster, Lawn and Garden Pesticide Tips to Protect our Water, Lawn and Garden Fertilizer Tips to Protect our Water, Lawn Watering, Yard Care to Protect our Waters, Working To Keep Roads Safe While Protecting our Waters, WI Salt Wise Business Flyer, WI Salt Wise Residential Flyer, Protecting Lakes and Streams This Fall and Winter, Simple Tools Can Help Keep Sidewalks Safe This Winter, Keep Our Streets Leaf Free!
13. Link to Rain Garden Workshop registration during the month of February
14. Links to City's stormwater utility ordinance, policies, and applications
15. Link to download- Annual Stormwater Reports 2006-2020
16. Link to download- EPA fact sheet on illicit discharge
17. Link to download- Map of City's stormwater system
18. Link to download- WI DNR stormwater discharge permit
19. Link to download- City's stormwater information and education program

## **2020 Stormwater Public Education and Outreach Program Summary**

Stoughton is a member and actively participates in MAMSWaP (Madison Area Municipal Storm Water Partnership) with specific interest in broadening our Public Information and Education Outreach message.

MAMSWaP Information & Education Updates is provided with this report.

MAMSWaP Annual Report Data is provided with this report.

MAMSWaP Annual Work Plan is provided with this report.

Annually at a Common Council meeting we discuss the City's Annual Report and aspects of the permit. During Plan Commission, Public Works Committee and Council meetings we discuss storm water management items as part of new subdivisions and development projects. The Council reviews and approves our storm water budget annually and this allows for additional time to discuss permit expectations.

## B. Public Involvement and Participation

The Public Works Committee meets the 3rd Tuesday of every month and the City Council meets the 2nd and 4th Tuesday of every month during which residents may voice concerns/complaints regarding stormwater issues. The City then proactively deals with these concerns/complaints. In addition, the City provides public notice of all public meetings.

MAMSWaP provides public involvement and participation events including maintenance of the [http://www.ripple-effects.com/mamswap\\_website](http://www.ripple-effects.com/mamswap_website). Past efforts include *Plant Dane!* Cost-Share Program, an annual rain garden workshop, storm drain marking, and the distribution of yard signs, brochures, and flyers for the *Love Your Lakes, Don't Leaf Them* program. The group also conducts media campaigns regarding stormwater best management practices and the importance of lake water quality.

**Table 3.02-2 Public Involvement and Participation Plan and Measurable Goals**

	<b>Activity</b>	<b>Measurable Goal</b>	<b>Delivery Mechanism</b>	<b>Target Audience</b>	<b>Responsible Party</b>	<b>Anticipated Completion Date</b>
1	Continue to public notice all public meetings.	Ongoing	A/I	General Public	City Staff	On-going
2	Continue to work with MAMSWaP for planning and participating in public involvement events.	Ongoing	A/I	General Public, Residents	Director of Planning & Development	Complete by August 30, annually
3	Hold an annual meeting to update City officials, residents, regulatory agencies, local contractors, and interested stakeholders on the progress of the City's stormwater program and MS4 Annual Report. Distribute City's MS4 Annual Report to City officials.	One meeting each year starting in 2019. Hold in conjunction with annual meeting described in Table 3.02-1.	A/I	Public Employees, Residents, Businesses, Contractors, Developers, Industries, General Public	Director of Planning & Development	First meeting in April/May 2019
4	Track public involvement and participation activities for annual reporting to WDNR.	Once each year.	P	Public Employees	Department of Planning & Development	Once each year.
5	Implement a volunteer activity from the following: group BMP installation or maintenance, storm drain stenciling, planting community garden, clean up event, stream monitoring, citizen committee meeting, public workshop, presentation of stormwater information, or other hands on event.	Once each ear.	A/I	Residents	Department of Planning & Development	December, annually
6	Participate in annual volunteer activities organized by MAMSWaP, such as the Plant Dane program.	Once each year.	A/I	General Public, Residents	Engineering Technician	Once each year and as required by joint agreement.

Note: A/I=Active/Interactive; P=Passive

2020 Trainings, Workshops, and Volunteer Activities promoted by City of Stoughton or MAMSWaP

### **I'm Un-Salted!**

Hosted by Friends of Lake Wingra

Thursday January 30<sup>th</sup>, 2020

Do you feel ~salty~ when you see excessive sidewalk salt around the City of Madison? Learn how you can take action on your property and in your neighborhood to protect our local water resources from the impacts of salt overuse.

This free event will expand on the conversation about salt use on Madison by sharing information about a study done on the UW-Madison campus and tips and tricks to reduce your contribution. You'll even have time to ask experts your questions and explore some projects and tools afterwards!

### **Rain Garden Workshop**

Hosted by Ripple-Effects Wisconsin

Saturday February 29<sup>th</sup>, 2020

Learn how installing a rain garden can help protect our lakes, rivers and streams and add beauty to your property! This workshop will focus more on helping participants new to the world of rain garden design through the process of actually designing a rain garden plan for their property and less on the background and benefits of rain gardens. This workshop will include exercises, demonstrations and resources to lead participants through the process of site selection, sizing, site preparation, and plant selection. Information on installation and maintenance will also be provided. Experts will be available to help participants through the process and answer questions.

### **Protect Water! Effective Actions You Can Take At Home**

Hosted by Ripple-Effects WI

Wednesday February 12<sup>th</sup>, 2020

Come in out of the cold and warm up with some coffee or tea while you learn how to protect water! Individual homes and properties contribute more to water pollution than you might think. Experts from the Madison Metropolitan Sewerage District and the Madison Area Municipal Stormwater Partnership will talk about simple actions you can take in and around your home to protect water now and in the future.

All participants will have the chance to win a Wisconsin Salt Wise winter maintenance tool-kit!

### **Shoreland Gardening for Healthy Lakes and Rivers**

Hosted by Wisconsin Lakes Partnership

Tuesday May 5<sup>th</sup>, 2020

As part of the Wisconsin Citizen Lake Monitoring Network (CLMN) Webinar Series:

Join Lakes Specialist Patrick Goggin and CLMN Educator Paul Skawinski as they talk about gardening with native plants on lakeshore properties to improve water quality, enhance wildlife habitat, and improve property aesthetics.

### **2020 Winter Salt Training**

Hosted by WI Salt Wise

September-December 2020

Registration is NOW OPEN for Free Winter Salt Trainings open to private applicators, property managers, municipal staff, and anyone involved in winter maintenance. Learn the latest in application rates and technologies and get certified with the City of Madison's Winter Salt Certification program.

**Party for the Planet- Clean Up Day**

Hosted by Henry Vilas Zoo

Saturday September 19<sup>th</sup>, 2020

We are partnering with the Henry Vilas Zoo on a Party for the Planet Clean Up Event (Sept. 19th) to help keep our waterways clean! Consider signing up as a group site host and collect trash at a nearby park, beach, or public space close to a lake, river or stream. You can even take action in your neighborhood by cleaning up some storm drains. Remember what washes down our storm drains leads to our waters.

It's easy! You can decide on the time and place. We'll provide the materials. Sign up by Sept. 8th.

**Grow Native Plants for Schools and Community Projects- Virtual Training Workshop**

Hosted by Dane County Land & Water Resources Department

Sunday October 18<sup>th</sup>, 2020

Four years ago, our Department started a Plant Dane: Free Plants program so that we could provide free plants to groups trying to install rain gardens and natural areas in their community. Since then, we have distributed over 15,000 native plants to over 86 different local groups. Many of the plants for this program are grown by volunteers that want to make an impact in their community. This workshop will train a new cohort of volunteers for this program.



## MAMSWaP Annual Report 2020 Data

### Plant Dane Orders within MAMSWaP boundaries

COTTAGE GROVE- 4  
CROSS PLAINS -1  
DEFOREST-8  
FITCHBURG- 8  
MADISON- 193  
MCFARLAND- 8  
MIDDLETON- 16  
MONONA- 15  
STOUGHTON- 14  
SUN PRAIRIE-7  
VERONA-12  
WAUNAKEE-7  
WINDSOR-3

### Free Native Plant Projects with MAMSWaP boundaries

#### **Spring Cycle-**

Madison- 1000 Friends of Wisconsin with Leopold Elementary, Blair Street Gardens Committee, Emerson Elementary School, Friends of Edna Taylor Conservation Park, Neighborhood House Community Center, Neighbors of the Dixon St. Greenway, Shabazz High School, St. John's Lutheran Church, Stephens Elementary, Thoreau Elementary School, University Houses Preschool, Wingra School  
Monona-Aldo Leopold Nature Center, City of Monona Parks and Recreation Afterschool  
Middleton-Elm Lawn Elementary, Friends of Pheasant Branch Conservancy  
Stoughton- Pumpkin Patch Preschool  
Windsor- Token Creek Conservancy

#### **Fall Cycle-**

Madison-Catholic Charities Adult Day Center, Dixon Street Greenway, Edgewood College, McCormick Park, Dane County Humane Society, William G. Lunney Lake Farm County Park, Mendota Mental Health, Shabazz High School  
Middleton- Kromrey Middle School, Middleton High School  
Waunakee- Friends of Schumacher Farm County Park  
Cottage Grove- Friends of McCarthy Park

### Leaf-free Street Signage Requested

Cottage Grove-75 signs requested by Village  
Fitchburg- 45 signs requested by City  
Stoughton-20 signs requested by City, 2 requested by individuals  
UW- 6 signs requested  
Madison-  
40 signs-Friends of Lake Wingra

29 signs requested by individuals

Middleton-

50 signs-Friends of Pheasant Branch

4 signs requested by individuals in addition to those picked up from City Hall

Monona- 2 signs requested by individuals

Waunakee- 1 sign requested by individual

**Leaf-free Streets Alerts by zipcode within MAMSWaP boundaries- Email and text**

Cottage Grove- 1

Deforest- 1

Fitchburg-70

Fitchburg/Monona-11

Madison- 108

McFarland- 1

Middleton- 9

Middleton/Waunakee/Westport-3

Monona- 33

Sun Prairie- 1

**Storm Drain Murals**

Madison- Repainted zoo mural, Elvehjem Elem (painting in 2021 due to COVID), Tenney Lapham Neighborhood Assoc. (painting in 2021 due to COVID)

Middleton (City)- Repainted two murals

Monona- Aldo Leopold Nature Center (painting in 2021 due to COVID)

Verona- New Century School (carried 2020 application over to 2021 due to COVID)

**Storm Drain Marking- NONE-UWEX did not allow marking materials to be checked out after July due to COVID**

**Enviroscape Checkout- UWEX did not allow Enviroscape to be checked out after July due to COVID**

Monona-St. Stevens Lutheran Church- 1/16/20, Monona Earth Day 4/15

Sun Prairie- Cardinal Hts. Middle School- Feb 2020, no exact date

Madison- Shabazz High School- 4/10

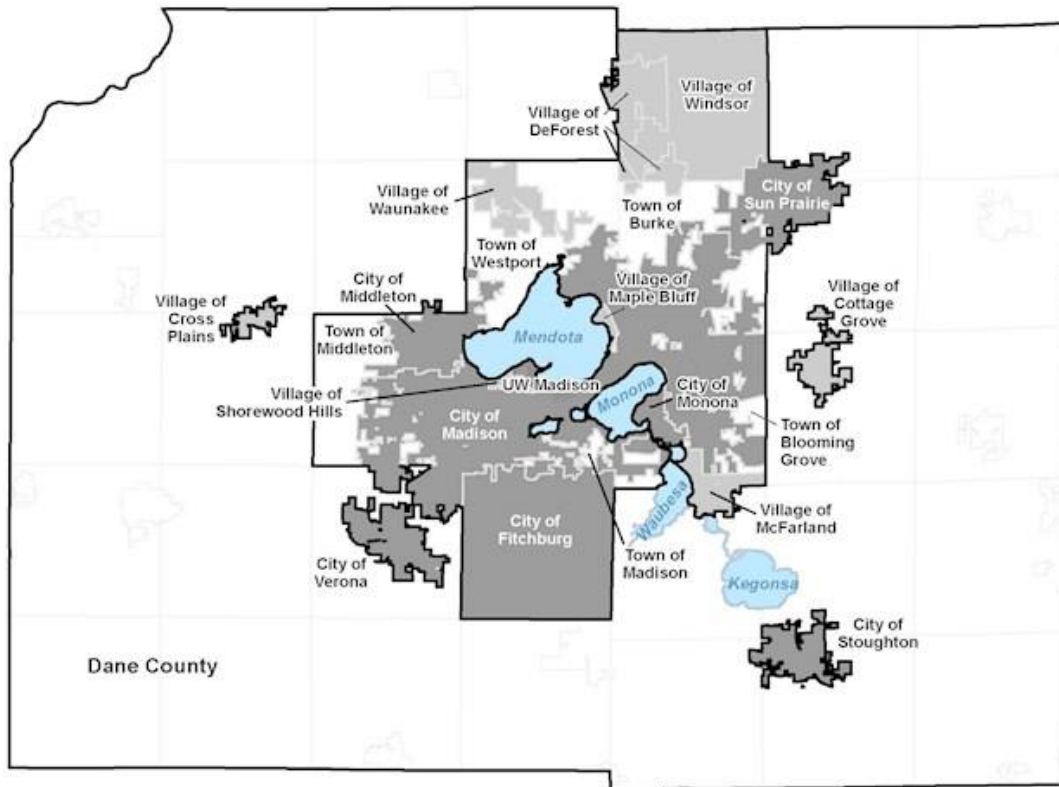
McFarland- Friends of Lake Kegonsa- Family Fun Fest at Fish Camp Park- 7/24

\*\*\*One exception for an outdoor presentation- 12/4/20- Middleton (Pheasant Branch)- High School Girl Scout Troop\*\*\*

**Rainfall Simulator Checkout-None due to COVID and most in person events being cancelled.** A Rainfall Simulator Demo video created as part of Dane County Parks Conservation Corner Series- <https://youtu.be/35Vpwwze6Ek>

**LIST OF PRESENTATION ON PAGE 2.**

<b><u>Presentations/Events</u></b>				
<b>Date</b>	<b>Event Name</b>	<b>Event Location</b> (e.g. Verona)	<b># Adults</b>	<b># Youth</b>
1/8/2020	Frozen Assets- WI Salt Wise Table	Edgewater Hotel- Madison	70	15
2/6/2020	UW Arboretum-Winter Enrichment Series	UW Arboretum- Madison	70	
2/29/2020	Rain Garden Workshop	Fitchburg	21	1
5/13/2020	Storm Drain Mural Presentation- Elvehjem Elementary Madison	Virtual	2	22
7/3/2020	Conservation Corner Video- Stormwater Pollution and Solutions <a href="https://youtu.be/35Vpwwze6Ek">https://youtu.be/35Vpwwze6Ek</a>	Virtual- 78 views	NA	NA
9/30/2020	Storm Drain Mural Presentation	Aldo Leopold Nature Center- Monona	2	8
11/1/2020	Salt Wise Equipment Demo	Madison Metro. Sewerage District- Madison	10	
12/2/2020	Drop Spreader Calibration Video <a href="https://youtu.be/avoffQ2Lpb0">https://youtu.be/avoffQ2Lpb0</a>	Virtual- 107 views	NA	NA



# **Madison Area Municipal Storm Water Partnership Information & Education Plan 2020-2024**

# Acknowledgements

The Madison Area Municipal Storm Water Partnership's (MAMSWaP) 2020-2024 Information and Education (I&E) Plan was developed by the MAMSWaP I&E Committee. Their expertise, input and municipal cooperation was crucial for plan development and will continue to play an integral role in addressing stormwater runoff in Dane County. Thank you to everyone who helped.

## MAMSWaP I&E Municipalities

<u>Cities</u>	<u>Villages</u>	<u>Towns</u>	<u>Other</u>
Fitchburg	Cottage Grove	Blooming Grove	Dane County
Madison	Cross Plains	Burke	UW-Madison
Middleton	Deforest	Madison	
Monona	Maple Bluff	Middleton	
Stoughton	McFarland	Westport	
Sun Prairie	Shorewood Hills		
Verona	Waunakee		
	Windsor		

## I&E Committee Members Contributing to the 2020-2024 I&E Plan

Jeremy Balousek- Dane County Land and Water Resources Department  
Kelli Bialkowski- Village of Deforest  
Christal Campbell- Dane County Land and Water Resources Department  
Chris Egger- UW Madison  
Rick Eilertson- AECOM  
Gail Epping Overholt- UW Arboretum  
Phil Gaebler- City of Madison  
Claudia Guy- City of Fitchburg  
Mindy Habecker- UW Extension  
Kathy Lake, Madison Metropolitan Sewerage District  
Hannah Mohelnitzky- City of Madison  
Rodney Scheel- City of Stoughton  
Tom Wilson- Town of Westport

---

# TABLE OF CONTENTS

---

INTRODUCTION .....	1
Regulatory Requirements for Information and Education .....	1
I&E Plan Development and Implementation .....	2
Audiences.....	2
Geographic Focus of the Plan.....	3
Program Effectiveness .....	3
PERMIT REQUIREMENTS, GOALS AND PROGRAMS.....	5
Permit Requirements.....	5
Goals and Desired Outcomes .....	7
Programs and Activities.....	10
Annual Work Plans .....	11
Annual Tasks .....	12
EVALUATION .....	13
APPENDIX	
Intergovernmental Agreement to Maintain and Fund a Position Responsible for Stormwater Management, Education and Outreach.....	A1
Municipal Responsibilities.....	A7
Municipal Contacts.....	A7

---

# INTRODUCTION

---

In order to comply with the stormwater discharge permit regulations contained in NR 216, Wisconsin Administrative Code, 22 municipal entities in central Dane County developed this information and education (I&E) plan as part of their permit applications (see inside front cover for list of municipalities and cover for a map).

The Wisconsin Department of Natural Resources and the United States Environmental Protection Agency (EPA) have identified the importance of informing and educating municipalities, the construction trades, professional service providers and residents about stormwater pollution. Stormwater pollution control is most effectively implemented when people understand the impact of stormwater pollution, its sources and the actions that can be taken to control it.

The goal of the municipal stormwater discharge permit program is to reduce adverse impacts to water quality in our lakes and streams from urban sources of stormwater runoff. The project area addressed in this plan is rich in water resources that have been negatively affected by stormwater runoff. The goals identified in this plan will direct MAMSWaP's I&E activities for the next five years to address stormwater pollution.

## **Regulatory Requirements for Information and Education**

Outreach is an important feature of a comprehensive and effective stormwater management program. For municipalities that require a municipal stormwater discharge permit, an I&E program is not only a good idea, it is required. Wisconsin's stormwater regulations for municipalities under Subchapter I of NR 216, Wis. Adm. Code, require the development and implementation of an I&E program to facilitate the proper management of materials and behaviors that may pollute stormwater. The program must direct the process for the distribution of appropriate information and public outreach to increase awareness of stormwater impacts on waters of the state. Additionally, performance standards for developed urban areas contained in Subchapter III of NR 151, Wis. Adm. Code, require local governments of such areas to develop and implement a public I&E program to assist in reducing polluted runoff.

The types of activities and behaviors the regulatory programs are intended to address include improper disposal of waste and dumping of materials, effective construction-site erosion control and long-term stormwater management, residential infiltration practices, green infrastructure, lawn and garden fertilizer and pesticide application, yard waste management and disposal, pet waste disposal and other business and household practices that may contaminate stormwater runoff. This plan is designed to address all these activities and will meet the regulatory requirements for an effective I&E program.

This plan focuses on urban stormwater from central Dane County municipalities. Agricultural runoff is therefore not addressed in this plan, but is a component of several local, state and federal programs and is included in Subchapter II of NR 151.

Dane County's Erosion Control and Stormwater Management Ordinance sets standards for the quality and the quantity of stormwater runoff from areas where alterations to the landscape and the creation of impervious surfaces result in changes in the amount and quality of water flowing off the site. Where appropriate, this plan integrates NR 216 requirements with those of the Dane County Erosion Control and Stormwater Management Ordinance (Dane County Ordinances Chapter 14 <https://danedocs.countyofdane.com/webdocs/pdf/ordinances/ord014.pdf>). All recent updates in ch 14.

## **I&E Plan Development and Implementation**

The MAMSWaP I&E Committee reviewed the previous five-year I&E plans, plans of other stormwater consortiums statewide and the results of the 2018 Madison Area Storm Water Partnership Survey to develop the 2020-2024 I&E plan.

The long-term oversight and funding strategy for the I&E plan implementation used during the 2003-2008, 2009-2013, and 2014-2018 permits cycle will again be employed during 2020-2024. Each municipality has committed funding for plan implementation, detailed in the Intergovernmental Agreement in the Appendix. The intergovernmental agreement has been updated to reflect programmatic funding changes and to allow for the addition of municipalities that were not previously part of the outreach effort.

Levels of financial contributions from each MAMSWaP municipality are based on population according to 2010 census data. Dane County and UW-Madison contributions were not based on population, as that would double count municipal populations. MAMSWaP approved the financial contribution schedule, which is included in the Intergovernmental Agreement. The sixty percent Stormwater Education Coordinator position, created by the Intergovernmental Agreement and housed at the Dane County Land & Water Resources Water Resource Engineering Division, will continue to staff the I&E Committee, prepare annual work plans and coordinate implementation of this plan with oversight provided by the I&E Committee and provide materials to MAMSWaP municipalities for their use. I&E Plan implementation progress reports will continue to be a regular agenda item for the MAMSWaP quarterly meetings. Specific actions to achieve plan goals will be included in annual work plans instead of the five-year plan, including those that must be completed by the municipalities.

## **Audiences**

Outreach programs are designed to meet the educational needs of specific audiences. These audiences may be determined by where they live, the work they do, their contribution to the problem and their ability to make behavioral changes that can lead to achieving the stormwater program's goals. Outreach programs are tailored to meet each audience's unique needs for specific topics or skills using the delivery method that best meets their learning styles or goals. The list below identifies audiences in the MAMSWaP area.

**Construction Professionals:** Developers, Consultants, Home Builders, Contractors, Architects, Landscapers, Engineers, Plumbers, Concrete Companies, Snow Removal Contractors, including those that plan and develop land, are involved in new construction and redevelopment, and other relevant contractors or businesses that are involved in the development, redevelopment, construction and maintenance of homes, subdivisions, and commercial/industrial properties

**Educational:** K-12 Students and Staff, Student/youth groups (4-H, scouts), College Students and Staff, Campus Staff and Groundskeepers, Professors, School Administration

**Residential and Private Sector:** Homeowners, Neighborhood Associations, Groups/Clubs (watershed associations, friends groups, garden clubs, civic group such as Rotary, etc.), Auto



Owners, Pet Owners, Tenants, Landlords, DIY (Car Washing, Oil Changing, Home Improvement and Maintenance), Property Owners, Managers and Maintenance Staff, Private Commercial and Industrial Properties (restaurants, gas stations, dry cleaners, printers, painters, corporate campuses, retail sites, boat cleaning and storage, mobile cleaning operations, lawn care and snow removal contractors, etc.), Business Owners and Staff, Facility Managers, Golf Courses, and anyone involved with other building management including maintenance of stormwater ponds or other facilities or have runoff from fertilizers, pesticides, heavy metals, petroleum products and other chemicals.

**Public Sector:** County, City, Village and Town Elected Officials, Municipal Staff, Municipal Administration, Facility Managers (including planning, zoning, building inspection, land conservation, parks, public works, building inspection or other committees and departments with land use or land management responsibilities)

**Occasional Users:** Tourists, Swimmers, Anglers, Competitive Athletes, Recreational Vehicles (ATVs, Snowmobiles, PWC's, Boats, etc.) and others that occasionally use the local water resources

## **Geographic Focus of the Plan**

The 22 member municipalities (listed on the inside cover of this plan) signed an intergovernmental agreement to implement the I&E plan, developed to meet permit requirements. Dane County is only responsible under the permit for those county-owned properties and facilities within the urban area indicated by the outline on the map on the cover.

## **Program Effectiveness**

Program effectiveness must be evaluated to determine whether it is worth the time, energy and resources invested in the outreach program. Programs that rely solely on enforcement or monetary incentives have not been successful. Research has shown that a strong outreach program must be used to complement other means. This is especially true when enforcement is spotty, penalties light and the audience is vast.<sup>5</sup>

Outreach is just one part of the stormwater permit process. It is critical that all aspects of the program be looked at as a whole. If stormwater goals and implementation are unrealistic, then the success of the education program is unlikely, no matter how well conceived.

Part of the answer to whether an education program will be successful is based on the change in behavior expected. A well-written and well-executed I&E plan identifies behavior changes need to positively impact stormwater quantity and quality. Outreach programs that focus on behaviors likely to be adopted are more successful than those that are difficult or expensive. Information is also a powerful tool that provides audiences with appropriate materials and activities to become more knowledgeable and empowered to take action.

When target audiences are asked to do things that are difficult, different or expensive, they are unlikely to comply without additional incentives. To decide if an expected behavior is likely to be adopted and, thus, if an educational plan is to be successful, the plan should address the following criteria.

- The requested behavior should be clear to the target audience.
- The expected water quality response based on implementation of the requested behaviors should be clear to the target audience.
- The behavior should be made visible to others in an effort to change social norms.

- The barriers to behavior change should be determined and addressed.
- Research based tools such as incentives, prompts and public commitments should be used, if possible.
- The behavior should be low cost in terms of time, money or energy.

<sup>5</sup> UWEX 1989 Metropolitan Milwaukee study.

---

# PERMIT REQUIREMENTS, GOALS AND PROGRAMS

---

## Permit Requirements

The Madison Area Municipal Stormwater Partnership (MAMSWaP) Information and Education (I&E) Plan reflects the requirements of the NR 216 permit, focusing on reducing urban stormwater runoff, improving urban stormwater quality and eliminating illicit discharges. WPDES Permit Number WI-S058416-4 (effective July 1, 2019 – June 30, 2024) states the following in Section 3, page 10. WPDES Permit Number WI-S050075-03- (Village of Cross Plains) has similar language.

### 3. STORMWATER MANAGEMENT PROGRAM REQUIREMENTS

**3.1 Public Education and Outreach:** Each co-permittee shall maintain its public education and outreach program to increase the awareness of stormwater pollution impacts on waters of the state and to encourage changes in public behavior to reduce such impacts. The co-permittee shall implement the following measurable goals:

**3.1.1 MAMSWaP Membership.** Continue to be a member of the Madison Area Municipal Stormwater Partnership (MAMSWaP) information and education program. Alternatively, if a co-permittee discontinues to be a member of the MAMSWaP information and education program, then they must develop and implement a work plan on their own that meets the requirements of section 3.1 of this permit.

**3.1.2 MAMSWaP Education Plan.** Participate in the implementation of the most recent *Madison Area Municipal Storm Water Partnership (MAMSWaP) 5-Year Information and Education Plan 2020-2024*, which are prepared on behalf of the co-permittees. By December 1 of each year, the co-permittees shall collectively develop an annual work plan to guide implementation of the MAMSWaP information and education plan for the following calendar year. The information and education plan shall establish measurable goals for the topic areas listed in Table 1 below.

**Note:** MAMSWaP information and education plan documents are available online at: <http://www.ripple-effects.com/mamswap>

**3.1.3 Educator Coordinator Cooperation.** Cooperate with and assist the person functioning in the Stormwater Education Coordinator position created pursuant to the information and education agreement by providing pertinent information requested by the coordinator to facilitate implementation of the information and education plan. This section is not applicable if the co-permittee discontinues participation in the MAMSWaP information and education program.

**3.1.4 Topics.** Each co-permittee is individually responsible to have its own public education and outreach plan, which should follow the MAMSWaP information and education plan and be adapted to its own municipality. Each co-permittee shall address all eight topics in Table 1

at least once during the permit term with a minimum of six topics being addressed each year, except, co-permittees that are a City, Village, or Town with a population of less than 5,000 based on the latest U.S. Census, shall address a minimum of four topics each year. Topics may be repeated as necessary. Co-permittees shall select from the topic areas in Table 1.

Table 1: Public Education and Outreach Topic Areas and Descriptions

#	Topic Area	Description
1	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.
2	Household Hazardous Waste Disposal/Pet Waste Management/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.
3	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.
4	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.
5	Residential Infiltration	Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.
6	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.
7	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.
8	Green Infrastructure/Low Impact Development	Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development.

The MAMSWaP I&E Plan seeks to meet or exceed these minimum requirements and elements by developing and implementing a coordinated, regional outreach effort using consistent messages among and between communities to reduce the quantity and improve the quality of urban stormwater runoff and identify and eliminate illicit discharges.

## **Goals and Desired Outcomes**

The long-term goals and desired outcomes detail the knowledge and skills needed in order to meet the required permit elements. The following long-term goals are directly related and grouped under each of the eight elements identified in Section 3.1.4 of the Permit (listed on p.6).

### *3.1.4.1 Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.*

People who live or work in Dane County will:

- understand the difference between sanitary sewers and stormwater drainage systems;
- understand that stormwater runoff that enters storm drains eventually ends up in our lakes, rivers and streams;
- be able to identify illicit discharges (e.g., yard waste, oil, grease, sediment, soap, pet waste or other substance deposited into a storm drain structure or overland drainage);
- understand the environmental consequences and negative impacts of illicit discharges and stormwater on water quality;
- not dump material into inlet structures, streets or any other conveyance; and
- know whom to contact when a potential water quality problem is found.

Municipal staff will understand how to identify illicit discharges and respond appropriately when an illicit discharge or other water quality problem is detected or reported.

### *3.1.4.2 Inform and educate the public about the proper management of materials that may cause stormwater pollution from sources including automobiles, pet waste, household hazardous waste and household practices.*

People who live or work in Dane County will:

- understand the impacts of their actions on water quality;
- understand actions that prevent water pollution;
- pick up after pets, know how to properly dispose of pet waste, and properly dispose of pet waste;
- know where to properly dispose of household hazardous waste and properly dispose of household hazardous waste; and
- understand and implement practices to minimize water pollution from automobiles, pet waste and household hazardous waste.

### *3.1.4.3 Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.*

People who live or work in Dane County will:

- understand how yard waste can contribute to water pollution;
- understand practices that minimize water pollution from yard waste;

- leave grass on lawn after mowing or compost grass clippings onsite;
- mulch leaves into lawn or compost leaves onsite;
- remove leaves and grass clippings from impervious surfaces before the rain;
- know how to determine lawn and garden needs and minimize fertilizer and pesticide use by applying only what is needed at key times during the year.

*3.1.4.4 Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.*

Riparian landowners in Dane County will:

- understand how proper management of shorelines with native plantings minimizes erosion and water pollution;
- know where to get information on effective planting design and maintenance; and
- implement practices on their property that minimize erosion and water pollution

*3.1.4.5 Promote infiltration of residential stormwater runoff from rooftop downspouts, driveways and sidewalks.*

People that live or work in Dane County will:

- understand the importance of minimizing stormwater runoff;
- understand how stormwater quantity impacts surface water, habitat and groundwater;
- understand how practices to keep rain where it lands can minimize water pollution;
- know where to get information on practices to increase infiltration of stormwater; and
- understand and implement practices to increase infiltration including: installation of rain gardens, rain barrels, permeable pavement, and redirecting downspouts.

*3.1.4.6 Inform and educate those responsible for the design, installation and maintenance of construction site erosion control practices and stormwater management facilities on how to design, install and maintain the practices.*

Municipalities (staff, elected officials, their consultants, etc.) will:

- hire engineering firms that understand and use proper stormwater retrofitting;
- encourage “green developments”;
- evaluate and utilize appropriate BMPs;
- communicate standards to landowners, developers, contractors and consultants;
- review plans and enforce standards in plans;
- understand:
  - stormwater rules and regulations,
  - why proper municipal stormwater practices are important, and
  - what is required to achieve behavior change, which includes a combination of education, proper planning and enforcement; and
- provide demonstrations of new and innovative practices that meet or exceed standards.

Construction Professionals (consultants, developers, contractors and builders) will:

- evaluate opportunities to reduce imperviousness and increase infiltration and recharge;
- understand that there are runoff standards, the resources needed to install

and maintain BMPs including cost, time and siting limitations, and see BMPs as necessary, functional, and marketable;

- understand and support local and state stormwater standards and other requirements;
- prepare plat and site designs that minimize erosion and stormwater runoff, and meet or exceed local and state stormwater and design standards;
- provide accurate information to developers and municipalities on practices to meet standards including innovative practices based on emerging science and engineering knowledge.;
- will install and maintain effective erosion control and stormwater management practices;
- follow plans and not interfere with site stormwater and erosion controls and will follow construction sequencing plans to protect stormwater quality and prevent regulatory concerns;
- understand the financial and other benefits of complying with erosion control and stormwater requirements;
- understand elements of and implement low-impact/conservation design developments and other innovative erosion control and stormwater management techniques; and
- market developments based in part on stormwater compliance and benefits of stormwater practices.

*3.1.4.7. Identify businesses and activities that may pose a stormwater contamination concern and educate those specific audiences on methods of stormwater pollution prevention.*

Private business owners and staff will:

- evaluate opportunities to reduce imperviousness and increase infiltration and recharge;
- understand that there are runoff standards, and support local and state stormwater standards and other requirements to protect surface water quality;
- understand that BMPs are necessary, functional, and marketable, and the financial and environmental benefits of complying with erosion control and stormwater requirements;
- install and maintain effective stormwater management practices; and
- not interfere with site stormwater and erosion to protect stormwater quality and prevent regulatory concerns.

Property owners and managers will:

- understand stormwater rules and regulations, will understand why proper stormwater practices are important, and will utilize appropriate BMPs and
- be aware of and utilize appropriate good housekeeping practices that apply to their property (e.g. garbage collection, de-icing, lawn care/landscaping practices, yard waste disposal, vehicle fluid management, salt pile protection, etc.)

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

Municipalities (staff, elected officials, their consultants, etc.) will:

- hire contractor and consultants that have experience in green infrastructure;
- encourage “green developments”; and

- include green infrastructure in project plans.

Construction Professionals will:

- prepare plat and site designs that minimize erosion and stormwater runoff, and meet or exceed local and state stormwater and design standards and
- understand elements of and implement low-impact/conservation design developments and other innovative erosion control and stormwater management techniques.

Property owners will:

- understand the benefits of installing green infrastructure and
- know what green infrastructure options are available and how to incorporate green infrastructure into new construction or site improvement projects.

### **Programs and Activities**

The programs and/or activities listed in Table 2 will be used to achieve the goals and outcomes listed above for each topic area required in the permit. All programs and/or activities may not be implemented every year and additional activities may be added. A complete list of activities that will be implemented each year will be specified in the MAMSWaP Annual Information and Education Work Plan along with available resources to assist municipalities in the development of their individual information and education plans and outreach efforts. The MAMSWaP Annual Information and Education Work Plan will be shared with partners by December 1<sup>st</sup> each year.



Table 2: MAMSWaP Program and Activities

#	Topic Area	Programs/Activities	Audiences
1	Illicit Discharge Detection and Elimination	Storm Drain Mural Program Adopt A Storm Drain Program Illicit Discharge Reporting	Residential Educational Public Sector Occasional Users
2	Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing	Dane County Clean Sweep Spring/Summer Best Management Practices Toolkit Enviroscape Model/Rainfall Simulator	Residential Educational Occasional Users
3	Yard Waste Management/Pesticide and Fertilizer Application	Leaf-free Streets for Clean Waters Adopt A Storm Drain Program Lawn care Calendar Spring/Summer Best Management Practices Toolkit Enviroscape Model/Rainfall Simulator	Residential Educational Private Sector Occasional Users
4	Stream and Shoreline Management	Plant Dane Native Plant Program Free Native Plants for School and Community Projects	Residential
5	Residential Infiltration	Plant Dane Native Plant Program Free Native Plants for School and Community Projects Rain Garden Workshop Rainfall Simulator	Residential Educational Occasional Users
6	Construction Sites and Post-Construction Storm Water Management	NASECA Trainings Erosion Control Inspections	Constructional Prof. Public Sector
7	Pollution Prevention	WI Salt Wise Salt Certification Trainings	Residential Private Sector Public Sector
8	Green Infrastructure/Low Impact Development	Green Infrastructure Workshop Rain Garden Workshop Green Infrastructure Demonstration Projects	Construction Prof. Public Sector Residential

### Annual Work Plans

Potential projects will be considered each fall for the coming year’s annual work plan based on several factors, including that year’s project funding, opportunities to leverage MAMSWaP’s outreach with the work of other partners and the relative annual importance of each nonpoint pollution source listed as part of the WPDES permit requirements.

As the Stormwater Education Coordinator’s work plan is developed each year, potential partners will be identified to help with development and implementation of activities. If needed, funding will be sought from sources beyond contributing municipalities, including Urban Nonpoint Source and Stormwater Grants from DNR and Dane County Urban Water Quality Grants.

## Annual Tasks

There are some administrative tasks and ongoing programs that must be performed every year that are essential to the program and need to be accounted for in the annual work plan.

Following is a partial list of those tasks.

1. Quarterly reporting to member municipalities
2. Annual reporting to DNR.
3. Billing municipalities and track payments.
4. Developing annual work plans.
5. Updating and maintaining the [www.ripple-effects.com](http://www.ripple-effects.com) website.
6. Continuing to be an active partner of WI Salt Wise
7. Continuing to promote North American Stormwater and Erosion Control Association Wisconsin Chapter events.
8. Developing and distributing outreach tools and articles to municipalities, friends groups, community groups and neighborhood association newsletters.
9. Developing and providing presentations (PowerPoint, demonstrations, etc.) focused on audience interests/concerns.
10. Continuing to maintain and use existing list serves and distribution lists to disseminate info.
11. Continuing to provide organizations and community groups assistance and partnering with projects (presentations, displays etc. for communities).
12. Continuing to promote and support storm drain marking programs with supplies and other materials.
13. Promoting the stormwater curriculum developed for MAMSWaP.
14. Publicizing training for building inspectors, contractors and staff.
15. Publicizing the availability of the Dane County Erosion Control and Stormwater Management Manual.
16. Promoting use of the Enviroscope model and Rainfall Simulator.
17. Continuing to coordinate outreach with partners such as the Rock River Stormwater Group, Madison Metropolitan Sewerage District and others.
18. Continuing to actively participate in the Statewide Stormwater Collaborative group to learn from other stormwater groups across the state and discover possible projects to partner on.

---

# EVALUATION

---

Evaluation is an important component of the Information and Education (I&E) Plan. It begins when the program is planned, is incorporated into each step of implementation, and is emphasized at critical points. Evaluation will be an ongoing process to measure the effectiveness of both the individual activities and the overall plan in increasing knowledge that could lead to positive behavior changes. Evaluation will also provide a mechanism for obtaining feedback from the target audiences on how to improve subsequent education activities.

MAMSWaP uses various forms of both informal and formal evaluation to help measure the effectiveness of programs including: written workshop evaluations, participation in specific campaigns, feedback from partners and target audiences, behavioral observations, and web site and social media analytics. In addition to the evaluation methods listed above, MAMSWaP partnered with the University of Wisconsin Extension in 2018 to design, distribute and analyze a formal random sample survey of residents in MAMSWaP communities. The results of this survey are summarized in the [\*2018 MAMSWaP Survey: Perceptions, Actions and Concerns around Water Quality in Area Lakes, Rivers and Streams Final Report\*](#), which can be found on [www.ripple-effects.com](http://www.ripple-effects.com). Information from all these evaluation methods were used to develop the 2020-2024 five-year outreach plan and will be used to develop future annual work plans.

The [\*2018 MAMSWaP Survey: Perceptions, Actions and Concerns around Water Quality in Area Lakes, Rivers and Streams Final Report\*](#) reminds us that there are many factors contributing to changes in the public's attitudes and behaviors associated with mitigating the negative effects of stormwater runoff and that findings cannot be linked to the actions of any one person, group or program.

Outreach strategies need to be opportunistic and flexible, providing easily accessed educational materials regarding practices and behaviors, allowing for rapid responses as well as adequate resources to support rapid responses. Annual work plans will take into account not only the results of the 2018 survey, but also experiences from implementation of previous work plans and activities.

The I&E plan is a product of a continuous planning and evaluation process. The primary evaluation vehicle will be a statistically significant survey conducted at the conclusion of the implementation of this five-year plan. The 2018 survey was implemented to determine: the knowledge of urban stormwater pollution issues, actions residents are taking to reduce and improve the quality of stormwater, and willingness, barriers and motivators to implement specific stormwater practices among residents in the project area. Additional follow up surveys will be conducted at the end of the next five-year permit period to evaluate the effectiveness of the I&E plan in increasing knowledge and behavior change. Data gained from the surveys will be used to help redirect educational efforts, as necessary.

The I&E Committee will continue to provide oversight during implementation of the 2020-2024 I&E plan. As activities are planned and materials developed, the I&E Committee will review them and provide feedback as needed, continuing to focus the I&E efforts on those activities required by the permit language. Additional feedback will be obtained from the audiences of some of the individual education activities, providing useful information on how the actions can be improved during the course of the implementing the plan.

---

# APPENDIX

---

**Intergovernmental Agreement to Fund a Position Responsible for Stormwater Information, Education and Outreach Coordination for the Madison Area Municipal Stormwater Partnership (MAMSWaP)**

THIS INTERGOVERNMENTAL AGREEMENT, hereinafter referred to as this “Agreement,” made and entered into by, between and among the Cities of Fitchburg, Madison, Middleton, Monona, Stoughton, Sun Prairie and Verona; the Villages of Cottage Grove, Cross Plains, DeForest, Maple Bluff, McFarland, Shorewood Hills, Waunakee and Windsor; the Towns of Blooming Grove, Burke, Madison, Middleton and Westport; Dane County; and the University of Wisconsin–Madison, hereinafter referred to individually as “Party” and collectively as the “Parties,” which will include other municipalities that may join after this Agreement has been signed by the Parties listed.

WITNESSETH:

WHEREAS, many of the Parties entered into a Cooperative Agreement to jointly apply for a storm water discharge permit, hereinafter referred to as the “Permit”, under Chapter NR 216 of the Wisconsin Administrative Code in April, 2000; and

WHEREAS, this group intends to work cooperatively on storm water information, education and outreach, notwithstanding the fact that there may not be a continuing group Permit; and

WHEREAS, one of the required work elements of each Party’s NR 216 permit is the operation of an information, education and outreach program; and

WHEREAS, many of the Parties previously signed an agreement to jointly develop, coordinate and implement an information, education and outreach program from May 2004 through April 2009 and May 2009 through December 2013 and January 2014 through December 2018 (extended to December 2019); and

WHEREAS, the materials and products that result from this joint effort are expressly developed for the Parties to partially fulfill their information and education permit obligations; and

WHEREAS, the Parties agree, pursuant to sec. 66.0301, and Ch. 36, Wis. Stats. to obtain the services of a sixty percent employee of Dane County to provide information, education and outreach services to partially meet the requirements and components of each Party’s NR 216 Stormwater Discharge Permit as detailed in the Madison Area Municipal Storm Water Partnership 2020-2024 Storm Water Information, Education and Outreach Plan.

NOW, THEREFORE, in consideration of the above premises and the covenants of the Parties hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged by each Party for itself, the Parties agree to the following:

1. Dane County shall maintain a 60% position (1,248 hours annually or as many hours as funding allows), hereinafter referred to as the "Position," in its Land & Water Resources Department's (LWRD) and limited term employees to provide information, education and outreach services in furtherance of the storm water management programs conducted under each Party's permit. If any party fails to make their respective contribution by the due date as required by Exhibit A, the Party may be suspended from receiving services under this agreement and may be subjected to a breach of contract claim by Dane County or any other Party.

The Position shall be funded by the Parties as set forth in Exhibit A. Fees are based on 2010 Census population data. When a municipality wishes to join the information, education and outreach plan effort, it shall pay the amount set forth in Exhibit A based on its population from 2010 Census data. If a municipality joins mid-year, its amount will not be prorated. Additional municipalities' contributions shall not lessen the amount of the Parties' contributions set forth in Exhibit A, but shall be utilized for salary, benefits, and programmatic expenses directly related to the MAMSWaP. The municipality wishing to join the effort shall sign onto this Agreement and be afforded the benefits of the information, education and outreach program that are made available to all Parties.

Dane County shall provide annual documentation of direct and indirect expenses incurred with staffing the I&E position. Costs would include direct salary and benefits of staff and supervisors as well as indirect costs such as work space and support. This report for prior year shall be presented to agreement signatories on or before March 31 annually.

Should the Position become vacant, Dane County shall take all reasonable measures to assure that it is filled or its duties reassigned. During the time the Position is vacant, the LWRD Water Resource Engineering Division Manager shall assign other equivalent staff to complete the duties of the Position and shall notify all Parties in writing.

2. The Parties shall continue to operate and maintain the Information and Education Committee, hereinafter referred to as I&E Committee, previously created under the Madison Area Municipal Storm Water Partnership. The I&E Committee shall provide guidance and oversight to the Position, which is directly supervised by the LWRD Water Resource Engineering Division Manager. The five-year outreach plan developed by the I&E Committee will direct the Position's activities.

The materials and products that result from this joint effort are expressly developed for the Parties to partially fulfill their Information and Education permit obligations.

The I&E Committee shall meet a minimum of four (4) times per year. The I&E Committee shall consist of representatives of the Parties to this Agreement. The Position shall staff the I&E Committee. There is no maximum number of members for the I&E Committee. Any representative of a Party to this Agreement may be a member of the I&E Committee. At a minimum, the I&E Committee shall be comprised of one representative from Dane County, one representative from UW-Madison, one representative from City of Madison, one representative from remaining Party cities, one representative from villages, and one representative from towns (for a total of six (6)). The I&E Committee shall continue to solicit the advice and

consultation of the Wisconsin Department of Natural Resources and the University of Wisconsin Cooperative Extension.

3. The entire agreement of the Parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the Parties relating to the subject matter hereof. The Parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by all Parties.
4. Upon execution by all Parties, this Agreement shall become effective, superseding the previous agreement that was in place through December 2018, and shall end December 31, 2024 unless the Parties agree to a longer period. This Agreement may be amended and extended at any time upon the mutual agreement of all of the Parties.
5. Dane County shall invoice each of the Parties the amount set forth in Exhibit A commencing January 1, 2020 and every January 1 for years 2021, 2022, 2023 and 2024. Invoices are payable in 30 days.

6. **TERMINATION OF AGREEMENT**

In the event that any Party determines that it is in its best interest to terminate participation in this cooperative agreement with Dane County and all other Parties to this Agreement for storm water information, education and outreach, the Party may do so at any time by taking the following action:

- A) The Party shall send written correspondence to the Dane County LWRD Water Resource Engineering Division Manager and the Wisconsin Department of Natural Resources indicating its desire to terminate participation in this Agreement.

This correspondence shall include an official resolution or documented action indicating that the requested termination has been authorized by a governmental body possessing the legal authority required to terminate this Agreement, and that the signatories to this correspondence are duly authorized to sign a correspondence terminating their participation in this Agreement.

- B) Upon receipt of this correspondence, the Dane County LWRD Water Resource Engineering Division Manager shall deem the requesting party removed from the information and education joint agreement at the end of the year in which the request is made.

7. In the event that a Party withdraws and terminates its participation in this Agreement, the withdrawing Party shall be responsible for its financial contribution with regard to this Agreement until December 31 of the year the Party withdraws. No partial refund based on the date of withdrawal by the Party shall be given.

When a withdrawing Party is no longer financially responsible under this paragraph, the cost shall be re-apportioned among the remaining Parties based upon each Party's respective proportional contribution as set forth in Exhibit A if the termination results in the funding

contribution total to be less than \$25,000 for programmatic expenses plus the amount needed to fund the Position's salary and benefits for the year following the time of termination.

8. **NON DISCRIMINATION**

In performance of services under this Agreement, the parties agree not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status.

9. **PERFORMANCE**

Each Party to this Agreement hereby certifies that it possesses the legal authority required to enter into this Agreement, and that the signatories to this Agreement are duly authorized to sign and that its designated representatives are authorized to act in matters pertaining to this Agreement and to provide required reports and file data as may be required.

10. **THIRD PARTY RIGHTS**

This agreement is intended to be solely between the parties hereto. No part of this Agreement shall be construed to add, supplement, amend, or repeal existing rights, benefits or privileges of any third party or parties. Nothing contained herein is intended as a waiver by any party of the defenses and immunities contained within the Wisconsin Statutes, including Sec. 893.80.

11. **EXECUTION IN COUNTERPART**

Each Party to this Agreement acknowledges that this Agreement may be executed in counterparts by duly authorized signatories and that the final contract and the cumulative counterpart signature pages shall be considered an original document with the full force and effect as if one copy of the contract was circulated to all parties for signature.

**IN WITNESS WHEREOF**, the Cities of Fitchburg, Madison, Middleton, Monona, Stoughton, Sun Prairie and Verona; the Villages of Cottage Grove, Cross Plains, DeForest, Maple Bluff, McFarland, Shorewood Hills, Waunakee and Windsor; the Towns of Blooming Grove, Burke, Madison, Middleton, and Westport; Dane County; and the University of Wisconsin–Madison, hereto have caused this Agreement to be executed by their proper officers.

**EXHIBIT A**

**FINANCIAL CONTRIBUTIONS TOWARD POSITIONS RESPONSIBLE FOR STORM WATER INFORMATION, EDUCATION AND OUTREACH**

The contributions per Party listed below for 2020 assume a 60% (1,248 hours annually) annual salary and benefits package of approximately \$50,000 based on the 2019 rate of pay for the Position, a 50% LTE (1,040 hours annually) annual salary of approximately \$25,000 and a base annual programmatic budget of \$25,000 for information, education and outreach materials and supplies. Any funds received that are not used for salary and benefits package will be carried forward and available for programmatic expenses in the following year.

The Salary and Benefits paid for the positions in the 2<sup>nd</sup> and subsequent years shall be based upon a 5% annual increase as shown in the following example (rounded to next highest dollar): year one (1) contribution \$1000, year two (2)  $\$1000 + \$1000*(0.05) = \$1050.00$ , year three (3)  $= \$1050 + \$1050*(0.05) = \$1103$ .

The programmatic budget for implementing the information and education plan is \$25,000 annually. The programmatic budget shall be increased at 5% per year using the same process described above for the Salary and Benefits portion of this EXHIBIT A.

Billing invoice amounts reflecting salary and benefits and programmatic funds shall be reviewed by the I&E Committee. If the accumulated programmatic balance exceeds \$25,000 in any given year, the I&E Committee has discretion to credit member municipalities with written notice sent to all Parties in the Agreement.

Additional increases to the Position salary (in the case of a reclassification of Position incumbent) or programmatic budgets are allowed provided the budget amendment is approved by the I&E Committee and written notice sent to all Parties in this Agreement.

Any proposed changes shall be sent by July 1 of the year preceding the proposed change so that municipalities have adequate time to budget for the additional costs. Additional costs shall be apportioned among the Parties based upon their respective proportional contribution as set forth herein.

The Position shall pursue grant opportunities wherever possible to supplement the programmatic budget and shall be responsible for submittal of those grant requests on behalf of the Parties to this Agreement.

<b>MUNICIPALITY</b>	<b>2010 Population</b>	<b>January-December 2020 Fee</b>	<b>Category</b>
Dane County*, **	N/A	NA	
UW-Madison*	N/A	\$4,184	5
City of Madison	233,209	\$16,742	1
City of Sun Prairie	29,364	\$9,366	2
City of Fitchburg	25,260	\$9,366	2
City of Middleton	17,442	\$6,278	3
City of Stoughton	12,611	\$5,212	4
Village of Waunakee	12,097	\$5,212	4
City of Verona	10,619	\$5,212	4
Village of DeForest	8,936	\$4,184	5



City of Monona	7,533	\$4,184	5
Village of McFarland	7,808	\$4,184	5
Town of Windsor	6,345	\$4,184	5
Town of Madison	6,279	\$4,184	5
Village of Cottage Grove	6,192	\$4,185	5
Town of Middleton	5,877	\$4,185	5
Village of Westport	3,950	\$2,093	6
Village of Cross Plains	3,538	\$2,093	6
Town of Burke	3,284	\$2,093	6
Town of Blooming Grove	1,815	\$2,093	6
Village of Shorewood Hills	1,565	\$2,093	6
Village of Maple Bluff	1,313	\$2,093	6
<b>TOTAL</b>		<b>\$103,421</b>	

\* Contribution not based on population.

\*\* The Parties agree that Dane County does not invoice itself, but rather contributes in-kind with office space; phone, computer, printer and other equipment; internet access; Information Management and other staff support; access to vehicles; supervision; and other overhead.

MUNICIPALITY	2020 Contribution	2021 Contribution	2022 Contribution	2023 Contribution	2024 Contribution	Category	2010 population
Dane County	NA	NA	NA	NA	NA	5	N/A
UW-Madison	\$4,184	\$4,393	\$4,613	\$4,844	\$5,086	5	N/A
City of Madison	\$16,742	\$17,579	\$18,458	\$19,381	\$20,350	1	233,209
City of Sun Prairie	\$9,366	\$9,834	\$10,326	\$10,842	\$11,384	2	29,364
City of Fitchburg	\$9,366	\$9,834	\$10,326	\$10,842	\$11,384	2	25,260
City of Middleton	\$6,278	\$6,592	\$6,921	\$7,268	\$7,631	3	17,442
City of Stoughton	\$5,212	\$5,473	\$5,746	\$6,034	\$6,335	4	12,611
Village of Waunakee	\$5,212	\$5,473	\$5,746	\$6,034	\$6,335	4	12,097
City of Verona	\$5,212	\$5,473	\$5,746	\$6,034	\$6,335	4	10,619
Village of DeForest	\$4,184	\$4,393	\$4,613	\$4,844	\$5,086	5	8,936
City of Monona	\$4,184	\$4,393	\$4,613	\$4,844	\$5,086	5	7,533
Village of McFarland	\$4,184	\$4,393	\$4,613	\$4,844	\$5,086	5	7,808
Town of Windsor	\$4,184	\$4,393	\$4,613	\$4,844	\$5,086	5	6,345
Town of Madison	\$4,184	\$4,393	\$4,613	\$4,844	\$5,086	5	6,279
Village of Cottage Grove	\$4,185	\$4,395	\$4,614	\$4,845	\$5,087	5	6,192
Town of Middleton	\$4,185	\$4,395	\$4,614	\$4,845	\$5,087	5	5,877
Town of Westport	\$2,093	\$2,197	\$2,307	\$2,423	\$2,544	6	3,950
Village of Cross Plains	\$2,093	\$2,197	\$2,307	\$2,423	\$2,544	6	3,538
Town of Burke	\$2,093	\$2,197	\$2,307	\$2,423	\$2,544	6	3,284
Town of Blooming Grove	\$2,093	\$2,197	\$2,307	\$2,423	\$2,544	6	1,815
Village of Shorewood Hills	\$2,093	\$2,197	\$2,307	\$2,423	\$2,544	6	1,565
Village of Maple Bluff	\$2,093	\$2,197	\$2,307	\$2,423	\$2,544	6	1,313
<b>Total:</b>	<b>\$103,421</b>	<b>\$108,592</b>	<b>\$114,021</b>	<b>\$119,723</b>	<b>\$125,709</b>		

Category	2010 Census Population
1	>50,000
2	20,000-49,999
3	15,000-19,999
4	10,000-14,999
5	5,000-9,999
6	<5,000

## Municipal Responsibilities

It is not enough for municipalities to merely be an actively paying contributor to the Partnership. There are specific actions each municipality must do. For example, while MAMSWaP has created a useful website, each municipality needs to link to [www.ripple-effects.com](http://www.ripple-effects.com). Other examples include:

- using provided articles and other information in municipal newsletters or utility bill inserts,
- promoting MAMSWaP campaigns, events and trainings,
- providing information on municipal web sites,
- issuing press releases to local newspapers, and
- implementing storm drain marking programs.

Municipalities must document in their reports to DNR how they have implemented outreach campaigns and used the materials developed by the I&E Committee.

## Municipal Contacts

MUNICIPALITY	CONTACT INFO
Fitchburg (city)	Claudia Guy Environmental Engineer, City of Fitchburg, 5520 Lacy Road, Fitchburg, WI 53711-5318; 608-270-4262; <a href="mailto:claudia.guy@fitchburgwi.gov">claudia.guy@fitchburgwi.gov</a>
Madison (city)	Greg Fries, P.E., Deputy City Engineer, City of Madison Engineering Division, City-County Building, Room 115, 210 Martin Luther King Jr. Blvd., Madison, WI 53703; 608-267-1199; <a href="mailto:gfries@cityofmadison.com">gfries@cityofmadison.com</a>
Middleton (city)	Gary Huth, P.E., Assistant City Engineer, City of Middleton Public Works Dept., 7426 Hubbard Ave., Middleton, WI 53562; 606-827-1070; <a href="mailto:ghuth@ci.middleton.wi.us">ghuth@ci.middleton.wi.us</a>
Monona (city)	Daniel Stephany, Director of Public Works & Utilities, City of Monona, 5211 Schluter Road, Monona, WI 53716; 608-222-2525; <a href="mailto:dstephany@ci.monona.wi.us">dstephany@ci.monona.wi.us</a>
Stoughton (city)	Rodney Scheel, Director of Planning & Development, 207 S. Forrest St., Stoughton, WI 53589; 608-873-6619; <a href="mailto:rjscheel@ci.stoughton.wi.us">rjscheel@ci.stoughton.wi.us</a>
Sun Prairie (city)	Tom Veith, Engineering Director, City of Sun Prairie, 300 E. Main St., Sun Prairie, WI 53590; 608-837-3050; <a href="mailto:tveith@cityofsunprairie.com">tveith@cityofsunprairie.com</a>
Verona (city)	Theran Jacobson, Director of Public Works, City of Verona, 410 Investment Ct., Verona, WI 53593-8749; 608-845-6695; <a href="mailto:theran.jacobson@ci.verona.wi.us">theran.jacobson@ci.verona.wi.us</a>
Cottage Grove (village)	JJ Larson, Director of Public Works, Village of Cottage Grove, 210 Progress Dr, Suite 2, Cottage Grove, WI 53527, 608-839-5813, <a href="mailto:jl Larson@village.cottage-grove.wi.us">jl Larson@village.cottage-grove.wi.us</a>
Cross Plains (village)	Jerry Gray, Village of Cross Plains, 2417 Brewery Rd, Cross Plains, WI 53528, 608-235-1054; <a href="mailto:jerry@cross-plains.wi.us">jerry@cross-plains.wi.us</a>
DeForest (village)	Kelli Bialkowski, Director of Public Services, Village of DeForest, 120 South Stevenson Street, DeForest, WI 53532; 608-846-6751; <a href="mailto:bialkowskik@vi.deforest.wi.us">bialkowskik@vi.deforest.wi.us</a>
Maple Bluff (village)	Tom Schroeder, Pub Works Superintendent, Village of Maple Bluff, 18 Oxford Place, Madison, WI 53704; 608-244-3048;

McFarland (village)	Jim Hessling, Director of Public Works, Village of McFarland, 5915 Milwaukee St., McFarland, WI 53558; 608-838-2383; <a href="mailto:Jim.Hessling@McFarland.wi.us">Jim.Hessling@McFarland.wi.us</a>
Shorewood Hills (village)	Karl Frantz, Village Administrator , Village of Shorewood Hills, 810 Shorewood Blvd., Madison, WI 53705; 608-267-2680; <a href="mailto:kfrantz@shorewood-hills.org">kfrantz@shorewood-hills.org</a>
Waunakee (village)	Bill Frederick, Superintendent of Public Works, Village of Waunakee, 504 Moravian Valley Road, Waunakee, WI 53597; 608-849-5892; <a href="mailto:bfrederick@waunakee.com">bfrederick@waunakee.com</a>
Blooming Grove (town)	Mike Wolf, Town Administrator, Town of Blooming Grove, 1880 S. Stoughton Road, Madison, WI 53716; 608-223-1104; <a href="mailto:bgadmin@blmgrove.com">bgadmin@blmgrove.com</a>
Burke (town)	Brenda Ayers, Town Clerk/Treasurer, Town of Burke, 5365 Reiner Rd., Madison, WI 53718; 608-825-8420; <a href="mailto:townofburke@frontier.com">townofburke@frontier.com</a>
Madison (town)	Renee Schwass, CPA, Business Manager, Town of Madison, 2120 Fish Hatchery Rd., Madison, WI 53713; 608-210-7260; <a href="mailto:schwassr@town.madison.wi.us">schwassr@town.madison.wi.us</a>
Middleton (town)	Greg DiMiceli, Town Administrator, 7555 West Old Sauk Road, Verona, WI 53593; 608-833- 5887; <a href="mailto:GDIMiceli@town.middleton.wi.us">GDIMiceli@town.middleton.wi.us</a>
Westport (town)	Tom Wilson, Town Administrator, Town of Westport, 5387 Mary Lake Rd., Waunakee, WI 53597; 608-849-4372; <a href="mailto:twilson@townofwestport.org">twilson@townofwestport.org</a>
Windsor (village)	Davis Clark, Director of Public Works, Village of Windsor, 4084 Mueller Road, DeForest, WI 53532; 608-888-0066; <a href="mailto:davis@windsorwi.gov">davis@windsorwi.gov</a>
Dane County	Jeremy Balousek, Water Resource Engineering Division Manager, Dane County LWRD., 5201 Fen Oak Drive, Rm 208, Madison, WI 53718; 608-224-3747; <a href="mailto:balousek@countyofdane.com">balousek@countyofdane.com</a>
UW- Madison	Chris Egger, Environmental Compliance Specialist, UW-Madison EH&S Department, 30 East Campus Mall., Madison, WI 53715, (608)263-6708; <a href="mailto:christopher.egger@wisc.edu">christopher.egger@wisc.edu</a>

## **2020 Stormwater Illicit Discharge Detection & Elimination**

### Section 3 – Illicit Discharge Detection and Elimination

In 2020 our Public Works and Inspection crews watch for any odd or peculiar discharges. These groups participated in an awareness training in 2017 that was conducted by City of Madison (Department of Public Health) Rick Wenta.

As part of a street reconstruction project on Forrest Street in 2020, we discovered an illicit charge. It was related to an incorrect plumbing modification. We worked with the property owner and this issue was corrected.

We filled a newly recreated position (Engineering Technician) in mid-2020 that is taking on more responsibility for our stormwater management program, including inspection of our outfalls.

## C. Illicit Discharge Detection and Elimination Plan

### 1. Introduction

#### a. Background and Definitions

As discussed in Section 2, the City’s storm drainage system discharges to the Yahara River at approximately 81 outfall locations throughout the City as shown on Figure 2.01-1 and in Table 3.02-4. In addition to stormwater runoff, the storm drainage system connected to each of these outfalls has the potential to carry other discharges introduced to the storm drainage system such as sanitary sewage, waste oil, industrial waste, and other substances that may harm downstream water quality. The term “illicit discharge” is generally used to refer to any discharge to a storm drainage system that is not composed entirely of stormwater, except those discharges allowed by an ordinance or permit. Such allowable discharges may include those from firefighting activities, air-conditioning condensate, and related “clean water” flows.

The Center for Watershed Protection (CWP) has published a manual titled *Illicit Discharge Detection and Elimination, A Guidance Manual for Program Development and Technical Assessments* (October 2004). This document (referred to as the “CWP Guide” in this report) uses a four-part definition for illicit discharges, including the following:

- (1) Illicit discharges have a measurable flow during dry weather containing pollutants and/or pathogens. Storm drains having measurable flow, but no pollutants are simply considered a discharge.
- (2) Illicit discharges have a unique frequency, composition, and mode of entry in the storm drainage system.
- (3) Illicit discharges may be caused when the sewage disposal system interacts with the storm drainage system through illegal cross connections or other sources.
- (4) Illicit discharges may be produced from specific source areas and operations known as “generating sites.” An understanding of the interaction between these potential generating sites and the storm drainage system can be helpful in locating and preventing illicit discharges.

#### b. Modes of Entry

The CWP Guide describes potential direct and indirect modes of entry for illicit discharges to the storm drainage system. Direct entry means the discharge is directly connected to the storm drain through a sewage pipe, shop drain, or other kind of pipe. Indirect entry means that flows generated outside the storm drainage system enter through storm drain inlets or by infiltrating through the joints of the pipe.

Primary sources of direct entry include the following:

- (1) Sewage cross connections.
- (2) Straight pipe connections—Straight pipe connections refer to small diameter (typically) pipes that intentionally bypass the sanitary connection or septic drain fields, producing direct discharge to open channels, streams, lakes, or other water resources.
- (3) Industrial and commercial cross connections—These occur when industrial or commercial wash water, process water, or other illicit flows enter the storm drainage system, typically through floor drains connected to systems improperly connected to the storm drainage system. These are most prevalent in older industrial areas.

Primary sources of indirect entry to the storm drainage system include the following:

- (1) Groundwater seepage—Groundwater seepage usually consists of relatively clean water but can mask other illicit discharges. For example, groundwater seepage may include diluted sewage if the storm and sanitary sewer systems are close together.
- (2) Spills—These may occur when a spill travels across an impervious surface and enters a storm drain inlet.
- (3) Dumping liquid into a storm drain inlet—This occurs when liquid wastes such as oil, grease, paint, solvents, and various automotive fluids are dumped into the storm drain. One example of an intermittent discharge of this type is cleaning deep fryers in the parking lot of fast food operations.
- (4) Outdoor washing activities—This may or may not produce illicit discharges, depending on the nature of the activity. Routine washing of fueling or outdoor storage areas, power washing of parking lots, and cleaning construction equipment outdoors are examples of activities that may produce illicit discharges.

c. Land Use and Generating Sites

Experience in other communities indicates that land use can be a good predictor of the likelihood of illicit discharges. For example, residential areas may be sources of indirect discharges from activities such as failing septic systems (unlikely in the City), waste oil dumping, or car washing. Commercial areas are the most prominent sources of discharges from outdoor washing, disposal of food wastes, car fueling, repair, and washing, and other activities.

Table 3.02-3, an excerpt from the CWP Guide, provides an overview of common discharges from various land use types. It should be noted that WDNR regulations exempt some of the activities listed in Table 3.02-3, such as individual residential car washing.

**Table 3.02-3 Typical Land Uses and Activities that Produce Illicit Discharges (Excerpt)\***

<b>Table 2: Land Uses, Generating Sites and Activities That Produce Indirect Discharges</b>		
<b>Land Use</b>	<b>Generating Site</b>	<b>Activity that Produces Discharge</b>
Residential	<ul style="list-style-type: none"> <li>• Apartments</li> <li>• Multi-family</li> <li>• Single Family Detached</li> </ul>	<ul style="list-style-type: none"> <li>• Car Washing</li> <li>• Driveway Cleaning</li> <li>• Dumping/Spills (e.g., leaf litter and RV/boat holding tank effluent)</li> <li>• Equipment Washdowns</li> <li>• Lawn/Landscape Watering</li> <li>• Septic System Maintenance</li> <li>• Swimming Pool Discharges</li> </ul>
Commercial	<ul style="list-style-type: none"> <li>• Campgrounds/RV parks</li> <li>• Car Dealers/Rental Car Companies</li> <li>• Car Washes</li> <li>• Commercial Laundry/Dry Cleaning</li> <li>• Gas Stations/Auto Repair Shops</li> <li>• Marinas</li> <li>• Nurseries and Garden Centers</li> <li>• Oil Change Shops</li> <li>• Restaurants</li> <li>• Swimming Pools</li> </ul>	<ul style="list-style-type: none"> <li>• Building Maintenance (power washing)</li> <li>• Dumping/Spills</li> <li>• Landscaping/Grounds Care (irrigation)</li> <li>• Outdoor Fluid Storage</li> <li>• Parking Lot Maintenance (power washing)</li> <li>• Vehicle Fueling</li> <li>• Vehicle Maintenance/Repair</li> <li>• Vehicle Washing</li> <li>• Washdown of greasy equipment and grease traps</li> </ul>
Industrial	<ul style="list-style-type: none"> <li>• Auto recyclers</li> <li>• Beverages and brewing</li> <li>• Construction vehicle washouts</li> <li>• Distribution centers</li> <li>• Food processing</li> <li>• Garbage truck washouts</li> <li>• Marinas, boat building and repair</li> <li>• Metal plating operations</li> <li>• Paper and wood products</li> <li>• Petroleum storage and refining</li> <li>• Printing</li> </ul>	<ul style="list-style-type: none"> <li>• All commercial activities</li> <li>• Industrial process water or rinse water</li> <li>• Loading and un-loading area washdowns</li> <li>• Outdoor material storage (fluids)</li> </ul>
Institutional	<ul style="list-style-type: none"> <li>• Cemeteries</li> <li>• Churches</li> <li>• Corporate Campuses</li> <li>• Hospitals</li> <li>• Schools and Universities</li> </ul>	<ul style="list-style-type: none"> <li>• Building Maintenance (e.g., power washing)</li> <li>• Dumping/Spills</li> <li>• Landscaping/Grounds Care (irrigation)</li> <li>• Parking Lot Maintenance (power washing)</li> <li>• Vehicle Washing</li> </ul>
Municipal	<ul style="list-style-type: none"> <li>• Airports</li> <li>• Landfills</li> <li>• Maintenance Depots</li> <li>• Municipal Fleet Storage Areas</li> <li>• Ports</li> <li>• Public Works Yards</li> <li>• Streets and Highways</li> </ul>	<ul style="list-style-type: none"> <li>• Building Maintenance (power washing)</li> <li>• Dumping/Spills</li> <li>• Landscaping/Grounds Care (irrigation)</li> <li>• Outdoor Fluid Storage</li> <li>• Parking Lot Maintenance (power washing)</li> <li>• Road Maintenance</li> <li>• Spill Prevention/Response</li> <li>• Vehicle Fueling</li> <li>• Vehicle Maintenance/Repair</li> <li>• Vehicle Washing</li> </ul>

\* Excerpted from Table 2 of *Illicit Discharge Detection and Elimination, A Guidance Manual*, Center for Watershed Protection, October 2004.

d. Regulatory Requirements

In recognition of the potentially harmful impacts of illicit discharges, WDNR has identified development of an Illicit Discharge Detection and Elimination (IDDE) program as a condition of the City's Stormwater Discharge permit. Specific program requirements are included in Part II, Section C of the WPDES Municipal Separate Storm Sewer System Permit No. WI-S050075-2 (included in Appendix A). This permit references WDNR's MS4 IDDE Guidance Document that includes several recommendations and criteria regarding selection of outfalls for field screening, screening frequency, indicator parameter selection, indicator parameter action levels, and documentation. In general, the program must include the following:

- (1) An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4. At a minimum, the ordinance or other regulatory mechanism must prohibit the discharge, spilling, or dumping of nonstormwater substances or materials into Waters of the State or the MS4, identify nonstormwater discharges or flows that are not considered illicit discharges, and establish inspection and enforcement authority.
- (2) Ongoing field screening at outfalls during dry weather periods during the term of the permit. At a minimum, field screening shall be documented and shall include visual observation and field analysis if flow is observed.
- (3) Field screening shall be conducted at selected outfalls on an annual basis with all major outfalls screened once during the 5-year permit term.
- (4) Procedures for responding to known or suspected illicit discharges.
- (5) Procedures to remove illicit discharges from its MS4 system as soon as possible (according to the permit, within three working days to the maximum extent practicable).
- (6) Immediately notify WDNR in accordance with Ch. NR 706 Wis. Adm. Code. Contact shall be made with the WDNR via the WDNR 24-hour toll-free spill hotline at 1-800-943-0003.
- (7) Notice to the affected municipality within one working day in the case of an illicit discharge that originates from the permittee's permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality.
- (8) The name, title, and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department of Public Works.



## 2. IDDE Ordinance

The City currently regulates Illicit Discharge through Article IV, Chapter 10, Section 136. This ordinance appears to provide adequate legal authority to meet IDDE requirements of the City's stormwater permit. See Appendix H for the ordinance.

## 3. Initial Field Screening Procedures, Screening Requirements

Initial field screening shall be conducted at all major outfalls during dry weather periods. In the event that now or in the future a major outfall is a ditch rather than a pipe, the nearest upstream pipe discharge point should be used as a field screening point. Table 3.02-4 identifies recommended field screening points. Field screening shall be documented on the form included in Appendix I and will include the following:

- a. Visual Observation—A narrative description of visual observations including color, odor, turbidity, oil sheen or surface scum, flow rate, and any other relevant observations regarding the potential presence of nonstormwater illicit discharges.
- b. Field Analysis—If flow is observed, a field analysis shall be conducted to determine the presence of nonstormwater illicit discharges. The field analysis shall include sampling for pH, total chlorine, total copper, total phenol, detergents, and ammonia as illicit discharge indicator parameters. Alternative indicator parameters may be considered including potassium, fluoride, *E. coli*, or bacteriodes based on specific MS4 outfall conditions.
  - (1) Field screening points shall, where possible, be located downstream of any source of suspected illicit activity.
  - (2) Field screening points shall be located where practicable at the farthest manhole or other accessible location downstream in the system. Safety of personnel and accessibility of the location shall be considered in making this determination.
  - (3) If field analysis indicates higher than expected range for pH, total chlorine, total copper, total phenol, and/or detergents, the discharge will need to be tracked upstream and eliminated.
- c. Database—The City will maintain a file or database of all field screening forms. Field screening results will be reported to the WDNR annually in the Annual Report.

## 4. Ongoing Dry Weather Screening Program

Outfall Screening Priorities: Beginning in 2016, it is proposed to screen all priority outfalls (major and minor) once per year, and all non-priority major outfalls once per 5-year permit term as required by the City's MS4 permit (see Table 3.02-5). In identifying field screening locations, consideration has been given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area, and land use types. Screening of the outfalls in Table 3.02-5 was completed in the fall 2016 with no illicit discharges detected.

Table 3.02-4 City of Stoughton Outfalls

Outfall ID	Location	Contributing Subbasin	Drainage Area	Predominant Land Use	Priority <sup>2</sup>	Reason for Priority	Watershed	Major/Minor <sup>1</sup>	Size (in)	Recommended Screening Frequency
1	South of bridge at Roby Road	67-03, 67-05, 67-06, 67-07, 67-08	< 50	Residential	Y	Institutional	Yahara River	Minor	18"	Every year
2	909 N. Madison Street	67-04	> 50	Residential	Y	Institutional	Yahara River	Major	60"	Every year
3	North Page Street (NE of Bridge)	67-04	< 50	Industrial	Y	Gas station	Yahara River	Minor	12"	Every year
4	305 Industrial Circle	67-30	< 50	Industrial	Y	> 2 acres of Industrial	Yahara River	Major	36"	Every year
5	Commerce Road and Industrial Circle	67-32	< 50	Industrial	Y	Industrial	Yahara River	Major	24"	Every year
6	Behind West Street Apartments - West Street	67-04	> 50	Residential/Commercial	Y	Institutional	Yahara River	Major	36"	Every year
7	Zalk Joseph - Business Park Circle	67-35	< 50	Industrial/Commercial	Y	> 2 acres of Industrial	Yahara River	Major	36"	Every year
7	Business Park Circle	67-39, 67-40, 67-41	< 50	Industrial	Y	Industrial	Yahara River	Major	18"	Every year
9	North Division Street	67-49, 67-52	< 50	Residential, Institutional	Y	Institutional	Yahara River	Major	36"	Every year
10	North Division Street	67-50	< 50	Residential, Institutional	Y	Institutional	Yahara River	Minor	42"	Every year
11	W. Washington Street and Water Street	67-51	< 50	Commercial, Institutional	Y	Commercial, Institutional	Yahara River	Minor	21"	Every year
12	East end of West Washington Street	67-22	> 50	Residential, Institutional	Y	Institutional	Yahara River	Minor	30"	Every year
13	220 S. Water Street	67-51	< 50	Commercial	Y	> 80% Impervious	Yahara River	Minor	12"	Every year
14	Under Main Street Bridge (NW)	67-65	< 50	Commercial	Y	Commercial (Gas Station)	Yahara River	Minor	24"	Every year
15	Under Main Street Bridge (NE)	67-51	< 50	Commercial	Y	> 80% Impervious	Yahara River	Minor	18"	Every year
16	Under Main Street Bridge (SE)	67-51	< 50	Commercial	Y	> 80% Impervious	Yahara River	Minor	12"	Every year
17	Under Main Street Bridge (SW)	67-65	< 50	Commercial	Y	> 80% Impervious	Yahara River	Minor	24"	Every year
18	405 Main Page Ct.	67-64	> 50	Residential, Commercial	Y	Institutional	Yahara River	Major	72"x48" box	Every year
19	South Water Street and West Jefferson Street (North Pipe)	67-54	< 50	Commercial	Y	> 80% Impervious	Yahara River	Minor	12"	Every year
20	South Water Street and West Jefferson Street (South Pipe)	67-54	< 50	Commercial	Y	> 80% Impervious	Yahara River	Minor	12"	Every year
21	Stoughton Street Department	67-55	< 50	Industrial	Y	> 2 acres of Industrial	Yahara River	Minor	12"	Every year
22	South East of Elven Sted Dry Basin	68-05, 68-06, 68-13.1	> 50	Residential, Industrial, Institutional	Y	Institutional, Industrial	Yahara River	Major	48"	Every year
23	Dunkirk Avenue	68-09, 68-11, 68-14, 68-12	> 50	Residential, Industrial	Y	Industrial	Yahara River	Minor	48"	Every year
24	Veterans Road at Municipal Boundary (Both sides of road)	68-18	< 50	Industrial	Y	Industrial	Yahara River	Major	CG	Every year
25	West Milwaukee Street	67-60	< 50	Residential, Institutional	Y	Institutional	Yahara River	Minor	36"	Every year
26	1069 Taylor Lane	68-27	< 50	Institutional	Y	Institutional	Yahara River	Minor	Swale	Every year
27	South end of King Street	67-67	< 50	Residential, Institutional	Y	Institutional	Yahara River	Minor	54"	Every year
28	Paradise Pond (South); Jackson Street	67-PP10, 67-PP11, 67-PP16, 67-PP17	> 50	Commercial, Industrial	Y	Institutional, Commercial	Yahara River	Major	42"	Every year
29	Across from 2008 Roby Road	67-PP06	< 50	Residential	Y	Institutional	Yahara River	Minor	48"	Every year
30	East of 318 Greig Trail	67-01	< 50	Residential	N		Yahara River	Major	42"	Every five years
31	Dam at South Fourth Street	67-58	> 50	Residential, Cemetery	N		Yahara River	Major	66"x60"	Every five years
32	Property line between Stoughton Street Department and Millfab	68-04	< 50	Industrial	N		Yahara River	Minor	8"	Screening not necessary
33	East side of South Fourth Street at River	67-58	< 50	Park	N		Yahara River	Minor	10"	Screening not necessary
34	501 Nygaard Street	67-PP07	< 50	Residential, Commercial	N		Yahara River	Minor	42"	Screening not necessary
35	Behind 1849 Chapin Ct.	67-PP06	< 50	Residential	N		Yahara River	Minor	36"	Screening not necessary
36	Behind 737 Nottingham Road	67-PP07	< 50	Residential	N		Yahara River	Minor	36"	Screening not necessary
37	West Milwaukee Street	67-58	< 50	Residential	N		Yahara River	Minor	48"	Screening not necessary
38	North of Forton Street Bridge	67-50	< 50	Residential	N		Yahara River	Minor	12"	Screening not necessary
39	North of Forton Street Bridge	67-50	< 50	Residential	N		Yahara River	Minor	12"	Screening not necessary
40	South of Forton Street Bridge	67-50	< 50	Residential	N		Yahara River	Minor	12"	Screening not necessary
41	Under Forton Street Bridge	67-24	< 50	Residential	N		Yahara River	Minor	12"	Screening not necessary
42	2219 Lincoln Avenue	66-01	< 50	Residential	N		Yahara River	Minor	21"	Screening not necessary
43	North Page Street and Marie Drive	67-01	< 50	Residential	N		Yahara River	Minor	24"	Screening not necessary
44	West of 1933 Johnson Street	67-01	< 50	Residential	N		Yahara River	Minor	24"	Screening not necessary
45	Bjoin Park	67-26	< 50	Residential	N		Yahara River	Minor	24"	Screening not necessary
46	Nordic Ridge Outlot 3 Pond	67-70	< 50	Residential	N		Yahara River	Minor		Screening not necessary
47	East end of Brickson Street	67-23	< 50	Residential	N		Yahara River	Minor	12"	Screening not necessary
48	Buckingham Road	67-PP07	< 50	Residential	N		Yahara River	Minor	24"	Screening not necessary
49	Behind 901 Virgin Lake Drive	67-PP06	< 50	Residential	N		Yahara River	Minor	18"	Screening not necessary
50	Stone Crest Road - Stone Crest Dry Pond (NE)	68-20	< 50	Residential	N		Yahara River	Minor		Screening not necessary
51	Stone Crest Road - Stone Crest Dry Pond (SW)	68-20	< 50	Residential	N		Yahara River	Minor		Screening not necessary
52	Stone Crest Road - Stone Crest Dry Pond (NW)	68-20	< 50	Residential	N		Yahara River	Minor		Screening not necessary
53	Across from 1108 South Fourth Street	68-02	< 50	Residential	N		Yahara River	Minor	12"	Screening not necessary
54	Riverside Drive	67-58	< 50	Cemetery	N		Yahara River	Minor	12"	Screening not necessary
55	East End of West Milwaukee Street	67-66	< 50	Residential	N		Yahara River	Minor	18"	Screening not necessary
56	Behind 1117 West Milwaukee Street	67-66	< 50	Residential	N		Yahara River	Minor	18"	Screening not necessary

Outfall ID	Location	Contributing Subbasin	Drainage Area	Predominant Land Use	Priority <sup>2</sup>	Reason for Priority	Watershed	Major/Minor <sup>1</sup>	Size (in)	Recommended Screening Frequency
57	West side of South Fourth Street at River	68-02	< 50	Park	N		Yahara River	Minor	12"	Screening not necessary
58	Dunkirk Avenue	68-10	< 50	Residential	N		Yahara River	Minor	12"	Screening not necessary
59	849 US HWY 51	68-26	< 50	Residential, Agriculture	N		Yahara River	Minor	CG	Screening not necessary
60	1308 South Fourth Street	68-01	< 50	Residential	N		Yahara River	Minor	Swale	Screening not necessary
61	Williams Drive	67-81	< 50	Agriculture	N		Yahara River	Minor	Swale	Screening not necessary
62	Virgin Lake Pond (NE)	67-PP03	< 50	Residential	N		Yahara River	Minor	15"	Screening not necessary
63	Roby Road and US HWY 51	67-PP06	< 50	Commercial, Residential	N		Yahara River	Minor		Screening not necessary
64	Behind 909 N Madison Street	67-04	< 50	Commercial	N		Yahara River	Minor	15"	Screening not necessary
65	South Fourth Street	68-02	< 50	Residential	N		Yahara River	Minor	18"	Screening not necessary
66	Behind 933 Virgin Lake Drive	67-PP06	< 50	Residential	N		Yahara River	Minor		Screening not necessary
67	Westview Ridge Park Pond (NW)	67-69	< 50	Residential	N		Yahara River	Minor		Screening not necessary
68	Westview Ridge Park Pond (SW)	67-69	< 50	Residential	N		Yahara River	Minor		Screening not necessary
69	North Page Street (NW of Bridge)	67-04	< 50	Industrial	N		Yahara River	Minor		Screening not necessary
70	North Page Street (SE of Bridge)	67-04	< 50	Industrial	N		Yahara River	Minor		Screening not necessary
71	North Page Street (SW of Bridge)	67-04	< 50	Residential	N		Yahara River	Minor		Screening not necessary
72	Virgin Lake Drive	67-PP05	< 50	Residential	N		Yahara River	Minor		Screening not necessary
73	Eastwood Estates Pond	68-23	< 50	Residential	N		Yahara River	Minor	36"	Screening not necessary
74	Stone Crest Dry Pond	68-21	< 50	Residential	N		Yahara River	Minor		Screening not necessary
75	Amundson Parkway	67-57	< 50	Residential	N		Yahara River	Minor	Curb and Gutter	Screening not necessary
76	Milifab Property	68-04	< 50	Industrial	N		Yahara River	Minor	12"?	Screening not necessary
77	Milifab Property	68-04	< 50	Industrial	N		Yahara River	Minor	12"?	Screening not necessary
78	Milifab Property	68-04	< 50	Industrial	N		Yahara River	Minor	8"	Screening not necessary
79	Milifab Property	68-04	< 50	Industrial	N		Yahara River	Minor	8"	Screening not necessary
80	Milifab Property	68-04	< 50	Industrial	N		Yahara River	Minor	8"	Screening not necessary
81	Senior Center, 248 W. Main Street	67-88	< 50	Commercial	N		Yahara River	Minor	8"	Screening not necessary

Notes:

<sup>1</sup>Major outfalls are defined as outfalls that are 36 inches in diameter (or equivalent cross-sectional area) or larger and are associated with a drainage area of 50 acres or larger. Outfalls with an inside diameter of 12 inches or more are also classified as major outfalls if they receive stormwater runoff from land zoned for industrial activity with 2 or more acres of industrial activity.

<sup>2</sup>Priority outfalls can be major or minor outfalls that have a higher potential for illicit discharge. Contributing drainage area characteristics or land uses that should be considered when selecting priority outfalls include:

- History of known or suspected illicit discharges reported within the last five years.
- Sections of storm sewer and/or sanitary sewer infrastructure that have exceeded or are approaching their design/useful life.
- Contributing drainage areas with 80 or more percent impervious.
- Business or industrial parks with frequent changes in property ownership or operations.
- Schools or other institutional facilities.
- Commercial or industrial operations that generate wastewater or wash water including food processing, metal plating or machining shops, auto and scrap recyclers, commercial car washes and chemical manufacturers or users.

Table 3.02-5 City of Stoughton Outfall Screening Schedule

Outfall ID	Location	Contributing Subbasin	Drainage Area	Predominant Land Use	Priority <sup>2</sup>	Reason for Priority	Watershed	Major/Minor <sup>1</sup>	Size (in)	Recommended Screening Frequency	Fall 2016 Screening Comments
1	South of bridge at Roby Road	67-03, 67-05, 67-06, 67-07, 67-08	< 50	Residential	Y	Institutional	Yahara River	Minor	18"	Every year	Flow in far right culvert
2	909 N Madison Street	67-04	> 50	Residential	Y	Institutional	Yahara River	Major	60"	Every year	Stormwater Flow
3	North Page Street (NE of Bridge)	67-04	< 50	Industrial	Y	Gas station	Yahara River	Minor		Every year	No Flow
4	305 Industrial Circle	67-30	< 50	Industrial	Y	> 2 acres of Industrial	Yahara River	Major	36"	Every year	Stormwater Flow. Upstream sources have WPDES permit.
5	Commerce Road and Industrial Circle	67-32	< 50	Industrial	Y	Industrial	Yahara River	Major	24"	Every year	No Flow
6	Behind West Street Apartments - West Street	67-04	> 50	Residential/Commercial	Y	Institutional	Yahara River	Major	36"	Every year	Stormwater Flow. Upstream sources have WPDES permit.
7	Zalk Joseph - Business Park Circle	67-35	< 50	Industrial/Commercial	Y	> 2 acres of Industrial	Yahara River	Major	36"	Every year	No Flow
7	Business Park Circle	67-39, 67-40, 67-41	< 50	Industrial	Y	Industrial	Yahara River	Major	18"	Every year	No Flow
9	North Division Street	67-49, 67-52	< 50	Residential, Institutional	Y	Institutional	Yahara River	Major	36"	Every year	No Flow
10	North Division Street	67-50	< 50	Residential, Institutional	Y	Institutional	Yahara River	Minor	42"	Every year	No Flow
11	W Washington Street and Water Street	67-51	< 50	Commercial, Institutional	Y	Commercial, Institutional	Yahara River	Minor	12"	Every year	No Flow
12	East end of West Washington Street	67-22	> 50	Residential, Institutional	Y	Institutional	Yahara River	Minor	30"	Every year	No Flow
13	220 S. Water Street	67-51	< 50	Commercial	Y	> 80% Impervious	Yahara River	Minor	12"	Every year	No Flow
14	Under Main Street Bridge (NW)	67-65	< 50	Commercial	Y	Commercial (Gas Station)	Yahara River	Minor	24"	Every year	Flow. Appears upstream gas station sprayed down their property.
15	Under Main Street Bridge (NE)	67-51	< 50	Commercial	Y	> 80% Impervious	Yahara River	Minor	18"	Every year	No Flow
16	Under Main Street Bridge (SE)	67-51	< 50	Commercial	Y	> 80% Impervious	Yahara River	Minor	12"	Every year	No Flow
17	Under Main Street Bridge (SW)	67-65	< 50	Commercial	Y	> 80% Impervious	Yahara River	Minor	24"	Every year	Flow. Appears flow is coming from Norwegian Heritage Center.
18	405 Main Page Ct.	67-64	> 50	Residential, Commercial	Y	Institutional	Yahara River	Major	72"x48" box	Every year	No Flow
19	South Water Street and West Jefferson Street (North Pipe)	67-54	< 50	Commercial	Y	> 80% Impervious	Yahara River	Minor	12"	Every year	Could not find outfall. Most likely it is buried under water.
20	South Water Street and West Jefferson Street (South Pipe)	67-54	< 50	Commercial	Y	> 80% Impervious	Yahara River	Minor	12"	Every year	No Flow
21	Stoughton Street Department	67-55	< 50	Industrial	Y	> 2 acres of Industrial	Yahara River	Minor	12"	Every year	No Flow. Pipe half full with standing water.
22	South East of Elven Sted Dry Basin	68-05, 68-06, 68-13.1	> 50	Residential, Industrial, Institutional	Y	Institutional, Industrial	Yahara River	Major	48"	Every year	No Flow. Pipe half full with standing water.
23	Dunkirk Avenue	68-09, 68-11, 68-14, 68-12	> 50	Residential, Industrial	Y	Industrial	Yahara River	Minor		Every year	Flow in left outfall. No flow in right outfall. Upstream source has WPDES Permit.
24	Veterans Road at Municipal Boundary (Both sides of road)	68-18	< 50	Industrial	Y	Industrial	Yahara River	Major	CG	Every year	No Flow
25	West Milwaukee Street	67-60	< 50	Residential, Institutional	Y	Institutional	Yahara River	Minor	36"	Every year	No Flow. Standing water
26	1069 Taylor Lane	68-27	< 50	Institutional	Y	Institutional	Yahara River	Minor	Swale	Every year	No Flow
27	South end of King Street	67-67	< 50	Residential, Institutional	Y	Institutional	Yahara River	Minor	54"	Every year	No Flow
28	Paradise Pond (South); Jackson Street	67-PP10, 67-PP11, 67-PP16, 67-PP17	> 50	Commercial, Industrial	Y	Institutional, Commercial	Yahara River	Major	42"	Every year	No Flow. Pipe 3/4 full with water
29	Across from 2008 Roby Road	67-PP06	< 50	Residential	Y	Institutional	Yahara River	Minor	48"	Every year	No Flow
30	East of 318 Greig Trail	67-01	< 50	Residential	N		Yahara River	Major	42"	Every five years	No Flow
31	Dam at South Fourth Street	67-58	> 50	Residential, Cemetery	N		Yahara River	Major	48"	Every five years	No Flow. Water in pipe due to dam releasing water.

Notes:

<sup>1</sup>Major outfalls are defined as outfalls that are 36 inches in diameter (or equivalent cross-sectional area) or larger and are associated with a drainage area of 50 acres or larger. Outfalls with an inside diameter of 12 inches or more are also classified as major outfalls if they receive stormwater runoff from land zoned for industrial activity with 2 or more acres of industrial activity.

<sup>2</sup>Priority outfalls can be major or minor outfalls that have a higher potential for illicit discharge. Contributing drainage area characteristics or land uses that should be considered when selecting priority outfalls include:

- History of known or suspected illicit discharges reported within the last five years.
- Sections of storm sewer and/or sanitary sewer infrastructure that have exceeded or are approaching their design/useful life.
- Contributing drainage areas with 80 or more percent impervious.
- Business or industrial parks with frequent changes in property ownership or operations.
- Schools or other institutional facilities.
- Commercial or industrial operations that generate wastewater or wash water including food processing, metal plating or machining shops, auto and scrap recyclers, commercial car washes and chemical manufacturers or users.

5. Response Procedures

a. Identification of Suspected Spill or Illicit Discharge

Where field screening indicates the possible presence of an illicit discharge or other nonstormwater discharge, the following procedure shall be implemented as soon as possible:

- (1) The field analysis described in Section 3.02 C. 3. A. (2) shall be conducted.
- (2) The suspected illicit discharge shall be tracked by screening manholes and other screening points upstream until the source of the spill or discharge is identified.
- (3) Measures shall be taken to prevent or contain spills that have discharged or may discharge into the drainage system.
- (4) The WDNR shall be notified immediately in accordance with NR 706, Wisconsin Administrative Code, in the event that a spill or release of a hazardous substance is identified that has resulted or may result in the discharge of pollutants into Waters of the State. The WDNR shall be notified via the 24-hour toll free spill hotline at 1-800-943-0003. The City will cooperate with WDNR staff in efforts to investigate and prevent such discharges from polluting Waters of the State.
- (5) The City shall take appropriate action to remove illicit discharges from its MS4 system as soon as possible. If it will take more than three days to remove an illicit connection, the City will contact the WDNR to discuss an appropriate action and/or timeframe for removal.
- (6) If a suspected illicit discharge that originates from the City's permitted area is found to discharge directly to a storm sewer or property under the jurisdiction of another municipality, the City shall notify the affected municipality within one working day.

b. Leakage from Sanitary Conveyance System

Leakages from sanitary conveyance system into the MS4 shall be eliminated to the maximum extent practicable. Any actions taken to eliminate sanitary conveyance leakage will be recorded and reported to the WDNR in the Annual Report.

c. Dye Testing Notification

The City will provide the WDNR with advance notice of the time and location of dye testing within an MS4.

6. Responsible Parties

Brett Hebert  
City of Stoughton  
515 South Fourth Street  
Stoughton, Wisconsin 53589  
608-873-6303

7. Measurable Goals

We recommend implementation of the following activities with their associated measurable goal, responsible party, and anticipated completion date as described in Table 3.02-6.

	<b>Activity</b>	<b>Measurable Goal</b>	<b>Responsible Party</b>	<b>Anticipated Completion Date</b>
1	Implement the IDDE program described in Section 3.02.C.	See above	Engineering Technician	Ongoing
2	Conduct field screening for illicit discharges as described in Section 3.02.C. using the blank field screening form in Appendix I.	See above	Engineering Technician	By Nov. 15, annually
3	Track the illicit discharge detection and elimination program activities for annual reporting to WDNR.	Once each year	Engineering Technician	Once each year
4	To promote, publicize, and facilitate public reporting of illicit discharges or water quality impacts of discharges to/from the MS4, provide a reporting form on the City's website using the Online Reporting Form Template and verbiage included in Sections 3.01 and 3.02A of the Appendix Document.	Ongoing	Engineering Technician	Ongoing
5	Provide a training memo to City staff using the Reporting Form Publicizing Narrative verbiage in Section 3.02B of the Appendix Document.	Once each year	Engineering Technician	Ongoing

**Table 3.02-6 Illicit Discharge Detection and Elimination Plan and Measurable Goals**

### 3.01 SPILL AND ILLICIT DISCHARGE REPORTING FORM

NAME \_\_\_\_\_  
DATE \_\_\_\_\_  
WISDOT # \_\_\_\_\_  
(leave blank unless  
structure plate is present)

WEATHER \_\_\_\_\_  
TIME \_\_\_\_\_  
LOCATION \_\_\_\_\_

#### SPILL

Describe material spilled:

#### ILLICIT DISCHARGE

Outfall Type (Pick One)

Swale      Pipe      Box Culvert      Elliptical      Buried Sewer      Other: \_\_\_\_\_

If Outfall includes pipe: Pipe Size \_\_\_\_\_ Material: \_\_\_\_\_

IS THERE A FLOW PRESENT?       Yes       No

IF THERE IS A FLOW, PROVIDE A NARRATIVE DESCRIPTION OF:

COLOR \_\_\_\_\_

ODOR \_\_\_\_\_

TURBIDITY \_\_\_\_\_

OIL SHEEN       Yes       No

SURFACE SCUM       Yes       No

DESCRIBE ANY OTHER RELEVANT OBSERVATIONS REGARDING POTENTIAL PRESENCE OF NON-STORM WATER DISCHARGES OR ILLEGAL DUMPING



### 3.02 Illicit Discharge Reporting Publicizing Information

#### *A. For publication on City website, in local newspapers, and printed brochures:*

Have you ever seen something unusual entering our waterways from the storm sewer system? Or a spilled material entering the storm sewer system? There is a way to report this! It's as easy as describing what you saw and where.

Please visit <https://www.ci.stoughton.wi.us/stormwater> for the reporting form to help us keep our waterways clear!

Reach out to the Department of Planning & Development with any questions or concerns at 608-873-8458 or [seddy@ci.stoughton.wi.us](mailto:seddy@ci.stoughton.wi.us).

#### *B. For distribution to internal staff:*

Under the City's Municipal Stormwater Permit, the City is required to perform Illicit Discharge Detection and Elimination Screenings at certain outfalls according to the schedule set by the 2018 Stormwater Quality Management Plan. To aid in identifying illicit discharges beyond this schedule, and to track and respond to spills across the City, the Department of Planning & Development is publicizing an online reporting form for the public to enter information about any suspicious material they see entering the local waterways. Reports will be followed up by Department of Planning & Development staff. Any suspected illicit discharges will be investigated, documented, and eliminated and spills will be addressed as necessary. Please feel free to report any illicit discharges or spills at <https://www.ci.stoughton.wi.us/stormwater> and reach out to the Department of Planning & Development with any questions or concerns at 608-873-8458 or [seddy@ci.stoughton.wi.us](mailto:seddy@ci.stoughton.wi.us).

Outfalls Built Since 2018 To Be Included in Next Modeling Update  
 City of Stoughton

<b>Outfall</b>	<b>Location</b>	<b>2018 Basin</b>
1	Stoughton Business Park Detention Basin, NW	67-46
2	Stoughton Business Park Detention Basin, N center	67-46
3	Stoughton Business Park Detention Basin, NE	67-47
4	Alliant Energy on Progress Way	67-43
5	East McKinley Street	67-25
6	Troll Beach, W	68-03
7	Troll Beach, E	68-03
8	Westview Ridge Park Wet Pond, S	67-69
9	Nordic Ridge Outlot 3 Wet Pond, N	67-70
10	Nordic Ridge Outlot 3 Wet Pond, E	67-70
11	Nordic Ridge Outlot 3 Wet Pond, S	67-70
12	Nordic Ridge Outlot 3 Wet Pond, SW	67-70
13	Nordic Ridge Phase IV Pond, W	67-73
14	Nordic Ridge Phase IV Pond, W	67-73
15	NE of Nordland Drive and Valberg Drive intersection	69-01
16	Kettle Park Stormwater Infiltration Area, W	KPW
17	Kettle Park Stormwater Infiltration Area, SE	KPW
18	South of Kettle Park Stormwater Infiltration Area	KPW
19	KPW Wet Pond	KPW
20	Between Van Horn Chrysler Dodge Jeep Ram and I-51	67-PP12
21	NW of Jackson Street and I-55 intersection	67-PP12
22	NE of Jackson Street and I-55 intersection	67-PP07
23	SW of Walmart at WI-138	KPW

## **2020 Stormwater Construction Site Pollutant Control**

### Section 4 – Construction Site Pollutant Control

Our in-house Building Inspector is the primary construction site inspector for one and two-family residential construction sites. The Building Inspector carries multiple inspection credentials, therefore visits each construction site multiple times during the construction projects. During these visits he is mindful of erosion control and discusses corrective actions in the field with contractors as necessary.

The City contracts with Dane County to provide plan review and inspection services for stormwater management on sites other than one and two-family residential sites.

**D. Construction Site Erosion Pollutant Control**

1. Erosion Control Ordinance

The City has an existing Erosion Control and Stormwater Management Ordinance (Chapter 10, Article IV, Ordinance No. 0-21-06, adopted May 9, 2006) available on the City website. As part of this plan, improvements to this ordinance will be recommended to bring the City's ordinance into conformance with current NR 151 standards. See comments in Section 3.02 D.

2. Erosion Control Ordinance Site Review Procedures and Enforcement

The City currently administers this ordinance by coordination between the Director of Public Works and the Dane County Land Conservation Department. The City's Building Inspector conducts inspections on one- and two-family dwelling construction projects. The City contracts with the Dane County Land Conservation Department to conduct the plan reviews, site

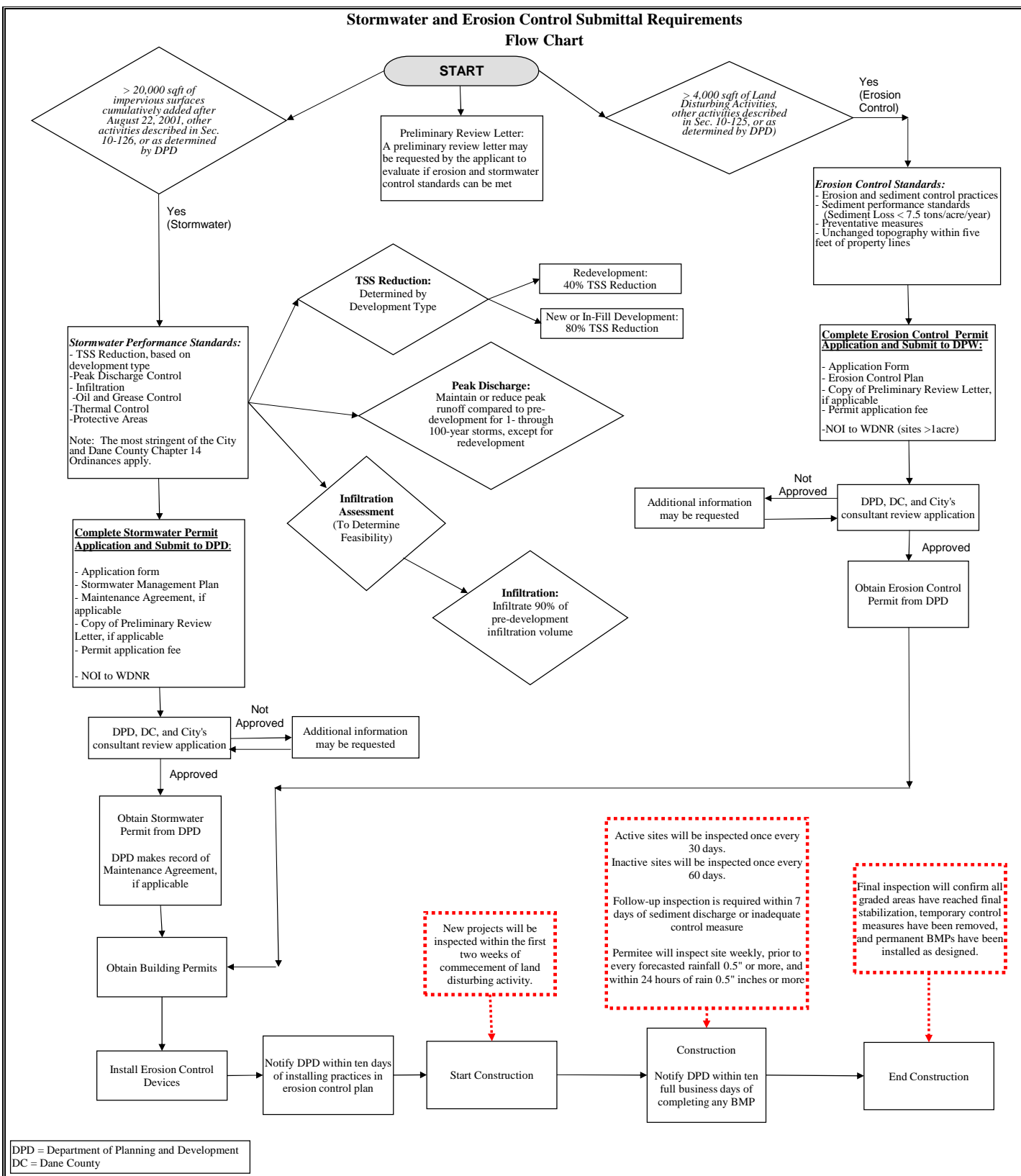
inspections, and follow-up for all public and private projects that are not one- or two-family dwelling construction projects. During construction, the site shall be inspected for conformance with approved plans for erosion control at least once every 30 days. A final inspection is conducted after the site is stabilized. During site inspections, county staff members recommend proactive steps and corrective actions as necessary. If violations are noted, they are required to be fixed prior to the continuation of construction activities. The City's erosion control ordinance includes enforcement provisions.

	<b>Activity</b>	<b>Measurable Goal</b>	<b>Responsible Party</b>	<b>Anticipated Completion Date</b>
1	Continue administration and enforcement of existing Erosion Control and Stormwater Management Ordinance.	Ongoing	Director of Planning & Development/ Dane County	Ongoing
2	Review and adopt the Erosion Control and Stormwater Management Ordinance revisions in Table 3.02-7.	See Table 3.02-7	Director of Planning & Development/ Dane County	March 2018
3	Document the number of erosion control permits issued each year.	On-going	Department of Planning & Development/ Dane County	On-going
4	Document the number and nature of inspections and enforcement actions conducted to ensure compliance with the erosion control ordinance.	Ongoing.	Department of Planning & Development/ Dane County	Ongoing.
5	Adopt and implement updates to construction site pollution control procedures and documentation included in Appendix Document Section 4.	Ongoing	Director of Planning & Development/ Dane County	March 2021
6	Review Dane County Chapter 14 erosion control ordinance and make necessary changes to City's erosion control ordinance to make City ordinance as stringent as the Dane County ordinance.	Adopt ordinance changes	Director of Planning & Development/ Dane County	March 2022

**Table 3.02-8 Construction Site Pollution Control Plan and Measurable Goals**

# Stormwater and Erosion Control Submittal Requirements

## Flow Chart



DPD = Department of Planning and Development  
DC = Dane County

## Construction Site Plan Review, Inspections, and Enforcement Procedures

City of Stoughton  
3/12/2021

### 1. Construction Site Inspections and Enforcement Contacts

Engineering Technician	Building Inspection
Sue Eddy <a href="mailto:seddy@ci.stoughtonwi.us">seddy@ci.stoughtonwi.us</a> 608-873-8458	Steve Kittelson <a href="mailto:skittelson@ci.stoughtonwi.us">skittelson@ci.stoughtonwi.us</a> 608-873-7626

### 2. Pre-Construction Erosion Control Plan Review

For erosion control permit application procedures, refer to the flow chart in this Appendix. The Department of Planning & Development will review erosion control permit applications and may request additional information after receiving an application.

For all construction sites greater than 1 acre of land disturbance, a meeting shall be held prior to commencement of construction between City staff, developer, and contractor.

### 3. Construction Site Inspection Frequency

Site	Inspection Frequency
All sites one acre or more in size	<ul style="list-style-type: none"><li>• New projects shall be inspected within the first two weeks of commencement of land disturbing activity.</li><li>• All active sites shall be inspected at least once every 45 days.</li><li>• All inactive sites shall be inspected at least once every 60 days.</li></ul>
Follow up inspection	<ul style="list-style-type: none"><li>• Follow up inspections are required within 7 days of any sediment discharge or inadequate control measure, unless corrections were made and observed by the inspector during initial inspection or corrections were verified via photographs submitted to the inspector.</li></ul>
Final inspection	<ul style="list-style-type: none"><li>• Confirm that all graded areas have reached final stabilization and that all temporary control measures are removed and permanent storm water management BMPs are installed as designed.</li></ul>

### 4. Construction Site Inspection Documentation- Document all site inspections. For guidance, refer to the WDNR's Construction Site Inspection Report (Form 3400-187) and Construction Site Inspection Corrective Action Photos (Form 3400-187A) available at:

<https://dnr.wi.gov/topic/Stormwater/construction/forms.html>

### 5. Enforcement-Provide enforcement per the City's Construction Site Erosion Control and Stormwater Management Ordinances



The City will keep a file or database documenting complaints and responses, including the date the complaint was received and the date the complaint was responded to. Response should occur within five business days of receiving a complaint.

<b>Date</b>	<b>Site</b>	<b>Complaint</b>	<b>Response</b>	<b>Date of Response</b>

## INSPECTOR CERTIFICATION AND ONGOING TRAINING

<b>NAME OF INSPECTOR</b>	
<b>CERTIFICATION</b>	
<b>DATE OF CERTIFICATION</b>	
<b>PHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	

RECORD ONGOING TRAINING OF INSPECTOR IN TABLE BELOW:

<b>TRAINING</b>	<b>DATE</b>

**Notice:** This form was developed in accordance with s. NR 216.48 Wis. Adm. Code for WPDES permittees' convenience; however, use of this specific form is voluntary. Multiple copies of this form may be made to compile the inspection report. Inspections of the construction site and implemented erosion and sediment control best management practices (BMPs) must be performed weekly and within 24 hours after a rainfall event 0.5 inches or greater.

<b>Construction Site Name and Location (Project, Municipality, and County):</b>		<b>Site/Facility ID No. (FIN):</b>
<b>Onsite Contact/Contractor:</b>		<b>Onsite Phone/Cell:</b>
<b>Note: Inspection reports, along with erosion control and storm water management plans, are required to be maintained on site in accordance with s. NR 216.48 (4) and made available upon request. PLEASE PRINT LEGIBLY.</b>		
<b>Date of inspection:</b>	<b>Time of inspection:</b> Start: _____ <input type="radio"/> am <input type="radio"/> pm End: _____ <input type="radio"/> am <input type="radio"/> pm	<b>Type of inspection:</b> <input type="radio"/> Weekly <input type="radio"/> Precipitation Event <input type="radio"/> Other (specify)
<b>Weather/Site Conditions:</b> Temp. _____ °F Antecedent Soil Moisture _____ Last Rainfall Depth: _____ inches Last Rainfall Date: _____	<input type="radio"/> Dry <input type="radio"/> Frozen or snow covered <input type="radio"/> Variable <input type="radio"/> Frozen (Thaw predicted in next week) <input type="radio"/> Wet <input type="radio"/> Melting Snow/slush	<b>Describe current phase of construction:</b>  Scheduled Final Stabilization Date for Universal Soil Loss Equation (USLE) <sup>1</sup> : _____ <b>Project on Schedule<sup>2</sup>?</b> <input type="radio"/> Yes <input type="radio"/> No
<b>Name(s) of individual(s) performing inspection:</b>		<b>Inspector Phone/Cell:</b>

I certify that the information contained on this form is an accurate assessment of site conditions at the time of inspection:

**Inspector Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
1. Is the erosion control plan accessible to operators?	<input type="checkbox"/>	<input type="checkbox"/> Provide onsite copy		
2. Is the permit certificate posted where visible?	<input type="checkbox"/>	<input type="checkbox"/> Post certificate		
3. Is the current phase of construction on sequence with the site-specific erosion and sediment control plan, including installation/stabilization of ponds and ditches?	<input type="checkbox"/>	<input type="checkbox"/> Add sediment control <input type="checkbox"/> Install missing ditch/pipe/pond <input type="checkbox"/> Stabilize bare soil		
4. Are all erosion and sediment control BMPs shown on plan properly installed and in functional condition?	<input type="checkbox"/>	<input type="checkbox"/> Repair <input type="checkbox"/> Modify <input type="checkbox"/> Install/Replace		
5. Is inlet protection properly installed and functioning in all inlets likely to receive runoff from the site?	<input type="checkbox"/>	<input type="checkbox"/> Clean <input type="checkbox"/> Replace <input type="checkbox"/> Install		
6. Is the air free of fugitive dust resulting from construction activity and bare soil exposure?	<input type="checkbox"/>	<input type="checkbox"/> Apply water <input type="checkbox"/> Apply dust control product		

<sup>1</sup> The Universal Soil Loss Equation (USLE) model and the Construction Site Soil Loss and Sediment Discharge Guidance are available at: [http://dnr.wi.gov/topic/stormwater/standards/const\\_standards.html](http://dnr.wi.gov/topic/stormwater/standards/const_standards.html)  
<sup>2</sup> If the project is not on schedule then the soil loss summary for the project should be reviewed and schedule, plan or practices modified accordingly.

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
7. Is the public right of way curb line free of tracked soil and accumulation?	<input type="checkbox"/>	<input type="checkbox"/> Install tracking pad <input type="checkbox"/> Widen/lengthen pad <input type="checkbox"/> Amend stone/Add geotextile <input type="checkbox"/> Install wheel washing station <input type="checkbox"/> Close entrance/exit <input type="checkbox"/> Limit traffic across disturbed areas <input type="checkbox"/> Sweep road and curb line		
8. Are wetlands, lakes, streams, ditches, or storm sewers downstream of the site free of sedimentation and turbid water leaving the site? <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/> Repair/Replace erosion control <input type="checkbox"/> Add sediment controls <input type="checkbox"/> Modify operations <input type="checkbox"/> Contact DNR to verify extent of cleanup required		
9. Is dewatering and/or vehicle and equipment washing being done in a manner that prevents erosion and sediment discharge?	<input type="checkbox"/>	<input type="checkbox"/> Install treatment train <input type="checkbox"/> Install energy dissipation <input type="checkbox"/> Modify discharge location <input type="checkbox"/> Modify intake to reduce sediment		
10. Are soil stockpiles existing for more than 7 days covered and stabilized?	<input type="checkbox"/>	<input type="checkbox"/> Seed <input type="checkbox"/> Install mat/mulch/polymer <input type="checkbox"/> Cover with tarp/plastic sheeting		
11. Are downstream channels and other downhill areas protected from scour and erosion?	<input type="checkbox"/>	<input type="checkbox"/> Install energy dissipation at outfall <input type="checkbox"/> Install ditch checks <input type="checkbox"/> Install slope interruption <input type="checkbox"/> Install onsite detention		
12. Are good housekeeping practices or treatment controls in place to prevent the discharge of chemicals, cement, trash, and other materials into wetlands, waterways, storm sewers, ditches, or drainage-ways? <sup>4</sup>	<input type="checkbox"/>	<input type="checkbox"/> Properly dispose of trash <input type="checkbox"/> Provide concrete washout station <input type="checkbox"/> Contact DNR to verify extent of cleanup required		
13. Is the plan reflective of current site operations and does it address all erosion and sediment control issues identified during the inspection?	<input type="checkbox"/>	<input type="checkbox"/> Revise sequence <input type="checkbox"/> Revise sediment control BMP <input type="checkbox"/> Revise erosion control BMP <input type="checkbox"/> Revise post-construction storm water BMP		
14. Are all areas where construction has temporarily ceased (and will not resume for more than 2 weeks) temporarily stabilized?	<input type="checkbox"/>	<input type="checkbox"/> Topsoil & seed <input type="checkbox"/> Install mat/mulch/polymer <input type="checkbox"/> Cover with tarp/plastic sheeting		
15. Are all areas at final grade permanently vegetated or stabilized with other treatments?	<input type="checkbox"/>	<input type="checkbox"/> Topsoil & seed <input type="checkbox"/> Install mat/mulch/polymer <input type="checkbox"/> Sod <input type="checkbox"/> Install stone base		
16. Have temporary sediment controls been removed in areas of the site that meet the permit definition of 'final stabilization'?	<input type="checkbox"/>	<input type="checkbox"/> Water to establish vegetation <input type="checkbox"/> Repair or reseed areas <input type="checkbox"/> Remove temporary practices		

<sup>3</sup> If sediment discharge enters a wetland or waterbody, the permittee should consult with DNR staff to determine if sediment cleanup and/or additional control measures are required.


<sup>4</sup> The permittee shall notify the DNR immediately via the spills hotline at (800)943-0003 of any release or spill of a hazardous substance to the environment in accordance with s. 292.11, Wis. Stats., and ch. NR 706, Wis. Adm. Code.

**Corrective Action Photo Documentation Pages (Attach as many as needed):**

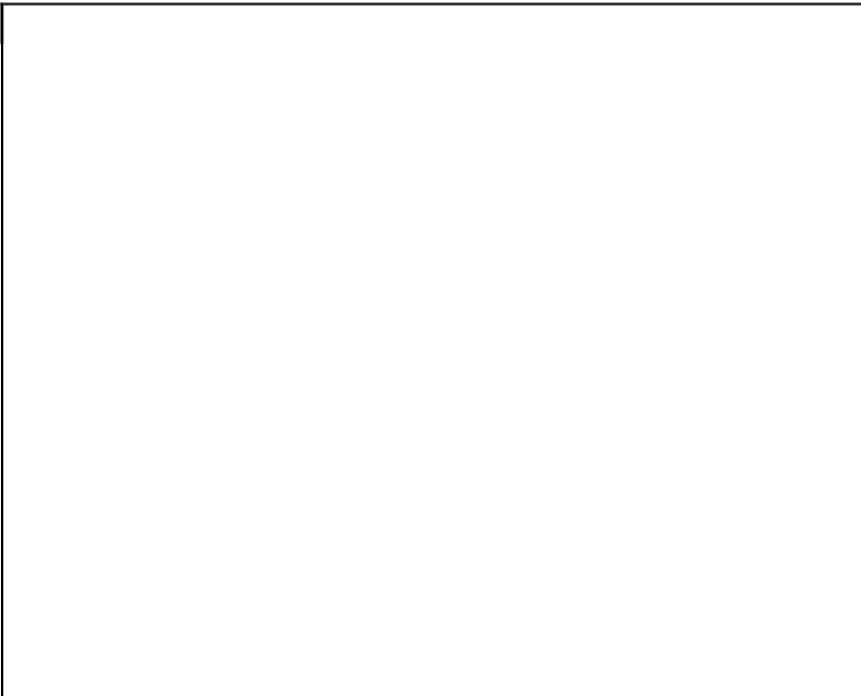
**Notice:** Use of this specific form is voluntary, and is provided as an optional attachment to Form 3400-187 for use in documenting erosion and sediment control maintenance actions. This form is provided for the convenience of the permittee to meet the requirements of s. NR 216.48(4), Wis. Adm. Code.

<b>Construction Site Name (Project):</b>	<b>Site/Facility ID No. (FIN):</b>
<b>Photo Location:</b>	

**BEFORE CONDITION:**

	<b>Photo #:</b>
	<b>Date/Time of Photo:</b>
	<b>Photo By:</b>
	<b>Photo Description:</b>

**AFTER CONDITION:**

	<b>Photo #:</b>
	<b>Date/Time of Photo:</b>
	<b>Photo By:</b>
	<b>Photo Description:</b>

<b>Construction Site Name (Project):</b>	<b>Site/Facility ID No. (FIN):</b>
<b>Photo Location:</b>	

**BEFORE CONDITION:**

	<b>Photo #:</b>
	<b>Date/Time of Photo:</b>
	<b>Photo By:</b>
	<b>Photo Description:</b>

**AFTER CONDITION:**

	<b>Photo #:</b>
	<b>Date/Time of Photo:</b>
	<b>Photo By:</b>
	<b>Photo Description:</b>

## **2020 Stormwater Post-Construction Storm Water Management**

### Section 5 – Post- Construction Stormwater Management

The City contracts with Dane County to provide plan review and inspection services for stormwater management on sites other than one and two-family residential sites.

Our newly created Engineering Technician position will become more active in inspection of stormwater management facilities; public and private.





### E. Postconstruction Stormwater Management

#### 1. Postconstruction Stormwater Management Ordinance

The City currently has a Stormwater Runoff Management Ordinance (Chapter 10, Article IV, Ordinance No. 0-21-06, adopted May 9, 2006). As part of this plan, improvements to this ordinance will be recommended to bring the City's ordinance into conformance with current NR 151 standards. See comments in Section 3.02 E.

#### 2. Postconstruction Stormwater Management Ordinance Site Review Procedures and Enforcement

The City currently administers this ordinance by coordination between the Director of Public Works and the Dane County Land Conservation Department. The City's Building Inspector conducts inspections on one- and two-family dwelling construction projects. The City contracts with the Dane County Land Conservation Department to conduct the plan reviews, site inspections, and follow-up for all public and private projects that are not one- or two-family dwelling construction projects. During construction, the site shall be inspected for conformance with approved plans for erosion control at least once every 30 days. A final inspection is conducted after the site is stabilized. During site inspections, county staff members recommend proactive steps and corrective actions as necessary. If violations are noted, they are required to be fixed prior to the continuation of construction activities. The City's stormwater management ordinance includes enforcement provisions.

	<b>Activity</b>	<b>Measurable Goal</b>	<b>Responsible Party</b>	<b>Anticipated Completion Date</b>
1	Continue administration and enforcement of the Erosion Control and Stormwater Management Ordinance.	On-going	Department of Planning & Development	On-going
2	Review and adopt the Erosion Control and Stormwater Management Ordinance revisions in Table 3.02-9.	See Table 3.02-9	Department of Planning & Development	March 2018
2	Document the number of stormwater management permits issued each year.	Ongoing.	Department of Planning & Development	Ongoing
3	Document the number and nature of inspections and enforcement actions conducted to ensure compliance with the Stormwater Management Ordinance.	Ongoing.	Department of Planning & Development	Ongoing.
4	Continue program to require yearly reporting from owners of private BMPs showing that BMPs are being properly maintained. Continue the requirement that owners seeking a stormwater utility credit for a BMP must have a recorded maintenance agreement and yearly reporting.	Ongoing.	Department of Planning & Development	Ongoing.
5	Adopt and implement updates to post-construction stormwater management procedures and documentation included in Appendix Document Section 4.	Ongoing	Department of Planning & Development	March 2021
6	Review Dane County Chapter 14 stormwater ordinance and make necessary changes to City's stormwater ordinance to make City ordinance as stringent as the Dane County ordinance.	Adopt ordinance changes.	Department of Planning & Development	March 2022

**Table 3.02-10 Postconstruction Stormwater Management Plan and Measurable Goals**

**Post-Construction Stormwater Management Facilities:  
Plan Review, Long-term Maintenance, Inspection, and Enforcement Procedures**

**City of Stoughton  
3/12/2021**

1. Post-Construction Site Stormwater Management Contact

<b>Engineering Technician</b>	<b>Dane County Conservation Engineer</b>
Sue Eddy <a href="mailto:seddy@ci.stoughtonw.wi.us">seddy@ci.stoughtonw.wi.us</a> 608-873-8458	Elliott Mergen <a href="mailto:mergen.elliott@countyofdane.com">mergen.elliott@countyofdane.com</a> 608-224-7213

2. Post-Construction Stormwater Management Plan Review

For stormwater management permit application procedures, refer to the flow chart in this Appendix and to the Erosion Control and Stormwater Management Requirements. The Department of Planning & Development will review stormwater management permit applications and may request additional information after receiving an application.

For all construction sites greater than 1 acre of land disturbance, a meeting shall be held prior to commencement of construction between City staff, developer, and contractor.

3. Post-Construction Stormwater Management Facilities Inspection Frequency

<b>Post-Construction Stormwater Management Facility Type</b>	<b>Inspection Frequency, Documentation, and Corrective Maintenance Timeframe</b>
Public	<ul style="list-style-type: none"> <li>• Inspect as defined in Appendix J-Stormwater Facility Maintenance Program of the City’s Stormwater Quality Management Plan</li> <li>• Once every 5 years, the City shall assess and provide documentation by a qualified professional that the facility is operating as designed according to the design drawings.</li> <li>• Routine maintenance shall be provided by the City.</li> <li>• If not operating as designed, the City will develop a plan for corrective maintenance within 3 months of the assessment. For non-routine maintenance (ie: dredging or bioretention basin sediment removal/replanting), corrective maintenance must be completed within 18 months.</li> </ul>
Private	<ul style="list-style-type: none"> <li>• Once every year (or more frequent as stated in the recorded stormwater maintenance agreement for the facility), the owner of the private post-construction stormwater management facility shall inspect the stormwater management facility. The form in Appendix G-Maintenance and Inspection of Stormwater Management Best Management Practices Documentation of the City’s Erosion Control and Stormwater Management Requirements shall be used to document the inspection. The form shall be submitted by February 15 of each year, documenting the previous year’s inspection.</li> </ul>

	<ul style="list-style-type: none"> <li>• Once every 5 years, the owner of the private post-construction stormwater management facility shall assess and provide documentation by a qualified professional that the facility is operating as designed according to the recorded stormwater maintenance agreement for the facility.</li> <li>• If not operating as designed, the owner shall submit a plan for corrective maintenance to the City within 1 month of the assessment. For routine maintenance, corrective maintenance must be completed within 2 months of the assessment. For non-routine maintenance (ie: dredging or bioretention basin sediment removal/replanting), maintenance must be completed within 18 months of the submittal of the assessment to the City.</li> </ul>
--	--

#### 4. Post-Construction Stormwater Management Facilities

BMP Name	Owner	Approximate Year Constructed	Comments (Long-term Maintenance Agreement?)	5-Year Assessments Due	Annual Assessments Due
Advanced AutoParts Stormceptor	Private		Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Aggregate Products Dry Pond	Private		Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Aldi Wet Pond	Private	2017	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Alliant Energy Retention Basin	Private	2018	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Alliant Energy Wet Pond	Private		Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Arby's Swale	Private		Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Assisted Living Facility Infiltration Basins 1 & 2	Private	2018	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Barberry Fields Wet Pond	City	2004	NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Bus Barn CB Cleaning	Private	2013	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Business Transportation Solutions Dry Pond	Private	2006	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Cascade Falls Dry Pond	City		NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Castle Condominiums Dry Pond	Private	2002	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Chalet Dry Pond	City	Proposed	NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Christ Lutheran Church Dry Pond/Bioretention Basin	Private	2006	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly

Colorcon Dry Pond	Private		Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Dairyland Electrical Industries Infiltration Basin	Private	2019	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Dvorak's Add. Outlot 1 Dry Pond	City		NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Dvorak's Add. Outlot 5 Dry Pond	City		NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Eastwood Estates 2nd Add. Wet Pond	City	1999	NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Edge One Infiltration Basin	Private	2018	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Elven Sted Dry Pond	City	2010	NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
First Choice Dental Bioretention Basin 1 & 2		Proposed	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Franklin St. Wet Pond	City	2010	NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
GIP Stoughton Bioretention Basin	Private	2019	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Holverson's 2nd Add. Rain Garden	City		NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Hospital Parking Lot Bioretention Basin 1	Private	2015	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Hospital Parking Lot Bioretention Basin 2	Private	2015	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Industrial Park South Bioretention Basin	City	2010	NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Jerman Apartment Bioretention Basin	Private	2014	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Kettle Park Wet Pond/Stormwater Infiltration Area	Private	Proposed	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
KPW Lot 7 BMP	Private	2017	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Kwik Trip Dry Pond	Private	2009	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Kwik Trip Dry Ponds North and South	Private	2018	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Lake View Church Dry Pond	Private		Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Lean Distribution LLC Dry Pond	Private	2012	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Lean Distribution LLC Infiltration Strip	Private	2012	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Lotus Salon East and West Bioretention Basins		Proposed	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly

McComb Place Bioretention Basin 1	Private	2005	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
McComb Place Bioretention Basin 2	Private	2005	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
McFarland State Bank Bioretention Basin	Private	2018	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Milestone Senior Living Dry Pond	Private	2015	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
NAFA Bio-Retention Basin	Private		Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Nelson Bio-Retention Basin	Private		Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Nelson Global Dry Pond	Private	2012	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Nordic Ridge Bio-Retention Basin	Private	2018	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Nordic Ridge Outlot 3 Wet Pond and Infiltration	City	2016	NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Nordic Ridge Outlot 6 Wet Pond	City	Proposed	NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Nordic Ridge Phase IV Dry Pond	City	Proposed	NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Norse View Heights Wet Detention Pond	Private	2015	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Norwegian Heritage Center CB Cleaning	Private	2015	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Paas National Dry Pond	Private	2011	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Paradise Wet Pond	City		NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Pick 'n Save Dry Pond	Private		Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Public Works Facility	City	2018	NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Sandhill School Dry Pond	School District		Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Skaalen Dry Pond	Private	2016	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Skavlan Dry Pond 2	Private	2005	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Skavlan Infiltration Basin #1	Private	2005	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Skavlan Infiltration Basin #3	Private	2005	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Stellar Services Infiltration Trench and Wet Pond	Private	2009	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Stone Crest Dry Pond	City	2004	NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly

Stone Crest Wet Pond	City	2004	NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Stoughton Business Park Detention Basin	Private	2019	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Stoughton Fire Department Wet Pond	City	2007	NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Stoughton High School Bioretention Basin	School District	2011	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Stoughton High School Dry Pond	School District		Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Stoughton Trailers Dry Pond	Private		Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Stoughton Trailers Swale			Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Stoughton Trailers Wet Pond	Private		Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Stoughton Utilities Substation Bioretention Basin				2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Summit Credit Union Bioretention Basin	Private	2013	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
The Hamilton Dry Pond	Private	2006	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
The Hamilton Dry Pond 2	Private	2007?	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Universal Silencer Bioretention Basin	Private		Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Veterans Road Bio-Retention Basin	Private	2018	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Virgin Lake Estates Dry Pond	City		NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Virgin Lake Estates Outlot 1 Dry Pond	City		NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Virgin Lake Estates Outlot 2 Wet Pond	City		NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Westview Ridge Park Wet Pond	City	2003	NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Williams Dr. Bioretention Basin	City	2014	NA	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly
Zalk Joseph Swale	Private	2008	Y	2026, 2031, 2036, 2041, 2046, 2051, etc	Yearly

5. Enforcement-Provide enforcement per the City's Post-Construction Stormwater Management Ordinance and the recorded stormwater maintenance agreements.

The City will keep a file or database documenting complaints and responses, including the date the complaint was received and the date the complaint was responded to. Response should occur within five business days of receiving a complaint.

<b>Date</b>	<b>Site</b>	<b>Complaint</b>	<b>Response</b>	<b>Date of Response</b>



**MAINTENANCE AND INSPECTION OF  
STORMWATER BEST MANAGEMENT PRACTICES**

**CITY OF STOUGHTON  
MARCH 2021**

**APPENDIX H-MAINTENANCE AND INSPECTION OF  
STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES  
CITY OF STOUGHTON  
MARCH 2021**

**1. BEST MANAGEMENT PRACTICE (BMP) OWNERSHIP**

- a. Municipality-owned/maintained stormwater BMP.
  - i. Develop a site specific maintenance plan/program, if necessary
  - ii. Follow the maintenance plan/program, herein.
- b. Privately-owned/maintained BMP.
  - i. Obtain a maintenance agreement that has an attached maintenance plan as required by the stormwater management ordinance.
  - ii. Follow the maintenance plan/program, herein.

**2. MAINTENANCE**

The cornerstone of a preventive maintenance program is establishment of a routine inspection program. This program must contain routine and non-routine maintenance. The program is defined below. Use the attached Inspection and Maintenance Documentation Form to document the inspections and maintenance performed. Submit the forms by February 15 of each year documenting the previous year's inspections to the City of Stoughton's Engineering Technician documenting the previous year's activities.

- a. Routine Maintenance
  - i. Inspections
    - 1. Inspect wet and dry detention basins, bioretention basins, and grass-lined swales after major storm events (2-year, 24 hour storm event: 2.6 inches) and at a minimum once per year.
    - 2. Obtain the construction as-built plans for reference during the inspection.
  - ii. Mowing
    - 1. Wet Detention Basins – Mow the side slopes, embankments, and swales on a regular basis to discourage weeds, woody plants, and invasive species.
    - 2. Dry Detention Basins- Mow the side slopes, embankments, bottom and swales on a regular basis to discourage weeds, woody plants, and invasive species.
    - 3. Grass-Lined Swales – Mow the side slopes and bottom twice per year to maintain a dense stand of grass.
    - 4. Bioretention Basins - Mow the side slopes on a regular basis to discourage weeds, woody plants, and invasive species. With a string trimmer, trim the bottom of basin to height of 6 to 9 inches in the fall of each year.
    - 5. Mow at heights beneficial to the planted and desired vegetation cover.
      - a. 3 to 4 inches for grasses.
      - b. 6 inches for native plantings.

# MAINTENANCE AND INSPECTION OF STORMWATER BEST MANAGEMENT PRACTICES

CITY OF STOUGHTON  
MARCH 2021

iii. Debris/Litter Removal

Remove debris and litter on a monthly basis from the basin edges, embankments, bottom (for dry detention basins) and outlet structure including the emergency spillway, as applicable.

iv. Erosion Control/Revegetation

Eroded areas of the basin edges, embankments, bottom (for dry detention basins), emergency spillway, and rip rapped areas shall be repaired in a timely manner. Consider reseed/replanting with native vegetation with appropriate erosion control mat suited to site condition with possible consultation with an ecological-restoration company. For grass-lined swales, reseed and repair eroded areas with appropriate erosion control mat.

v. Nuisance Control – Provide control of algae per recommendations from a pond maintenance contractor, as necessary.

b. Non-Routine Maintenance (Dry and Wet Detention Basins)

It is recommended that a more detailed inspection be done every 3 years on wet detention basins (forebay and permanent pool) to determine sediment depth. A forebay is typically located where flows enter the detention basin and has the purpose of settling out sediment in a more convenient location for ease of maintenance. At this time, a sediment depth survey should be performed to determine the approximate average depth of sediment. The survey would normally be done by obtaining the water surface elevation by surveyor's level and then measuring the distance from water surface to top of sediment from a boat using applicable safety standards. The depth is converted to an elevation to determine depth of sediment and to determine the permanent pool depth. Sediment survey and sampling would normally be consulted out once a sediment removal project is necessary.

i. Outlet Structure – Provide maintenance, as needed. Replace outlet structure when not performing as originally intended.

ii. Sediment Removal/Excavation from Wet Detention Basins

1. Sediment Forebay

- a. Maintain 3 feet of water depth except on safety shelves which will be shallower.
- b. When the forebay accumulates sediment and there is 3 feet or less water depth, perform sediment removal /excavation to original depth (typically 5 feet or more). See as-builts for original elevations.
- c. Sediment Removal/Excavation Frequency: Every 3 to 5 years, depending on source area loadings. Maintain records of sediment loading.

# MAINTENANCE AND INSPECTION OF STORMWATER BEST MANAGEMENT PRACTICES

CITY OF STOUGHTON  
MARCH 2021

## 2. Permanent Pool

- a. Maintain 3 feet of water depth except on safety shelves which will be shallower.
- b. When the forebay accumulates sediment and there is 3 feet or less water depth, perform sediment removal /excavation to original depth (typically 5 feet or more). See record drawings for original elevations.
- c. Sediment Removal/Excavation Frequency: Every 15 to 20 years, depending on source area loadings. Maintain records of sediment removal.

## 3. Sediment Removal/Excavation/Disposal Regulations-Perform sediment removal/excavation according to applicable state, federal and local regulations.

- a. NR 103.06(4) (a)-Artificial wetland exemptions – Allows maintenance of ponds that revert to wetlands. Contact DNR for confirmation.
- b. Contact DNR for Chapter 30 jurisdictional determination.
- c. NR 216 Stormwater Discharge Permit (NOI) necessary for disturbance of one or more acres of land.
- d. Sediment Sampling-Contact DNR to determine if sediment sampling is necessary.
  - i. Sediment and parent material sampling procedures should follow DNR guidance documents and NR 347 and NR 528.
  - ii. Resources:
    1. *Guidance for Applying the Sediment Sampling Requirements of NR 347*, Wisconsin Administrative Code, WDNR Publication WT-778, 2003.
    2. *Technical Guidance for Contaminated Sediment Cleanup Decisions in Wisconsin*. WDNR. December 21, 1995
    3. *Consensus-Based Sediment Quality Guidelines (CBSQG), Recommendations for Use and Application, Interim Guidance*, WDNR, December 2003.
    4. Laboratory results to be checked for conformance with NR 204.07(5) pollutant concentration limits. Consult NR 204 land application standards.
    5. NR 528-Management of Accumulated Sediment From Stormwater Management Structures
- e. Sediment Disposal-See NR 528 and the above resources. Contact the WDNR.

iii. Sediment Removal/Excavation from Dry Detention Basins-Remove sediment and dispose of properly to maintain the originally-designed flood-storage capacity of the facility.

## c. Non-Routine Maintenance (Bioretention Basins)

Bioretention basins are designed to capture sediment on the surface of the bioretention basin. Plug planting in the bottom of the basins is typically initially protected with a hardwood mulch layer. Over time, a bioretention basin may become clogged causing ponding on the surface of

## **MAINTENANCE AND INSPECTION OF STORMWATER BEST MANAGEMENT PRACTICES**

**CITY OF STOUGHTON  
MARCH 2021**

the bioretention basin. Bioretention basins are typically designed to drawdown within 24 hours of the end of a storm event. If the drawdown time of a bioretention basin is greater than 36 hours, maintenance shall occur consisting of: (1) remove all hardwood mulch material while not disturbing established native vegetation, (2) Gently scarify the engineered soil surface to promote infiltration into the engineered soil while not disturbing established native vegetation, (3) replace bioretention soil mixture per WDNR Bioretention for Infiltration Technical Standard 1004 as necessary, (4) replace hardwood mulch layer per WDNR Bioretention for Infiltration Technical Standard 1004. Maintenance shall occur only during dry conditions while taking measures to minimize compaction of remaining engineered soil.

If bioretention basins are experiencing scour, consider removing mulch and engineered soil in those areas to allow for replacing with geotextile and appropriately sized stone to provide energy dissipation.

If bioretention basins have appreciable bare areas, plant with appropriate native plugs.

If bioretention basins appear to be experiencing compaction due to snow storage in the footprint of the bioretention basin, reinforce with the property owner that snow storage is not allowed within the footprint of the bioretention basin.

If bioretention basins appear to be experiencing clogging due to underdrain failure, underdrains shall be inspected. If necessary, underdrains shall be jetted to remove debris. If needed, the underdrain and all components of the bioretention basin above the underdrain shall be replaced per the WDNR Bioretention for Infiltration Technical Standard 1004.

Inspection and Maintenance Documentation Form  
 Stormwater Best Management Practices (BMPs)  
 Wet and Dry Detention Basins, Bioretention Basins, and Grass-Lined Swales  
 City of Stoughton, Wisconsin

Inspection Date: \_\_\_\_\_  
 Maintenance Date: \_\_\_\_\_

Inspector Name: \_\_\_\_\_ Maintenance Provided by: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Company Phone Number: \_\_\_\_\_  
 Company Fax Number: \_\_\_\_\_

Stormwater Facility Location: \_\_\_\_\_  
 \_\_\_\_\_

- Wet Detention Basin
- Dry Detention Basin
- Bioretention Basin
- Grass-Lined Swale

Items Inspected	Checked		Maintenance Needed		Remarks
	Yes	No	Yes	No	
<b>Wet and Dry Detention Basin (Items below are applicable to both wet and dry basins. Items in italics are applicable to only wet basins)</b>					
<b>A. Berms</b>					
1. Settlement					
2. Breaks					
3. Erosion					
4. Signs of Piping Leakage					
5. Signs of Seepage					
<b>B. Vegetation</b>					
1. Woody growth on berm					
2. Need for cutting/trimming					
3. Need for reseeding					
4. Ruts					
5. <i>Dead vegetation at water's edge</i>					
<b>C. Shoreline</b>					
1. Erosion and rip rap failure					
2. Undermining					
3. Damage or deterioration					
4. Rodent or wildlife damage					

Items Inspected	Checked		Maintenance Needed		Remarks
	Yes	No	Yes	No	
<b>Wet and Dry Detention Basin</b>					
D. Outlet Structure and Emergency Outlet					
1. Obstruction blocking outlet pipe, channel, or spillway					
2. Condition of outlet and inlet structure					
a. Seepage					
b. Separation of joints					
c. Cracks, breaks or deterioration					
d. Differential Settlement					
e. Sediment level in relation to crest of inlet structure					
f. Sediment level in relation to crest of inlet structure					
g. Scour and erosion at outlet					
h. Condition of trash racks					
i. Gates or valves (Operate them twice per year)					
j. Damage by debris, ice, or freezing.					
k. Outlet channel condition downstream.					
E. Inlets					
1. Is trash on or inside pipe grate?					
2. Any ice damage to pipe outlet?					
3. Undermining of any of the pipe?					
F. <i>Sediment Forebay</i>					
1. <i>Approximate depth of sediment</i> = _____					
2. <i>Sediment Removal Necessary</i>					
3. <i>Floating debris</i>					
G. <i>Permanent Pool</i>					
1. <i>Approximate depth of sediment</i> = _____					
2. <i>Sediment Removal Necessary</i>					
3. <i>Floating debris</i>					

Items Inspected	Checked		Maintenance Needed		Remarks
	Yes	No	Yes	No	
<b>Wet and Dry Detention Basin</b>					
H. Access for Maintenance Equipment					
1. Obstructions					
2. Soft Areas					
3. Visible pollution					
4. <i>Shoreline problems</i>					
5. Other (specify)					
I. Safety Features					
1. Access Controls to Hazardous Areas					
2. Fences					
a. Loose or damaged posts					
b. Loose or broken wires					
c. Accumulated debris in fences?					
d. Condition of gates					
<b>Bioretention Basins</b>					
A. Sediment buildup					
B. Clogging/ponding of water					
C. Eroded areas					
D. Bare spots					
E. Trash					
F. Overflow Structure					
G. Plant health					
H. Compaction due to snow storage					
I. Adequate mulch layer					
<b>Grass-Lined Swales</b>					
A. Eroded areas					
B. Bare spots					
C. Mowing Necessary					

**NOTES:**

1. Inspection/Maintenance Comments:

---



---



---



---

2. Overall Condition of Facility (Check One)

\_\_\_\_\_Acceptable      \_\_\_\_\_Unacceptable      \_\_\_\_\_Maintenance Completed

**F. Pollution Prevention–Municipal Operations**

1. Maintenance of Existing Municipally-Owned/Operated Stormwater BMPs



As described in Section 2.04, the City provides maintenance of public stormwater BMPs on an as-needed basis. Private stormwater BMPs are maintained by the property owner per Section 10-129 of the City of Stoughton Municipal Ordinances.

2. Street Sweeping

As described in Section 2.04, the City performs street sweeping every Friday in the downtown district and once per month in the rest of the City. The City sweeps approximately 130 miles per month. Table 3.01-1 summarizes the materials collected for the past five years.

	Year				
	2011	2012	2013	2014	2015
<b>Solids Captured (CY)</b>	1,494	1,070	1,775	1,692	1,392

**Table 3.01-1 Street Sweeping Quantity Summary**

3. Catch Basin Cleaning

As described in Section 2.04, the City does not have catch basins with sumps and therefore, does not perform catch basin sump cleaning. However, the City does inspect and clean storm drains and catch basins at least once per year. A list of all inspections, cleaning, and repairs shall be kept.

4. Deicing and Snow Removal

The City maintains approximately 61.18 miles of road under the roadway maintenance program (Figure 3.01-1). The City used salt, salt brine, or a mixture of sand and salt for road deicing through the spring of 2015 and it is applied as appropriate based on conditions and availability. Table 3.01-2 provides a summary of the City’s winter roadway maintenance, and additional information regarding City snow and ice removal can be found on the City’s website: [http://www.ci.stoughton.wi.us/index.asp?Type=B\\_BASIC&SEC={6B2E3C72-149B-4185-B5C8-FBEAAA0B1F9A}](http://www.ci.stoughton.wi.us/index.asp?Type=B_BASIC&SEC={6B2E3C72-149B-4185-B5C8-FBEAAA0B1F9A})



**Figure 3.01-1 Snow Disposal at South Fourth Street**

Item	Description
Winter Roadway Maintenance Contact	Brett Hebert Street Superintendent (608) 873-6303
Enclosed Salt Storage Building	Public Works Garage 515 S. Fourth Street Capacity: 300 tons of salt
Snow Disposal Location	Empty lot on South Fourth Street After snow melt, area is swept and debris collected. (See Figure 3.01-1)
Deicing Products Used and Amount	Road salt, Brine, sand/salt mixture (See Table 3.01-3)
Type of Deicing Equipment Used	Nine patrol trucks with tailgate spreaders and pre-wet tanks to apply pre-wet salt. One 1,000-gallon tank for anti-icing before snow events
Anti-icing, Equipment Calibration, and Salt Reduction Strategies Considered	Fleet manager works with equipment vendor to calibrate equipment, and anti-icing is only done on arterial streets and hills. When temperature is below 15 degrees, some sand is added to salt to assist with traction. Pavement temperatures are checked to make sure correct product is applied.

**Table 3.01-2 Winter Roadway Maintenance Details**

Table 3.01-3 shows the City’s deicer usage in the period from 2014 to 2015. Table 3.01-4 shows the rainfall and snowfall amounts at the Dane County Regional Airport (MSN) as obtained from the National Oceanic and Atmospheric Administration (NOAA) website. The average rainfall amount is 34.43 inches a year and the average snowfall each winter season is 55.63 inches. Higher than average seasonal snowfall is an indicator of the potential for a higher level of deicer usage and is therefore requested to be tracked by the WDNR.

Month	Salt (Tons) Per Year		Brine (Gallons) Per Year		Sand/Salt Mixture (Tons) Per Year	
	2014	2015	2014	2015	2014	2015
January	332	112	1,500	2,500	73	114
February	130	142	300	2,900	107	6
March	104	0	0	0	3	0
April	0	0	0	0	0	0
May	0	0	0	0	0	0
June	0	0	0	0	0	0
July	0	0	0	0	0	0
August	0	0	0	0	0	0
September	0	0	0	0	0	0
October	0	0	0	0	0	0
November	90	60	0	1,135	9	3
December	24	84	0	835	2	12
<b>Total</b>	<b>680</b>	<b>398</b>	<b>1,800</b>	<b>7,370</b>	<b>194</b>	<b>135</b>

**Table 3.01-3 Deicer Usage by City**

	2012 Rainfall (in)	2012 Snowfall (in)	2013 Rainfall (in)	2013 Snowfall (in)	2014 Rainfall (in)	2014 Snowfall (in)	2015 Rainfall (in)	2015 Snowfall (in)
January	1.41	13.4	2.87	8.9	0.66	12.4	0.67	10.3
February	1.03	7.3	2.42	22.8	1.24	12.0	0.54	10.8
March	2.61	6.6	2.41	15.2	1.26	8.2	0.76	4.2
April	2.85	0	5.83	0.3	5.14	1.0	4.38	0
May	3.19	0	6.58	0	3.48	0	4.19	0
June	0.31	0	10.86	0	9.55	0	3.15	0
July	4.00	0	4.00	0	1.08	0	5.02	0
August	1.59	0	1.52	0	5.43	0	4.10	0
September	1.33	0	3.19	0	1.84	0	6.00	0
October	4.56	0	1.90	0	3.10	0.2	2.72	0
November	0.90	0.1	2.20	3.5	1.55	8.3	4.75	4.1
December	2.60	23.5	1.62	22.1	1.02	0.1	3.33	7.4
<b>Totals</b>	<b>26.38</b>	<b>50.9</b>	<b>45.40</b>	<b>72.8</b>	<b>35.35</b>	<b>42.2</b>	<b>39.61</b>	<b>36.8</b>

**Table 3.01-4 Rainfall and Snowfall at Madison Dane County Regional Airport**

5. Leaf and Grass Clipping Management

The City collects leaves in the spring and fall in addition to yard waste and grass clippings. Program details are available on the following City website:

[http://www.ci.stoughton.wi.us/index.asp?Type=B\\_BASIC&SEC=%7BAB500B8F-438D-43F4-9E76-C753B934419E%7D](http://www.ci.stoughton.wi.us/index.asp?Type=B_BASIC&SEC=%7BAB500B8F-438D-43F4-9E76-C753B934419E%7D)

The program reads as follows:

“Rake leaves to your park row (area between sidewalk & curb)

- Please rake leaves as soon as they fall as leaf collection trucks will be out daily to collect
- Rake leaves away from mailboxes, posts/signs and fire hydrants
- Do not put leaves in gutter or street
- No brush, rocks or garbage in with the leaves
- Leaves should not be bagged
- Leave adequate room on the street to accommodate the large equipment”

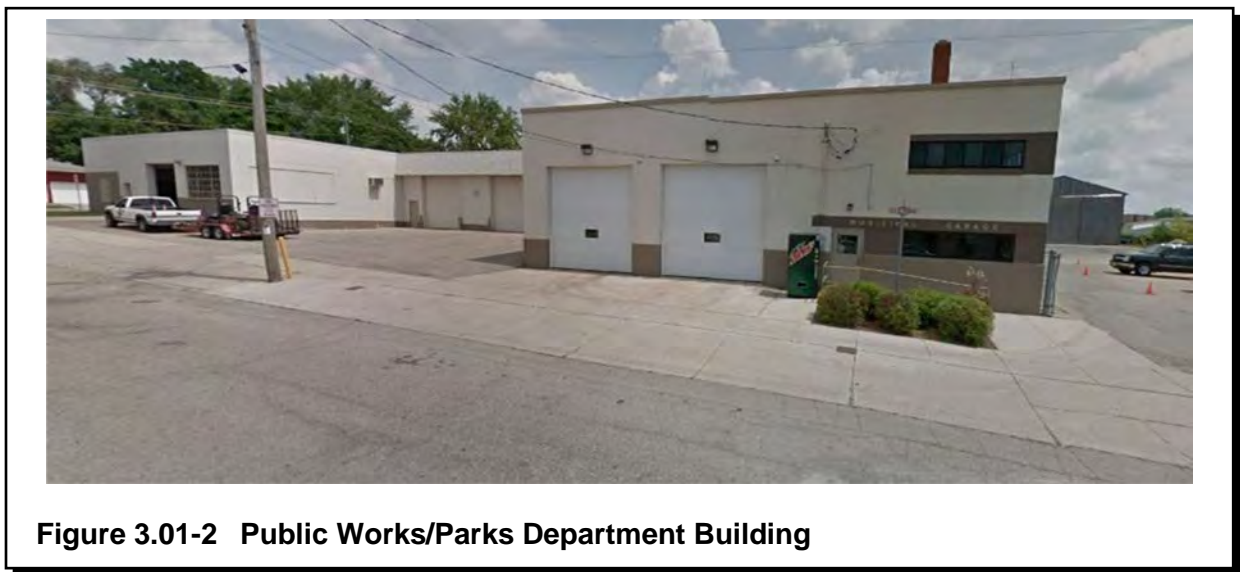
The City instructs property owners to take materials not approved for curbside collection to the yard waste site located at 1051 Collins Road in the Town of Dunkirk. Table 3.01-5 shows the amount of leaf collection by year.

Year	Curbside Leaf Pickup (Tons)	Grass Clippings and Leaves at Drop Off Site (CY)
2011	971	1,445
2012	849	1,058
2013	827	1,374
2014	1,120	1,645
2015	910	1,755

**Table 3.01-5 Leaf Collection (CY)**

6. Municipal Garage and Storage Area Management

The City owns and operates the: Municipal Garage at 515 South 4th Street that includes all of the Street Department and Parks operations. Figure 3.01-2 shows the facility. A copy of the SWPPP for the facility is included in Appendix F.



7. Turf Maintenance Policies

The City of Stoughton Public Works Department works with a contracted company who applies fertilizer and herbicide on a yearly basis in the parks and other publicly-owned lands. Table 3.01-6 summarizes the amount of fertilizer used in the City.

Year	Property Type	Amount of Fertilizer (lbs/acre)	Amount of Fertilizer (lbs)	Acreage
2011	Park Lands	133	19,338	145
	City Owned Properties	133	667	5
2012	Park Lands	133	19,338	145
	City Owned Properties	133	667	5
2013	Park Lands	133	19,338	145
	City Owned Properties	133	667	5
2014	Park Lands	133	19,338	145
	City Owned Properties	133	667	5
2015	Park Lands	12	1,694	145
	City Owned Properties	12	61	5

**Table 3.01-6 Amount of Fertilizer Used in the City**

8. Inform Department Staff of Permit Requirements

The City internally coordinates implementation of the requirements of the NR 216 permit through weekly staff meetings with the Public Works Department.

9. Measures to Reduce Municipal Sources of Stormwater within Source Water Protection Areas

The City is served by municipal sewer and water from four wells located within the City. The municipal sewer system discharges to the Stoughton Wastewater Treatment Plant. The City's Wellhead Protection Ordinance (Chapter 74, Article IV and Chapter 78, Article V) protects the municipal water source.

	<b>Activity</b>	<b>Measurable Goal</b>	<b>Responsible Party</b>	<b>Anticipated Completion Date</b>
1	Maintenance of Existing Municipally Owned/Operated Stormwater BMPs—Continue to maintain stormwater facilities. Maintenance of stormwater facilities should be in accordance with the Stormwater Facility Maintenance program document provided in Appendix J and the schedule provided in Appendix Document Section 4. Track these maintenance operations.	Ongoing and Appendix Document Section 4	DPW	Ongoing
2	Street Sweeping—Continue existing program with Pelican mechanical sweeper and Whirlwind vacuum sweeper. Material is brought to Dane County Landfill.	Ongoing	DPW	Ongoing
3	Deicing and Snow Removal—Continue current operations and look for possible ways to decrease deicer use while still maintaining public safety. References regarding deicers include: -WisDOT Highway Maintenance Manual, Chapter 35 - <a href="http://www.dot.wisconsin.gov/business/extranet">http://www.dot.wisconsin.gov/business/extranet</a>  Also, track monthly precipitation amounts.	Ongoing	DPW	Ongoing
4	Leaf and Grass Management—Continue to promote home composting and to track the quantities of leaves collected.	Ongoing	DPW	Ongoing
5	Municipal Garage and Storage Area Management—Implement the recommended activities listed in the SWPPP provided in Appendix F. Track quantity of used oil recycled each year.	Ongoing	DPW	Ongoing
6	Turf Maintenance Policies—Continue existing program.	Ongoing	DPW/Contracted Company	Ongoing
7	Measures to Reduce Municipal Sources of Stormwater Within Source Water Protection Areas—The City should continue existing practices.	Ongoing	DPW	Ongoing
8	Track Pollution Prevention for Municipal Operations for annual report to WDNR.	Once each year	DPW	Once each year

**Table 3.02-11 Pollution Prevention for Municipal Operations Plan and Measurable Goals**

**Table 4.05-2 Detention Basin Properties**

BMP Name	Address	Approximate Year Constructed	Owner	BMP Modeled As	Modeled in Existing Conditions?	Operation and Maintenance Plan (with Inspection Procedures and Schedule)?	Record Drawings?	Maintenance Agreement?	Potential Retrofit?
ABC Home Specialists Bioretention Basin	520 Bus Park Circle	2020	Private	Pending	Pending	Yes	Pending	Y	No
Advanced AutoParts Stormceptor	1528 US Highway 51 & 138		Private	Hydrodynamic Device	Y	Yes	Yes	Y	No
Aldi Wet Pond	1399 US Highway 51	2017	Private	Pending	Pending	Yes		Y	No
Alliant Energy Retention Basin	1521 Progress Ln	2018	Private	Pending	Pending	Yes	Yes	Y	No
Alliant Energy Wet Pond	1521 Progress Ln		Private	Wet Pond	Y	Yes		Y	NA
Arby's Swale	834 Nygaard St		Private	Not Modeled (PP Watershed)	N	Yes		Y	NA
Assisted Living Facility Infiltration Basins 1 & 2	2610 Jackson St	2018	Private	Pending	Pending	Yes	Yes	Y	No
Associated Bank Underground Detention	117 King St	2018	Private	Underground Detention	Pending	Yes	Yes	Y	No
Brian Spanos Apartments	1601 Hoel Ave	2020	Private	Pending	Pending	Yes	Yes	Y	No
Business Transportation Solutions Dry Pond	380 Business Park Cir	2006	Private	Bio Basin	Y	Yes	Yes	Y	Yes
Cascade Falls Dry Pond	South of 1309 Jackson St		City	Bio Basin	Y	Yes		NA	Yes
Cascade Falls Swale	South of 1233 Jackson St		City	Swale	Y	Yes		NA	Yes
Chalet Dry Pond	NA	Proposed	City	Wet Pond	N	Yes		NA	NA
Christ Lutheran Church Dry Pond/Bioretention Basin	700 County Highway B	2006	Private	Dry Pond/Bio Basin	Y	Yes	Yes	Y	No
Colorcon Dry Pond	440 Business Park Cir		Private	Bio Basin	Y	Yes		Y	NA
Dairyland Electrical Industries Infiltration Basin	340 Business Park Circle	2019	Private	Pending	Pending	Yes		Y	NA
Dane County Sheriff's Precinct Bioretention Basin	125 Veterans Rd	2020	City	Pending	Pending	Yes	Pending	NA	NA
Dollar Tree Bioretention Pond	1016 Nygaard Rd	2020	Private	Pending	Pending	Yes	Pending	Y	NA
Eastwood Estates 2nd Add. Wet Pond	North of 1802 Eastwood Dr	1999	City	Wet Pond	Y	Yes		NA	NA
Edge One Infiltration Basin	161 Business Park Cir	2018	Private	Pending	Pending	Yes		Y	No

Elven Sted Dry Pond	South of 631 Eighth St	2010	City	Bio Basin	Y	Yes	Yes	NA	No
Exclusively Roses	421 Glacier Moraine Dr	2020	Private	Pending	Pending	Yes	Pending	Y	No
Franklin St. Wet Pond	415 S Franklin St	2010	City	Wet Pond	Y	Yes		NA	NA
GIP Stoughton Bioretention Basin	300 Business Park Circle	2019	Private	Pending	Pending	Yes		Y	No
Hyland Drive Swale	West of 478 Hyland Dr		City	Swale	Y	Yes	Yes	NA	No
Holverson's 2nd Add. Rain Garden	224 Amundson Pkwy		City	Bio Basin	Y	Yes		NA	No
Hospital Parking Lot Bioretention Basin 2	900 Ridge St	2015	Private	Bio Basin	Y	Yes	Yes	Y	No
Industrial Park Wet Pond	North of 1000 East St	2019	City	Wet Pond	Pending	Yes	Yes	NA	No
Jerman Apartment Bioretention Basin	1528 W Main St	2014	Private	Bio Basin	Y	Yes	Yes	Y	No
Kettle Park Wet Pond/Stormwater Infiltration Area	West of 1431 US Highway 51	Proposed	Private	Wet Pond/Infiltration-100%	Y	Yes	Yes	Y	NA
Kettle Park West Subdivision Expansion (No type provided)	Extension on Jackson St, Oak Opening Etc.	Proposed	Private	Pending	Pending	Yes	Pending		NA
Kings Lynn Road Swale	South of 1701 Jackson St		City	Swale	Y	Yes			NA
Kwik Trip Dry Ponds North and South	1359 US Highway 51	2018	Private	Pending	Pending	Yes		Y	No
Kwik Trip East Infiltration Basin	1700 East Main St	On Hold	Private	Pending	Pending	Yes	Pending		No
Kwik Trip East Underground Storage	1700 East Main St	On Hold	Private	Pending	Pending	Yes	Pending		No
Kwik Trip East West Pond	1700 East Main St	On Hold	Private	Pending	Pending	Yes	Pending		No
Lotus Salon East and West Bioretention Basins	2330 Wood View Dr	Proposed		Not Modeled (PP Watershed)	N	Yes		Y	NA
Madison Powder Coating Bioretention Basin	540 Bus Park Circle	On Hold	Private	Pending	Pending	Yes	Pending	Y	NA
McComb Place Bioretention Basin 2	2125 McComb Rd	2005	Private	Not Modeled (PP Watershed)	N	Yes	Yes	Y	NA
McFarland State Bank Bioretention Basin	2401 Jackson St	2018	Private	Pending	Pending	Yes		Y	No
Milestone Senior Living Dry Pond	2220 Lincoln Ave	2015	Private	Pending	Pending	Yes		Y	No
NAFA Bio-Retention Basin	1600 Williams Dr		Private	Pending	Pending	Yes	Yes	Y	No
Nelson Bio-Retention Basin	400 S Van Buren St		Private	Pending	Pending	Yes		Y	No
Nelson Global Dry Pond	1560 Williams Dr	2012	Private	Bio Basin	Y	Yes	Yes	Y	No
Nordic Ridge Bio-Retention Basin	1610 Hoel Ave	2018	Private	Pending	Pending	Yes		Y	No



Nordic Ridge Outlot 3 Wet Pond and Infiltration	2015 Korgen Dr	2016	City	Wet Pond and Infiltration Basin	Y	Yes	Yes	NA	NA
Nordic Ridge Outlot 6 Wet Pond	South of 1408 Nordland Dr	Proposed	City	Wet Pond-80%	Y	Yes		NA	NA
Nordic Ridge Phase IV Dry Pond	1601 Hoel Ave	Proposed	City	Wet Pond-80%	Y	Yes	Yes	Y	NA
Norse View Heights Wet Detention Pond	North of 308 Greig Trail	2015	Private	Pending	Pending	Yes	Yes	Y	No
Norwegian Heritage Center CB Cleaning	277 W Main St	2015	Private	CB Sump	Y	Yes		Y	
Nygaard Apartments/Commercial Space Up-Flow Filter	700 Nygaard St	2020	Private	Pending	Pending	Yes	Pending	Y	
Paradise Wet Pond	2190 Jackson St		City	Wet Pond	Y	Yes	Yes	NA	NA
Pick 'n Save Dry Pond	1750 US Highway 51		Private	Bio Basin	Y	Yes		Y	Yes-Private Pond
Public Works Facility North Bioretention Basin	2439 County Highway A	2018	City	Pending	Pending	Yes	Yes	NA	No
Public Works Facility East Bioretention Basin	2439 County Highway A	2018	City	Pending	Pending	Yes	Yes	NA	No
Public Works Facility South East Wet Pond	2439 County Highway A	2018	City	Pending	Pending	Yes	Yes	NA	No
Public Works Facility South West Wet Pond	2439 County Highway A	2018	City	Pending	Pending	Yes	Yes	NA	No
Pumpkin Patch Preschool Bioretention Basin	1940 Jackson St	2020	Private	Pending	Pending	Yes	Yes		No
Ron Grosso Apartments Bioretention Basin	441 Glacier Moraine Dr	2020	Private	Pending	Pending	Yes	Pending	Y	NA
Stellar Services Infiltration Trench and Wet Pond	301 Business Park Cir	2009	Private	Wet Pond	Y	Yes	Yes	Y	Yes
Stone Crest Dry Pond	North of 2324 Stone Crest Rd	2004	City	Bio Basin	Y	Yes		NA	Yes
Stone Crest Wet Pond	2325 Autumn Crst	2004	City	Wet Pond	Y	Yes		NA	NA
Stoughton Business Park Detention Basin East	East of 1588 Williams Dr	2019	City	Pending	Pending	Yes	Yes	NA	No
Stoughton Business Park Detention Basin West	North of 101 Bus Park Circle	2019	City	Pending	Pending	Yes	Yes	NA	No
Stoughton Fire Department Wet Pond	316 S Sixth St	2007	City	Wet Pond	Y	Yes	Yes	NA	NA
Stoughton High School Bioretention Basin	600 Lincoln Ave	2011	School District	Bio Basin	Y	Yes		Y	No
Stoughton High School Dry Pond	600 Lincoln Ave		School District	Bio Basin	Y	Yes	Yes	Y	No
Stoughton Trailers Dry Pond	1111 Veterans Rd		Private	Bio Basin	Y	Yes		Y	Yes-Private Pond
Stoughton Trailers Swale	South of 1325 E Academy St		City	Swale	Y	Yes		NA	NA
Stoughton Trailers Wet Pond	1111 Veterans Rd		Private	Wet Pond	Y	Yes		Y	No

Stoughton Utilities Substation Bioretention Basin	3221 McComb Rd			Pending	Pending	Yes	Yes		
Summit Credit Union Bioretention Basin	2105 McComb Rd	2013	Private	Not Modeled (PP Watershed)	N	Yes	Yes	Y	NA
The Hamilton Dry Pond	1117 Hamilton St	2006	Private	Bio Basin	Y	Yes	Yes	Y	No
The Hamilton Dry Pond 2	1117 Hamilton St	2007?	Private	Bio Basin	Y	Yes		Y	No
Tru Hotel Bioretention Basin 1	2500 Jackson St	2020	Private	Pending	Pending	Yes	Yes		No
Tru Hotel Bioretention Basin 2	2600 Jackson St	2020	Private	Pending	Pending	Yes	Yes		No
Tru Hotel Bioretention Basin 3	2500 Jackson St	2020	Private	Pending	Pending	Yes	Yes		No
Virgin Lake Estates Outlot 1 Dry Pond	East of 1213 Virgin Lake Dr		City	Not Modeled (PP Watershed)	N	Yes		NA	NA
Virgin Lake Estates Outlot 2 Wet Pond	1901 Roby Rd		City	Not Modeled (PP Watershed)	N	Yes		NA	NA
Westview Ridge Park Wet Pond	NE of 1916 W Milwaukee St	2003	City	Wet Pond	Y	Yes	Yes	NA	NA
Williams Dr. Bioretention Basin	West of 140 Industrial Cir	2014	City	Bio Basin	Y	Yes	Yes	NA	No
Zalk Joseph Swale	400 Industrial Cir	2008	Private	Swale	Y	Yes	Yes	Y	NA
Zink Power Bioretention Basin	2443 County Highway A	2020	Private	Pending	Pending	Yes	Pending	Y	

Notes:

PP=Paradise Pond

### Purpose

The City of Stoughton (City) has prepared the following Stormwater Pollution Prevention Plan (SWPPP) to provide the status of the City's Public Works Facility. This report is prepared in compliance with the conditions of the NR 216 permit pursuant to Section 3.6 of Wisconsin Pollutant Discharge Elimination System (WPDES) Permit Issuance No. WI-S058416-4. This report provides information related to the daily operations and maintenance activities for the Public Works Facility constructed in 2018.

#### A. Site Location and Contact Information

Name of Facility: City of Stoughton Public Works Facility  
Facility Address: 2349 County Road A, Stoughton, WI, 53589  
Facility Contact: Brett Hebert  
Title: Director of Public Works  
Telephone: (608) 873-6303

#### B. Air Photo/Map of the Yard

Attachment A includes a site map and Attachment B shows site photos describing the following:

1. Locations of major activities and storage areas.
2. Identification of drainage patterns and potential stormwater runoff source and discharge areas.
3. Identification of any wetlands and/or waterways on-site or nearby.
4. Identification of Municipal Separate Storm Sewer System (MS4) connections and where this portion of the MS4 system drains.

#### C. Overview

This SWPPP covers the operations at the City's Public Works Facility. This SWPPP describes the facility and associated operations, identifies potential sources of stormwater pollution, recommends appropriate best management practices (BMPs) or pollution control measures to reduce the discharge of pollutants in stormwater runoff, and provides for periodic review of this SWPPP with the annual report.

The primary goal of the stormwater permit program is to improve the quality of surface waters in the City's MS4 by reducing the amount of pollutants potentially contained in the stormwater runoff. The purpose of this SWPPP is to provide the following:

1. Identification of potential sources of stormwater and non-stormwater contamination to the MS4 system from the facility.
2. Identification of and recommendation of appropriate "source area control" BMPs designed to reduce or prevent stormwater contamination from occurring.
3. Identification of and recommendation of "stormwater treatment" BMPs to reduce potential pollutants within contaminated stormwater prior to discharging to the MS4 system and to Waters of the State.

D. Potential Sources of Contamination

The following have been identified as potential sources of contamination at the Public Works Facility.

1. Salt storage shed—The City's deicing and snow removal operations are described in Section 3.01 F. 4. and Table 3.01-3 of the City's May 2018 Stormwater Quality Management Plan. Salt is stored in the salt storage building and salt brine equipment and tanks are stored in containment adjacent to the cold storage building. The salt and sand are delivered in bulk separately to the storage shed. The salt is loaded into the salt storage shed. The sand is ordered as needed during the winter seasons and the salt-sand mixture is mechanically mixed in the salt storage shed. The facility does not experience problems with salt leaking. If spilling occurs during loading, it is followed by sweeping.
2. Drain oil and used oil—One aboveground steel storage tank stores drain oil and used oil. Waste oil is removed from the tank by a licensed disposal company quarterly and as needed throughout the year. This tank is compliant with regulations set forth by Wisconsin Weights & Measures.
3. Exterior materials storage area—A number of materials are stored on the site in unenclosed areas. These include sand, topsoil, gravel, rip rap, asphalt, and fill material. Some materials, including soil, are protected by a lean-to adjacent to the salt storage shed. The facility does not experience problems with materials migration. If migration were to occur, a sweeper would be used to clear the site.
4. Internal materials storage area—Miscellaneous materials used in everyday public works operations are stored in storage areas within covered buildings on the Public Works Facility site. These materials are properly stored, used, and disposed of and are not a stormwater contamination threat.

Various materials require a Material Safety Data Sheet (MSDS) such as brake cleaner, solvents, and lubricants. A full list of these items along with their MSDS is available at the Public Works Facility.

E. Inspection Frequency

Table 1 provides the current inspection schedule implemented by Public Works Department staff. It is recommended that all items are inspected a minimum of two times a year supplemented with a full inspection of the Public Works Facility yard once a year. Inspections are documented using the form in Attachment C.

Facility/Potential Source of Contamination	Inspection Frequency
Salt storage shed	Inspected annually by the State. Inspect area after delivery and/or removal of salt.
Drain oil and used oil	Inspect annually.
Used oil filter container	Disposal by licensed contractor. Inspect regularly.
External materials storage area	Inspect regularly.
Public Works Facility buildings	Inspect regularly.
Public Works Facility Yard	Inspect annually.
Vehicles	Wash vehicles indoors in areas that drain to sanitary sewer. Inspect vehicles during maintenance using inspection form in Attachment D.
Equipment	Inspect as equipment is used.
Catch basin sumps	Clean twice per year.
Various bulk liquid storage containers	Inspect regularly.

**Table 1 Public Works Facility Inspection Frequency Schedule**

F. Employee Training on Stormwater Pollution Prevention

The City’s Public Works Department employees annually receive instruction for good housekeeping procedures, material storage techniques, stormwater management practices, and related topics. Training is documented in the form shown in Attachment E. It is recommended employees receive training on an annual basis for spill prevention and response procedures, erosion control, winter road maintenance, and illicit discharge detection and reporting. The City should periodically review this existing program and consider improvements.

G. Spills Prevention Plan and Response Procedures

Spills and leaks together can be a significant source of stormwater pollution. The City’s existing spill prevention and response plan provides procedures to prevent, contain, and respond to spills that may discharge into the MS4 and downstream receiving waters. The Director of Public Works is responsible for maintenance and implementation of this plan. The following general procedures have been developed for spill response for the Public Works Facility.

1. Emergency—dial 911 (Major spills are defined as an emergency condition and generally include hazardous materials).

Dane County Land and Water Resources Division would be called at the following number:

608-224-3730

The following company is contracted for major oil or hazardous waste spills:

North Shore Environmental Construction, Inc  
 N117 W 18493 Fulton Dr.  
 Germantown, WI 53022  
 262-255-4468

2. Nonemergency—Utilize on-site materials to contain the spill (oil sorb napkins). Contact Public Health Madison Dane County or licensed contractor for appropriate containment, removal from site, and disposal.

Public Health Madison Dane County would be called at the following number:  
608-243-0351

The following company is contracted for general hazardous waste spill cleanup and disposal:

PegEx  
Hazardous Waste Experts  
5520 Nobel Dr.  
Fitchburg, WI 53711  
888-681-8923

See Attachment F for the Spills Documentation Form.

#### H. Recommendations to Prevent Polluted Runoff from Reaching Nearby Water Resources

Stormwater management controls or BMPs will be implemented to reduce the amount of pollutants associated with the Public Works Facility from entering the City's MS4 and from reaching nearby water resources.

##### 1. Source Area Control

To the maximum extent practicable and where cost-effective, source area control BMPs designed to prevent stormwater from becoming contaminated will be used.

##### a. Erosion Control Measures

No additional erosion control measures are currently recommended.

##### b. Good Housekeeping

Good housekeeping practices are designed to maintain a clean and orderly work environment. This reduces the potential for significant materials to come in contact with stormwater. The following practices are included in the Public Works Facility good housekeeping routine.

- 1) Routine sweeping is done in the City's storage buildings.
- 2) Used oil rags and oil filters are drained and disposed of properly.
- 3) Miscellaneous metals are periodically recycled
- 4) Vehicle batteries and tires are routinely recycled.

It is recommended that housekeeping practices include regularly clearing sediment and debris from the sweeper washing area.

c. Preventive Maintenance

Preventive maintenance involves the inspection, testing, and cleaning of facility equipment and operational systems before use. These inspections will help to uncover conditions that might lead to a release of materials. Section E describes inspection information and a form to document inspections is included in Attachment C.

No additional preventative maintenance practices are currently recommended.

d. Spill Prevention and Response Procedures

No additional spills prevention and response procedures are currently recommended.

e. Bulk Storage

At the Public Works Facility, dry bulk storage is limited on the site. Salt is stored in a covered building. The State of Wisconsin inspects the salt storage annually.

Liquid bulk storage at the Public Works Facility is utilized for fuels and used oil. Used oil is collected in an exterior tank and disposed of properly. The fuel tanks are inspected regularly by public works staff. The used oil tank is inspected by Wisconsin Weights & Measures staff.

No additional bulk storage control practices are recommended at this time.

2. Stormwater Treatment Best Management Practices

Structural control measures control pollutants that are still present in the stormwater after the nonstructural controls have been implemented. These types of controls are physical features that control and prevent stormwater pollution. Structural controls can include a range of application such as preventive measures, collection structures, or stormwater treatment systems. Structural controls may require the construction of a physical feature or barrier.

Structural control measures currently on-site meet Dane County's Post-Construction Stormwater Management Standards for total suspended solids removal, peak discharge, infiltration, and oil and grease control. The measures also meet the Wisconsin Department of Natural Resources standards for total suspended solids removal, peak discharge, and infiltration.

The stormwater system in place is comprised of two bioretention basins, two detention basins, one infiltration basin, and a limestone filter strip. Treated runoff is routed from the bioretention basin to the adjacent wetlands. Treated runoff from both wet ponds is routed to the southern infiltration basin. Runoff from the public parking lot is treated by the northern infiltration basin. The limestone filter strip provides oil and grease control for the sweeper washing area.

Currently, there are plans for scraping and adding new plugs in the northern infiltration basin and a reassessment of the western wet pond to maintain the proper permanent pool depth. These improvements will reestablish the originally designed performance of these control measures.

No additional stormwater treatment best management practices are recommended at this time.

**I. Suggested Retrofits to Current Stormwater Practices**

No retrofits are currently recommended.

**J. Installation/Implementation of Recommendations Timeline**

It is recommended that the City Public Works Department implement the BMPs previously described and continue its current practices of preventing stormwater contamination from the site. Table 2 lists possible BMP activities and measurable goals the City may consider implementing.

<b>Activity</b>	<b>Installation/Implementation Schedule</b>
Existing Public Works Facility pollution prevention activities.	Continue to implement.
Review existing spill prevention and response procedures for improvements.	Document potential improvements in the March 31, 2020 MS4 Annual Report.
Review existing Public Works Department staff training for stormwater pollution prevention at the Public Works Facility for improvements.	Document potential improvements in the March 31, 2020, MS4 annual report. At a minimum, training improvements must include: provide annual trainings to all Public Works Department staff with topics including but not limited to, spill prevention and response, BMP inspection and maintenance, winter road maintenance, and construction erosion control. All training events and attendance will be documented by the Streets Superintendent. Documentation shall include name and role of attendees, date of training, and content of training using the tracking form in Attachment E.

**Table 2 BMP Activities and Installation/Implementation Schedule**

**K. Attachments**

- A - Site Map
- B - Photos
- C - Inspection Documentation Forms
- D - Vehicle Inspection Forms
- E - Training Documentation Form
- F - Spills Documentation Form



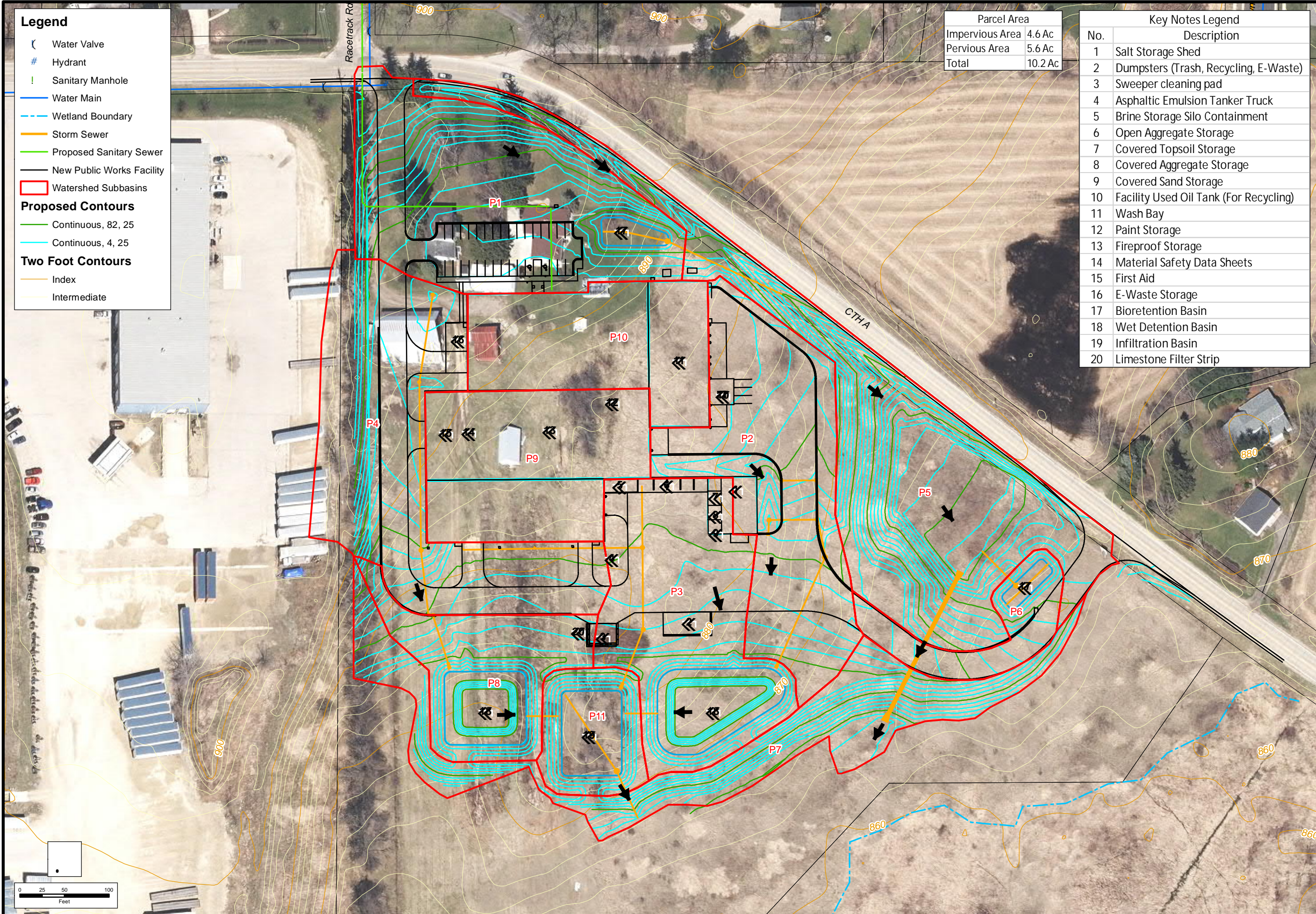
## **Attachment A - Site Map**

---

- Legend**
- ( ) Water Valve
  - # Hydrant
  - ! Sanitary Manhole
  - Water Main
  - - - Wetland Boundary
  - Storm Sewer
  - Proposed Sanitary Sewer
  - New Public Works Facility
  - ▭ Watershed Subbasins
- Proposed Contours**
- Continuous, 82, 25
  - Continuous, 4, 25
- Two Foot Contours**
- Index
  - Intermediate

Parcel Area	
Impervious Area	4.6 Ac
Pervious Area	5.6 Ac
<b>Total</b>	<b>10.2 Ac</b>

Key Notes Legend	
No.	Description
1	Salt Storage Shed
2	Dumpsters (Trash, Recycling, E-Waste)
3	Sweeper cleaning pad
4	Asphaltic Emulsion Tanker Truck
5	Brine Storage Silo Containment
6	Open Aggregate Storage
7	Covered Topsoil Storage
8	Covered Aggregate Storage
9	Covered Sand Storage
10	Facility Used Oil Tank (For Recycling)
11	Wash Bay
12	Paint Storage
13	Fireproof Storage
14	Material Safety Data Sheets
15	First Aid
16	E-Waste Storage
17	Bioretention Basin
18	Wet Detention Basin
19	Infiltration Basin
20	Limestone Filter Strip



PUBLIC WORKS FACILITY  
 STORMWATER POLLUTION PREVENTION PLAN  
 CITY OF STOUTHTON  
 DANE COUNTY, WISCONSIN



ATTACHMENT A  
1040.068

## **Attachment B - Facility Photos**

---

**Date:** June 18, 2019

**Time:** 9:48 A.M.

**Description:**

Northern Infiltration Basin



**Date:** June 18, 2019

**Time:** 9:06 A.M.

**Description:**

Bioretention Basin



**ATTACHMENT B-1**

**STORMWATER POLLUTION PREVENTION PLAN**

**PUBLIC WORKS FACILITY  
CITY OF STOUGHTON, WISCONSIN  
SITE PHOTOGRAPHS**



**Date:** June 18, 2019

**Time:** 9:07 A.M.

**Description:**

Eastern Wet Pond



**Date:** June 18, 2019

**Time:** 9:09 A.M.

**Description:**

Southern Infiltration Basin



**ATTACHMENT B-2**

**STORMWATER POLLUTION PREVENTION PLAN**

**PUBLIC WORKS FACILITY  
CITY OF STOUGHTON, WISCONSIN  
SITE PHOTOGRAPHS**



**Date:** June 18, 2019

**Time:** 9:11 A.M.

**Description:**

Western Wet Pond



**Date:** June 18, 2019

**Time:** 9:13 A.M.

**Description:**

Salt Storage Shed



**ATTACHMENT B-3**

**STORMWATER POLLUTION PREVENTION PLAN**

**PUBLIC WORKS FACILITY  
CITY OF STOUGHTON, WISCONSIN  
SITE PHOTOGRAPHS**



**Date:** June 18, 2019

**Time:** 9:01 A.M.

**Description:**

Used Oil Storage



**Date:** June 18, 2019

**Time:** 9:18 A.M.

**Description:**

Dry Bulk Storage



**ATTACHMENT B-4**

**STORMWATER POLLUTION PREVENTION PLAN**

**PUBLIC WORKS FACILITY  
CITY OF STOUGHTON, WISCONSIN  
SITE PHOTOGRAPHS**



**Date:** June 18, 2019

**Time:** 9:20 A.M.

**Description:**

Containment for Brine Tanks



**Date:** June 18, 2019

**Time:** 9:22 A.M.

**Description:**

Limestone Filter Strip at Street Sweeper Washout



**ATTACHMENT B-5**

**STORMWATER POLLUTION PREVENTION PLAN**

**PUBLIC WORKS FACILITY  
CITY OF STOUGHTON, WISCONSIN  
SITE PHOTOGRAPHS**





**Date:** June 18, 2019

**Time:** 9:01 A.M.

**Description:**

Wash Bay with Drain to Sanitary Sewer



**Date:** June 18, 2019

**Time:** 9:36 A.M.

**Description:**

Material Safety Data Sheets



**ATTACHMENT B-6**

**STORMWATER POLLUTION PREVENTION PLAN**

**PUBLIC WORKS FACILITY  
CITY OF STOUGHTON, WISCONSIN  
SITE PHOTOGRAPHS**



**Attachment C - Inspection Documentation Form**

---

**Inspection Documentation Form  
City of Stoughton Public Works Department**

Date:

Inspected By:

Inspection Type:

- Salt storage shed
- Drain oil and used oil
- Used oil filter container
- External materials storage area
- Public Works Facility buildings
- Public Works Facility yard
- Vehicles
- Equipment
- Catch basin sumps
- Various bulk liquid storage containers

Inspection Comments:

Action Taken:

## **Attachment D - Vehicle Inspection Forms**

---

## Automotive / Light Truck P.M. Check

Fleet #  
Dept :  
Date

Miles  
Hours  
Inspector

- |    |                          |  |
|----|--------------------------|--|
| 1  | <input type="checkbox"/> | Instrument warning lights & buzzers          |
| 2  | <input type="checkbox"/> | Reverse alarm                                |
| 3  | <input type="checkbox"/> | horn   |
| 4  | <input type="checkbox"/> | Wiper blades & washer nozzles                |
| 5  | <input type="checkbox"/> | Fire extinguisher, first aid, road triangles |
| 6  | <input type="checkbox"/> | Inspect windshield & windows                 |
| 7  | <input type="checkbox"/> | Inspect mirrors                              |
| 8  | <input type="checkbox"/> | Check lights                                 |
| 9  | <input type="checkbox"/> | Battery & terminal condition                 |
| 10 | <input type="checkbox"/> | Coolant level & condition, 3-way test        |
| 11 | <input type="checkbox"/> | Belts  |
| 12 | <input type="checkbox"/> | Coolant hoses & clamps                       |
| 13 | <input type="checkbox"/> | Charge air hoses,tubes & clamps              |
| 14 | <input type="checkbox"/> | Brake fluid level & condition                |
| 15 | <input type="checkbox"/> | Power steering fluid level & condition       |
| 16 | <input type="checkbox"/> | Air filter (s)                               |
| 17 | <input type="checkbox"/> | Washer fluid                                 |
| 18 | <input type="checkbox"/> | Inspect radiator condition, core cleanliness |
| 19 | <input type="checkbox"/> | Engine oil level                             |
| 20 | <input type="checkbox"/> | Transmission fluid level & condition         |
| 21 | <input type="checkbox"/> | Hydraulic fluid level                        |
| 22 | <input type="checkbox"/> | measure steer tire tread depth               |
| 23 | <input type="checkbox"/> | Measure rear tire tread depth                |
| 24 | <input type="checkbox"/> |  |
| 25 | <input type="checkbox"/> | Record tire production dates (Fire dept)     |
| 26 | <input type="checkbox"/> | Tire condition & air pressure                |
| 27 | <input type="checkbox"/> | Inspect wheels & fasteners                   |
| 28 | <input type="checkbox"/> | Inspect & lube steering                      |
| 29 | <input type="checkbox"/> | Inspect & lube driveline                     |
| 30 | <input type="checkbox"/> | Inspect & lube P.T.O. driveline              |
| 31 | <input type="checkbox"/> | Inspect & lube suspension                    |
| 32 | <input type="checkbox"/> | Inspect exhaust system & hangers             |
| 33 | <input type="checkbox"/> | Inspect fuel tank & straps                   |
| 34 | <input type="checkbox"/> | Rear differential fluid level & condition    |
| 35 | <input type="checkbox"/> | Front differential fluid level & condition   |
| 36 | <input type="checkbox"/> | Transercase fluid level & condition          |
| 37 | <input type="checkbox"/> | Inspect hydraulic hoses                      |
| 38 | <input type="checkbox"/> | Inspect brake hoses & lines                  |

left	_____	right	_____
L.I.	_____	L.O.	_____
R.I.	_____	R.O.	_____

Notes

## Medium Duty Truck P.M. Check

<u>Fleet #</u>	<u>Miles</u>
<u>Dept :</u>	<u>Hours</u>
<u>Date</u>	<u>Inspector</u>

- |    |                          |  |      |       |             |
|----|--------------------------|--|------|-------|-------------|
| 1  | <input type="checkbox"/> | Instrument warning lights & buzzers          |      |       |             |
| 2  | <input type="checkbox"/> | Perform DOT air brake check                  |      |       |             |
| 3  | <input type="checkbox"/> | Reverse alarm                                |      |       |             |
| 4  | <input type="checkbox"/> | Fire extinguisher, first aid, road triangles |      |       |             |
| 5  | <input type="checkbox"/> | horn   |      |       |             |
| 6  | <input type="checkbox"/> | Wiper blades & washer nozzles                |      |       |             |
| 7  | <input type="checkbox"/> | Inspect windshield & windows                 |      |       |             |
| 8  | <input type="checkbox"/> | Inspect mirrors                              |      |       |             |
| 9  | <input type="checkbox"/> | Check lights                                 |      |       |             |
| 10 | <input type="checkbox"/> | Battery & terminal condition                 |      |       |             |
| 11 | <input type="checkbox"/> | Coolant level & condition, 3-way test        |      |       |             |
| 12 | <input type="checkbox"/> | Belts  |      |       |             |
| 13 | <input type="checkbox"/> | Coolant hoses & clamps                       |      |       |             |
| 14 | <input type="checkbox"/> | Charge air hoses, tubes & clamps             |      |       |             |
| 15 | <input type="checkbox"/> | Brake fluid level & condition                |      |       |             |
| 16 | <input type="checkbox"/> | Power steering fluid level & condition       |      |       |             |
| 17 | <input type="checkbox"/> | Check air compressor                         |      |       |             |
| 18 | <input type="checkbox"/> | Air filter (s)                               |      |       |             |
| 19 | <input type="checkbox"/> | Washer fluid                                 |      |       |             |
| 20 | <input type="checkbox"/> | Inspect radiator condition, core clean       |      |       |             |
| 21 | <input type="checkbox"/> | Engine oil level                             |      |       |             |
| 22 | <input type="checkbox"/> | Transmission fluid level & condition         |      |       |             |
| 23 | <input type="checkbox"/> | Hydraulic fluid level                        |      |       |             |
| 24 | <input type="checkbox"/> | measure steer tire tread depth               | left | _____ | right _____ |
| 25 | <input type="checkbox"/> | Measure front drive tire tread depth         | L.I. | _____ | L.O. _____  |
| 26 | <input type="checkbox"/> |  | R.I. | _____ | R.O. _____  |
| 27 | <input type="checkbox"/> | Measure rear drive tire tread depth          | L.I. | _____ | L.O. _____  |
| 28 | <input type="checkbox"/> |  | R.I. | _____ | R.O. _____  |
| 29 | <input type="checkbox"/> | Record tire production dates (Fire dept)     |      |       |             |
| 30 | <input type="checkbox"/> | Tire condition & air pressure                |      |       |             |
| 31 | <input type="checkbox"/> | Inspect wheels & fasteners                   |      |       |             |
| 32 | <input type="checkbox"/> | Check front hub oil & condition              | left | _____ | right _____ |
| 33 | <input type="checkbox"/> | Inspect & lube steering                      |      |       |             |
| 34 | <input type="checkbox"/> | Inspect & lube driveline                     |      |       |             |
| 35 | <input type="checkbox"/> | Inspect & lube P.T.O. driveline              |      |       |             |
| 36 | <input type="checkbox"/> | Inspect & lube suspension                    |      |       |             |
| 37 | <input type="checkbox"/> | Differential (s) fluid level & condition     |      |       |             |
| 38 | <input type="checkbox"/> | Transercase / Pump fluid level & cond.       |      |       |             |
| 39 | <input type="checkbox"/> | Inspect exhaust system & hangers             |      |       |             |
| 40 | <input type="checkbox"/> | Inspect for fluid leaks                      |      |       |             |
| 41 | <input type="checkbox"/> | Inspect fuel tank & straps                   |      |       |             |

- |    |  |   |
|----|--|---|
| 42 |  | Inspect hydraulic hoses                 |
| 43 |  | Inspect brake shoe/pad life             |
| 44 |  | Inspect brake hoses & lines             |
| 45 |  | Inspect hoist trunion                   |
| 46 |  | Inspect hoist link pins and cross bolts |
| 47 |  |   |
| 48 |  |   |
| 49 |  |   |

**Attachment E - Training Documentation Form**

---





**Attachment F - Spills Documentation Form**

---



**MAINTENANCE AND INSPECTION OF  
STORMWATER STORMWATER BEST MANAGEMENT PRACTICES**

**CITY OF STOUGHTON  
NOVEMBER 2016**

**MAINTENANCE AND INSPECTION OF  
STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES  
CITY OF STOUGHTON  
NOVEMBER 2016**

**1. BEST MANAGEMENT PRACTICE (BMP) OWNERSHIP**

- a. Municipality-owned/maintained stormwater BMP.
  - i. Develop a site specific maintenance plan/program, if necessary
  - ii. Follow the maintenance plan/program, herein.
- b. Privately-owned/maintained BMP.
  - i. Obtain a maintenance agreement that has an attached maintenance plan as required by the stormwater management ordinance.
  - ii. Follow the maintenance plan/program, herein.

**2. MAINTENANCE**

The cornerstone of a preventive maintenance program is establishment of a routine inspection program. This program must contain routine and non-routine maintenance. The program is defined below. Use the attached Inspection and Maintenance Documentation Form to document the inspections and maintenance performed. Submit the forms by February 1 of each year to the City of Stoughton City Engineer/Director of Public Works documenting the previous year's activities.

- a. Routine Maintenance
  - i. Inspections
    - 1. Inspect wet and dry detention basins, bioretention basins, and grass-lined swales after major storm events (2-year, 24 hour storm event: 2.6 inches) and at a minimum once per year.
    - 2. Obtain the construction as-built plans for reference during the inspection.
  - ii. Mowing
    - 1. Wet Detention Basins – Mow the side slopes, embankments, and swales on a regular basis to discourage weeds, woody plants, and invasive species.
    - 2. Dry Detention Basins- Mow the side slopes, embankments, bottom and swales on a regular basis to discourage weeds, woody plants, and invasive species.
    - 3. Grass-Lined Swales – Mow the side slopes and bottom twice per year to maintain a dense stand of grass.
    - 4. Bioretention Basins - Mow the side slopes on a regular basis to discourage weeds, woody plants, and invasive species. With a string trimmer, trim the bottom of basin to height of 6 to 9 inches in the fall of each year.
    - 5. Mow at heights beneficial to the planted and desired vegetation cover.
      - a. 3 to 4 inches for grasses.
      - b. 6 inches for native plantings.

**MAINTENANCE AND INSPECTION OF  
STORMWATER STORMWATER BEST MANAGEMENT PRACTICES**

**CITY OF STOUGHTON  
NOVEMBER 2016**

iii. Debris/Litter Removal

Remove debris and litter on a monthly basis from the basin edges, embankments, bottom (for dry detention basins) and outlet structure including the emergency spillway, as applicable.

iv. Erosion Control/Revegetation

Eroded areas of the basin edges, embankments, bottom (for dry detention basins), emergency spillway, and rip rapped areas shall be repaired in a timely manner. Consider reseeding/replanting with native vegetation with appropriate erosion control mat suited to site condition with possible consultation with an ecological-restoration company. For grass-lined swales, reseed and repair eroded areas with appropriate erosion control mat.

v. Nuisance Control – Provide control of algae and mosquitoes per recommendations from a pond maintenance contractor, as necessary.

b. Non-Routine Maintenance (Dry and Wet Detention Basins)

It is recommended that a more detailed inspection be done every 3 years on wet detention basins (forebay and permanent pool) to determine sediment depth. A forebay is typically located where flows enter the detention basin and has the purpose of settling out sediment in a more convenient location for ease of maintenance. At this time, a sediment depth survey should be performed to determine the approximate average depth of sediment. The survey would normally be done by obtaining the water surface elevation by surveyor's level and then measuring the distance from water surface to top of sediment from a boat using applicable safety standards. The depth is converted to an elevation to determine depth of sediment and to determine the permanent pool depth. The survey can be completed by the City if the capability exists. Otherwise, this would be consulted out. Sediment survey and sampling would normally be consulted out once a sediment removal project is necessary.

i. Outlet Structure – Provide maintenance, as needed. Replace outlet structure when not performing as originally intended.

ii. Sediment Removal/Excavation from Wet Detention Basins

1. Sediment Forebay

- a. Maintain 3 feet of water depth except on safety shelves which will be shallower.
- b. When the forebay accumulates sediment and there is 3 feet or less water depth, perform sediment removal /excavation to original depth (typically 5 feet or more). See as-builts for original elevations.
- c. Sediment Removal/Excavation Frequency: Every 3 to 5 years, depending on source area loadings. Maintain records of sediment loading.

**MAINTENANCE AND INSPECTION OF  
STORMWATER STORMWATER BEST MANAGEMENT PRACTICES**

**CITY OF STOUGHTON  
NOVEMBER 2016**

2. Permanent Pool

- a. Maintain 3 feet of water depth except on safety shelves which will be shallower.
- b. When the forebay accumulates sediment and there is 3 feet or less water depth, perform sediment removal /excavation to original depth (typically 5 feet or more). See record drawings for original elevations.
- c. Sediment Removal/Excavation Frequency: Every 15 to 20 years, depending on source area loadings. Maintain records of sediment removal.

3. Sediment Removal/Excavation/Disposal Regulations-Perform sediment removal/excavation according to applicable state, federal and local regulations.

- a. NR 103.06(4) (a)-Artificial wetland exemptions – Allows maintenance of ponds that revert to wetlands. Contact DNR for confirmation.
- b. Contact DNR for Chapter 30 jurisdictional determination.
- c. NR 216 Stormwater Discharge Permit (NOI) necessary for disturbance of one or more acres of land.
- d. Sediment Sampling-Contact DNR to determine if sediment sampling is necessary.
  - i. Sediment and parent material sampling procedures should follow DNR guidance documents and NR 347 and NR 528.
  - ii. Resources:
    1. *Guidance for Applying the Sediment Sampling Requirements of NR 347*, Wisconsin Administrative Code, WDNR Publication WT-778, 2003.
    2. *Technical Guidance for Contaminated Sediment Cleanup Decisions in Wisconsin*. WDNR. December 21, 1995
    3. *Consensus-Based Sediment Quality Guidelines (CBSQG), Recommendations for Use and Application, Interim Guidance*, WDNR, December 2003.
    4. Laboratory results to be checked for conformance with NR 204.07(5) pollutant concentration limits. Consult NR 204 land application standards.
    5. NR 528-Management of Accumulated Sediment From Stormwater Management Structures
- e. Sediment Disposal-See NR 528 and the above resources. Contact the WDNR.

iii. Sediment Removal/Excavation from Dry Detention Basins-Remove sediment and dispose of properly to maintain the originally-designed flood-storage capacity of the facility.

c. Non-Routine Maintenance (Bioretention Basins)

Bioretention basins are designed to capture sediment on the surface of the bioretention basin. Plug planting in the bottom of the basins is typically initially protected with a hardwood mulch layer. Over time, a bioretention basin may become clogged causing ponding on the surface of

**MAINTENANCE AND INSPECTION OF  
STORMWATER STORMWATER BEST MANAGEMENT PRACTICES**

**CITY OF STOUGHTON  
NOVEMBER 2016**

the bioretention basin. Bioretention basins are typically designed to drawdown within 24 hours of the end of a storm event. If the drawdown time of a bioretention basin is greater than 36 hours, maintenance shall occur consisting of: (1) remove all hardwood mulch material while not disturbing established native vegetation, (2) Gently scarify the engineered soil surface to promote infiltration into the engineered soil while not disturbing established native vegetation, (3) replace bioretention soil mixture per WDNR Bioretention for Infiltration Technical Standard 1004 as necessary, (4) replace hardwood mulch layer per WDNR Bioretention for Infiltration Technical Standard 1004. Maintenance shall occur only during dry conditions while taking measures to minimize compaction of remaining engineered soil.

If bioretention basins are experiencing scour, consider removing mulch and engineered soil in those areas to allow for replacing with geotextile and appropriately sized stone to provide energy dissipation.

If bioretention basins have appreciable bare areas, plant with appropriate native plugs.

If bioretention basins appear to be experiencing compaction due to snow storage in the footprint of the bioretention basin, reinforce with the property owner that snow storage is not allowed within the footprint of the bioretention basin.

If bioretention basins appear to be experiencing clogging due to underdrain failure, underdrains shall be inspected. If necessary, underdrains shall be jetted to remove debris. If needed, the underdrain and all components of the bioretention basin above the underdrain shall be replaced per the WDNR Bioretention for Infiltration Technical Standard 1004.

Inspection and Maintenance Documentation Form  
 Stormwater Best Management Practices (BMPs)  
 Wet and Dry Detention Basins, Bioretention Basins, and Grass-Lined Swales  
 City of Stoughton, Wisconsin

Inspection Date: \_\_\_\_\_  
 Maintenance Date: \_\_\_\_\_

Inspector Name: \_\_\_\_\_ Maintenance Provided by: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Company Phone Number: \_\_\_\_\_  
 Company Fax Number: \_\_\_\_\_

Stormwater Facility Location: \_\_\_\_\_  
 \_\_\_\_\_

- Wet Detention Basin
- Dry Detention Basin
- Bioretention Basin
- Grass-Lined Swale

Items Inspected	Checked		Maintenance Needed		Remarks
	Yes	No	Yes	No	
<b>Wet and Dry Detention Basin (Items below are applicable to both wet and dry basins. Items in italics are applicable to only wet basins)</b>					
<b>A. Berms</b>					
1. Settlement					
2. Breaks					
3. Erosion					
4. Signs of Piping Leakage					
5. Signs of Seepage					
<b>B. Vegetation</b>					
1. Woody growth on berm					
2. Need for cutting/trimming					
3. Need for reseeding					
4. Ruts					
5. <i>Dead vegetation at water's edge</i>					
<b>C. Shoreline</b>					
1. Erosion and rip rap failure					
2. Undermining					
3. Damage or deterioration					
4. Rodent or wildlife damage					



Items Inspected	Checked		Maintenance Needed		Remarks
	Yes	No	Yes	No	
<b>Wet and Dry Detention Basin</b>					
D. Outlet Structure and Emergency Outlet					
1. Obstruction blocking outlet pipe, channel, or spillway					
2. Condition of outlet and inlet structure					
a. Seepage					
b. Separation of joints					
c. Cracks, breaks or deterioration					
d. Differential Settlement					
e. Sediment level in relation to crest of inlet structure					
f. Sediment level in relation to crest of inlet structure					
g. Scour and erosion at outlet					
h. Condition of trash racks					
i. Gates or valves (Operate them twice per year)					
j. Damage by debris, ice, or freezing.					
k. Outlet channel condition downstream.					
E. Inlets					
1. Is trash on or inside pipe grate?					
2. Any ice damage to pipe outlet?					
3. Undermining of any of the pipe?					
F. <i>Sediment Forebay</i>					
1. <i>Approximate depth of sediment</i> = _____					
2. <i>Sediment Removal Necessary</i>					
3. <i>Floating debris</i>					
G. <i>Permanent Pool</i>					
1. <i>Approximate depth of sediment</i> = _____					
2. <i>Sediment Removal Necessary</i>					
3. <i>Floating debris</i>					

Items Inspected	Checked		Maintenance Needed		Remarks
	Yes	No	Yes	No	
<b>Wet and Dry Detention Basin</b>					
H. Access for Maintenance Equipment					
1. Obstructions					
2. Soft Areas					
3. Visible pollution					
4. <i>Shoreline problems</i>					
5. Other (specify)					
I. Safety Features					
1. Access Controls to Hazardous Areas					
2. Fences					
a. Loose or damaged posts					
b. Loose or broken wires					
c. Accumulated debris in fences?					
d. Condition of gates					
<b>Bioretention Basins</b>					
A. Sediment buildup					
B. Clogging/ponding of water					
C. Eroded areas					
D. Bare spots					
E. Trash					
F. Overflow Structure					
G. Plant health					
H. Compaction due to snow storage					
I. Adequate mulch layer					
<b>Grass-Lined Swales</b>					
A. Eroded areas					
B. Bare spots					
C. Mowing Necessary					

**NOTES:**

1. Inspection/Maintenance Comments:

---



---



---

2. Overall Condition of Facility (Check One)

- Acceptable
- Unacceptable
- Maintenance Completed

## **Stormwater Management Facilities Updated 2-2021**

**All Facilities (Public and Private) are listed on Table 4.05-2. Associated Map is 2020 Update: Figure 2.01-1 – Watershed Map**

### **Changes to be made to the Table only:**

1. Stoughton Trailers Swale does not have a listed owner. It should be listed as “City”.
2. Kings Lynn Road Swale should be added as a City facility in the Table. It appears on the 2020 Map already.
3. Cascade Falls Swale should be added as a City facility in the Table. It appears on the 2020 Map already.
4. Industrial Park South Bio-retention Pond should be changed in the table to be a Wet Pond.
5. Hyland Drive Swale is on the map but needs to be added the Table as a City facility.
6. Stoughton Business Park Detention Basin East is on the map but needs to be added the Table as a City facility.
7. Stoughton Business Park Detention Basin (East of 1588 Williams Drive) is listed as “Private”. It should be listed as “City”. The name on the map and in the Table should include “West”.

### **Additional Ones that should be added to the Table and to TMDL Stormwater Map**

1. Public Works Facility– 2439 County Highway A, 2018 Construction, Is in Table 4.05-2 as Pending. As-Built Certification has been obtained. There are four facilities: North Bio-retention Basin, East Bio-retention Basin, South West Wet Pond South East Wet Pond
2. 117 King Street - Associated Bank – Underground Detention – 2018 – Has As-Built Certification
3. 1601 Hoel Avenue – Brian Spanos Apartments – 2019 – Has As-Built Certification
4. 2500 Jackson Street – Tru Hotel – 2020 Construction – Has As-Built Certification
5. 700 Nygaard – Apartments/Commercial Space – **Permit issued in 2020**; 2020 Construction Start – UP-Flow Filter – Not certified yet.
6. 1016 Nygaard – Dollar Tree - **Permit issued in 2020**; 2020 Construction Start – Bio-Retention Basin – Not certified yet.
7. 2443 County Highway A – Zinc Power - **Permit issued in 2020**; 2020 Construction Start – Bio-Retention Basin – Not certified yet.
8. 421 Glacier Moraine Drive – Exclusively Roses – **Permit issued in 2020**; 2020 Construction Start – Bio-Retention Basin – Not certified yet.
9. 441 Glacier Moraine Drive – Ron Grosso - **Permit issued in 2020**; 2020 Construction Start – Bio-Retention Basin – Not certified yet.
10. Kettle Park West Subdivision Expansion (Extension on Jackson Street, Oak Opening, etc.) – The Meadows Addition - **Permit issued in 2020**; No construction in 2020
11. 520 Business Park Circle – ABC Home Specialists – 2020 Construction - Bio Retention Basin – **Permit issued in 2020**; Not Certified Yet
12. 1940 Jackson Street – Pumpkin Patch Preschool - Bio-retention basin - **Permit issued in 2020**, had As-built certification

13. 125 Veterans Road – Dane County Sheriff’s Precinct – Bio-retention basin - Permit issued in 2020; No construction in 2020
14. 1700 E. Main Street – Kwik Trip East - Permit issued in 2020; Infiltration Basin, Wet Basin, Underground Storage; No construction has started and the project is on hold
15. 540 Business Park Circle – Madison Powder Coating - Permit issued in 2020; Bio-retention basin; No construction has started and the project is on hold

**MAINTENANCE AND INSPECTION OF  
STORMWATER BEST MANAGEMENT PRACTICES**

**CITY OF STOUGHTON  
MARCH 2021**

**APPENDIX H-MAINTENANCE AND INSPECTION OF  
STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES  
CITY OF STOUGHTON  
MARCH 2021**

**1. BEST MANAGEMENT PRACTICE (BMP) OWNERSHIP**

- a. Municipality-owned/maintained stormwater BMP.
  - i. Develop a site specific maintenance plan/program, if necessary
  - ii. Follow the maintenance plan/program, herein.
- b. Privately-owned/maintained BMP.
  - i. Obtain a maintenance agreement that has an attached maintenance plan as required by the stormwater management ordinance.
  - ii. Follow the maintenance plan/program, herein.

**2. MAINTENANCE**

The cornerstone of a preventive maintenance program is establishment of a routine inspection program. This program must contain routine and non-routine maintenance. The program is defined below. Use the attached Inspection and Maintenance Documentation Form to document the inspections and maintenance performed. Submit the forms by February 15 of each year documenting the previous year's inspections to the City of Stoughton's Engineering Technician documenting the previous year's activities.

- a. Routine Maintenance
  - i. Inspections
    - 1. Inspect wet and dry detention basins, bioretention basins, and grass-lined swales after major storm events (2-year, 24 hour storm event: 2.6 inches) and at a minimum once per year.
    - 2. Obtain the construction as-built plans for reference during the inspection.
  - ii. Mowing
    - 1. Wet Detention Basins – Mow the side slopes, embankments, and swales on a regular basis to discourage weeds, woody plants, and invasive species.
    - 2. Dry Detention Basins- Mow the side slopes, embankments, bottom and swales on a regular basis to discourage weeds, woody plants, and invasive species.
    - 3. Grass-Lined Swales – Mow the side slopes and bottom twice per year to maintain a dense stand of grass.
    - 4. Bioretention Basins - Mow the side slopes on a regular basis to discourage weeds, woody plants, and invasive species. With a string trimmer, trim the bottom of basin to height of 6 to 9 inches in the fall of each year.
    - 5. Mow at heights beneficial to the planted and desired vegetation cover.
      - a. 3 to 4 inches for grasses.
      - b. 6 inches for native plantings.

# **MAINTENANCE AND INSPECTION OF STORMWATER BEST MANAGEMENT PRACTICES**

**CITY OF STOUGHTON  
MARCH 2021**

iii. Debris/Litter Removal

Remove debris and litter on a monthly basis from the basin edges, embankments, bottom (for dry detention basins) and outlet structure including the emergency spillway, as applicable.

iv. Erosion Control/Revegetation

Eroded areas of the basin edges, embankments, bottom (for dry detention basins), emergency spillway, and rip rapped areas shall be repaired in a timely manner. Consider reseeding/replanting with native vegetation with appropriate erosion control mat suited to site condition with possible consultation with an ecological-restoration company. For grass-lined swales, reseed and repair eroded areas with appropriate erosion control mat.

v. Nuisance Control – Provide control of algae per recommendations from a pond maintenance contractor, as necessary.

b. Non-Routine Maintenance (Dry and Wet Detention Basins)

It is recommended that a more detailed inspection be done every 3 years on wet detention basins (forebay and permanent pool) to determine sediment depth. A forebay is typically located where flows enter the detention basin and has the purpose of settling out sediment in a more convenient location for ease of maintenance. At this time, a sediment depth survey should be performed to determine the approximate average depth of sediment. The survey would normally be done by obtaining the water surface elevation by surveyor's level and then measuring the distance from water surface to top of sediment from a boat using applicable safety standards. The depth is converted to an elevation to determine depth of sediment and to determine the permanent pool depth. Sediment survey and sampling would normally be consulted out once a sediment removal project is necessary.

i. Outlet Structure – Provide maintenance, as needed. Replace outlet structure when not performing as originally intended.

ii. Sediment Removal/Excavation from Wet Detention Basins

1. Sediment Forebay

- a. Maintain 3 feet of water depth except on safety shelves which will be shallower.
- b. When the forebay accumulates sediment and there is 3 feet or less water depth, perform sediment removal /excavation to original depth (typically 5 feet or more). See as-builts for original elevations.
- c. Sediment Removal/Excavation Frequency: Every 3 to 5 years, depending on source area loadings. Maintain records of sediment loading.

# MAINTENANCE AND INSPECTION OF STORMWATER BEST MANAGEMENT PRACTICES

CITY OF STOUGHTON  
MARCH 2021

## 2. Permanent Pool

- a. Maintain 3 feet of water depth except on safety shelves which will be shallower.
- b. When the forebay accumulates sediment and there is 3 feet or less water depth, perform sediment removal /excavation to original depth (typically 5 feet or more). See record drawings for original elevations.
- c. Sediment Removal/Excavation Frequency: Every 15 to 20 years, depending on source area loadings. Maintain records of sediment removal.

## 3. Sediment Removal/Excavation/Disposal Regulations-Perform sediment removal/excavation according to applicable state, federal and local regulations.

- a. NR 103.06(4) (a)-Artificial wetland exemptions – Allows maintenance of ponds that revert to wetlands. Contact DNR for confirmation.
- b. Contact DNR for Chapter 30 jurisdictional determination.
- c. NR 216 Stormwater Discharge Permit (NOI) necessary for disturbance of one or more acres of land.
- d. Sediment Sampling-Contact DNR to determine if sediment sampling is necessary.
  - i. Sediment and parent material sampling procedures should follow DNR guidance documents and NR 347 and NR 528.
  - ii. Resources:
    1. *Guidance for Applying the Sediment Sampling Requirements of NR 347*, Wisconsin Administrative Code, WDNR Publication WT-778, 2003.
    2. *Technical Guidance for Contaminated Sediment Cleanup Decisions in Wisconsin*. WDNR. December 21, 1995
    3. *Consensus-Based Sediment Quality Guidelines (CBSQG), Recommendations for Use and Application, Interim Guidance*, WDNR, December 2003.
    4. Laboratory results to be checked for conformance with NR 204.07(5) pollutant concentration limits. Consult NR 204 land application standards.
    5. NR 528-Management of Accumulated Sediment From Stormwater Management Structures
- e. Sediment Disposal-See NR 528 and the above resources. Contact the WDNR.

iii. Sediment Removal/Excavation from Dry Detention Basins-Remove sediment and dispose of properly to maintain the originally-designed flood-storage capacity of the facility.

## c. Non-Routine Maintenance (Bioretention Basins)

Bioretention basins are designed to capture sediment on the surface of the bioretention basin. Plug planting in the bottom of the basins is typically initially protected with a hardwood mulch layer. Over time, a bioretention basin may become clogged causing ponding on the surface of

## **MAINTENANCE AND INSPECTION OF STORMWATER BEST MANAGEMENT PRACTICES**

**CITY OF STOUGHTON  
MARCH 2021**

the bioretention basin. Bioretention basins are typically designed to drawdown within 24 hours of the end of a storm event. If the drawdown time of a bioretention basin is greater than 36 hours, maintenance shall occur consisting of: (1) remove all hardwood mulch material while not disturbing established native vegetation, (2) Gently scarify the engineered soil surface to promote infiltration into the engineered soil while not disturbing established native vegetation, (3) replace bioretention soil mixture per WDNR Bioretention for Infiltration Technical Standard 1004 as necessary, (4) replace hardwood mulch layer per WDNR Bioretention for Infiltration Technical Standard 1004. Maintenance shall occur only during dry conditions while taking measures to minimize compaction of remaining engineered soil.

If bioretention basins are experiencing scour, consider removing mulch and engineered soil in those areas to allow for replacing with geotextile and appropriately sized stone to provide energy dissipation.

If bioretention basins have appreciable bare areas, plant with appropriate native plugs.

If bioretention basins appear to be experiencing compaction due to snow storage in the footprint of the bioretention basin, reinforce with the property owner that snow storage is not allowed within the footprint of the bioretention basin.

If bioretention basins appear to be experiencing clogging due to underdrain failure, underdrains shall be inspected. If necessary, underdrains shall be jetted to remove debris. If needed, the underdrain and all components of the bioretention basin above the underdrain shall be replaced per the WDNR Bioretention for Infiltration Technical Standard 1004.



Inspection and Maintenance Documentation Form  
 Stormwater Best Management Practices (BMPs)  
 Wet and Dry Detention Basins, Bioretention Basins, and Grass-Lined Swales  
 City of Stoughton, Wisconsin

Inspection Date: \_\_\_\_\_  
 Maintenance Date: \_\_\_\_\_

Inspector Name: \_\_\_\_\_ Maintenance Provided by: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Company Phone Number: \_\_\_\_\_  
 Company Fax Number: \_\_\_\_\_

Stormwater Facility Location: \_\_\_\_\_  
 \_\_\_\_\_

- Wet Detention Basin
- Dry Detention Basin
- Bioretention Basin
- Grass-Lined Swale

Items Inspected	Checked		Maintenance Needed		Remarks
	Yes	No	Yes	No	
<b>Wet and Dry Detention Basin (Items below are applicable to both wet and dry basins. Items in italics are applicable to only wet basins)</b>					
<b>A. Berms</b>					
1. Settlement					
2. Breaks					
3. Erosion					
4. Signs of Piping Leakage					
5. Signs of Seepage					
<b>B. Vegetation</b>					
1. Woody growth on berm					
2. Need for cutting/trimming					
3. Need for reseeding					
4. Ruts					
5. <i>Dead vegetation at water's edge</i>					
<b>C. Shoreline</b>					
1. Erosion and rip rap failure					
2. Undermining					
3. Damage or deterioration					
4. Rodent or wildlife damage					

Items Inspected	Checked		Maintenance Needed		Remarks
	Yes	No	Yes	No	
<b>Wet and Dry Detention Basin</b>					
D. Outlet Structure and Emergency Outlet					
1. Obstruction blocking outlet pipe, channel, or spillway					
2. Condition of outlet and inlet structure					
a. Seepage					
b. Separation of joints					
c. Cracks, breaks or deterioration					
d. Differential Settlement					
e. Sediment level in relation to crest of inlet structure					
f. Sediment level in relation to crest of inlet structure					
g. Scour and erosion at outlet					
h. Condition of trash racks					
i. Gates or valves (Operate them twice per year)					
j. Damage by debris, ice, or freezing.					
k. Outlet channel condition downstream.					
E. Inlets					
1. Is trash on or inside pipe grate?					
2. Any ice damage to pipe outlet?					
3. Undermining of any of the pipe?					
F. <i>Sediment Forebay</i>					
1. <i>Approximate depth of sediment</i> = _____					
2. <i>Sediment Removal Necessary</i>					
3. <i>Floating debris</i>					
G. <i>Permanent Pool</i>					
1. <i>Approximate depth of sediment</i> = _____					
2. <i>Sediment Removal Necessary</i>					
3. <i>Floating debris</i>					

Items Inspected	Checked		Maintenance Needed		Remarks
	Yes	No	Yes	No	
<b>Wet and Dry Detention Basin</b>					
H. Access for Maintenance Equipment					
1. Obstructions					
2. Soft Areas					
3. Visible pollution					
4. <i>Shoreline problems</i>					
5. Other (specify)					
I. Safety Features					
1. Access Controls to Hazardous Areas					
2. Fences					
a. Loose or damaged posts					
b. Loose or broken wires					
c. Accumulated debris in fences?					
d. Condition of gates					
<b>Bioretention Basins</b>					
A. Sediment buildup					
B. Clogging/ponding of water					
C. Eroded areas					
D. Bare spots					
E. Trash					
F. Overflow Structure					
G. Plant health					
H. Compaction due to snow storage					
I. Adequate mulch layer					
<b>Grass-Lined Swales</b>					
A. Eroded areas					
B. Bare spots					
C. Mowing Necessary					

**NOTES:**

1. Inspection/Maintenance Comments:

---



---



---



---

2. Overall Condition of Facility (Check One)

\_\_\_\_\_Acceptable      \_\_\_\_\_Unacceptable      \_\_\_\_\_Maintenance Completed