

W I S C O N S I N



NOTICE OF PUBLIC MEETING

Public Works Committee/

Thad Kubisiak, Chairperson

Ryan Austin, Secretary

Matt Zacher

Mayor Blaser

Notice is hereby given of a meeting of the Public Works Committee to be held in the Council Chambers, 444 West Grand Ave, Wisconsin Rapids and via remote videoconferencing at 6:00 pm on May 4, 2021. **The public may listen to the meeting by calling 1-312-626-6799 Access code: 839 0363 1013#.** The meeting will also be streamed LIVE on the City of Wisconsin Rapids Facebook page. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. If a member of the public wishes to submit comments to the Public Works Committee regarding an agenda item and does not wish to be present in person, please contact Committee chair Thad Kubisiak via email at tkubisiak@wirapids.org before the meeting.

Agenda

1. Call to order
2. Transportation Utility Model Presentation (to be discussed and considered jointly with the Committee of the Whole)
3. MS4 Annual Stormwater Report Review
4. Review existing and proposed sidewalk along Fremont Street from 7th Ave to 10th Ave as it relates to Chapter 6 – Streets and Sidewalks
5. Review Alderperson Cattanach referral to discuss overnight parking ordinance
6. Review DPW Report
7. Review referral list
8. Adjourn.

Thad Kubisiak, Chairperson

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The City of Wisconsin Rapids provides access to meetings to all citizens. If access to this meeting through video or audio means is not possible due to a disability, notification to the City's IT Manager at 715-421-8288 at least 48 hours prior to the scheduled meeting is encouraged to request accommodations.



Public Works Committee

Date of Request: 4/23/2021

Requestor: Joe Terry

Request/Referral: Presentation of a Transportation Utility Model and Economic Evaluation

Background information: In 2020, the City Council directed staff to prepare a report to outline funding options to offset street construction and maintenance costs. This was in part from concerns regarding the high cost of special assessments and an underfunded and unsustainable public works construction program.

A page on the City's website that provides additional information is:

<https://www.wirapids.org/special-assessment-alternatives.html>

This site includes a summary:

https://www.wirapids.org/uploads/1/0/3/3/103347874/special_assessment_alternatives_-_in_brief_2020.pdf

and the full report:

https://www.wirapids.org/uploads/1/0/3/3/103347874/special_assessment_alternatives_2020.pdf

The City hired Ehlers to perform the study. Ehlers is preparing the economic evaluation and is subcontracting with raSmith to develop the utility model. The purpose of the model is to see what a utility fee structure would look like based on use (trips generated to and from a given type of property) rather than property taxes wherein some properties have exemptions and loopholes. The speculation is that residential property owners currently pay a high and unproportional percentage of the burden, and the model will either confirm or rebut that speculation.

Three variations are being explored and will be covered in the presentation:

- A fee structure to replace special assessments only, keeping current level maintenance and reconstruction in the General Fund.
- A fee structure to replace special assessments and remove current level maintenance and reconstruction from the General Fund.
- A fee structure to replace special assessments, remove maintenance and reconstruction from the General Fund, and finance a sustainable street maintenance and replacement program.

Options available: N/A

Action you are requesting the committee take: Discuss the options and direct staff to perform public outreach and bring the item back to committee. If there is a desire to develop a transportation utility and implement it in 2022 staff proposes the following schedule:

- May: Transportation Utility Model and Economic Evaluation Presentation
- June-July: Consider public outreach and public input options
- August: Make final decision, and if considering a Transportation Utility, define the model desired. Submit RFP for aid developing policy and ordinance language if needed.
- September-November: Operational policy and ordinance development.
- December: Prepare public notice of implementation and iron out implementation logistics
- January 2022: Implement Utility fee schedule and operational procedures

How will the item be financed? Utility Model development is included in the 2021 Budget. Developing policies and ordinances is not, and if a consultant is needed financing will need to be determined.



Public Works Committee

Date of Request: 4/22/21

Requestor: Joe Eichsteadt

Request/Referral: Review the WI DNR Annual Report Under Municipal Separate Storm Sewer System (MS4) Permit.

Background information: See Attached Report

The MS4 permits require municipalities to reduce polluted storm water runoff by implementing storm water management programs with best management practices. The MS4 permits usually do not contain numerical effluent limits like other WPDES permits.

Municipal storm water management programs cover a wide array of activities that occur within a municipality.

- **Public Education and Outreach** - The MS4 permit specifies that public education and outreach programs be developed to encourage the public and businesses to modify their behaviors and procedures to reduce storm water pollution.
- **Public Involvement and Participation** - In addition to public education and outreach, the MS4 permit requires municipalities to encourage participation from individuals to prevent storm water pollution. Some examples of public involvement are volunteer stream monitoring, storm drain stenciling, presenting information to established community groups, or planting a community rain garden.
- **Illicit Discharge Detection and Elimination** - Storm sewers that carry rain water runoff are not intended for other fluids and waste material. These pollutants are illicit discharges and may have the potential to harm people, animals and aquatic life in the downstream rivers, lakes and wetlands. Municipalities are required to develop programs to identify, prevent, and eliminate illicit discharges to their storm sewer systems. The DNR has developed additional illicit discharge detection and elimination guidance_ to assist municipalities with this requirement.
- **Construction Site Pollutant Control** - Municipalities are required to develop a soil erosion control ordinance and enforce it on construction sites. Municipalities may use state-recommended technical standards for methods and products used to control erosion and prevent sediment-laden water from discharging into a lake, stream or wetland.
- **Post-Construction Storm Water Management** - Municipalities are required to develop a post-construction ordinance and enforce it to ensure that areas of new and redevelopment will include structural measures to control pollutants, control peak flow, maintain infiltration, and establish vegetated protective areas adjacent to waterways and wetlands. Municipalities may use state-recommended technical standards for post-construction storm water management practices.
- **Pollution Prevention Practices for the Municipality** - MS4 storm water programs are to include practices to prevent pollutants from municipally-owned transportation infrastructure, maintenance areas, storage yards, sand and salt storage areas, and waste transfer stations entering the storm sewer system.
- **Developed Urbanized Area Standard** - Municipalities are required to control the Total Suspended Solids (TSS) carried in storm water from existing urban areas as compared to no controls. Many municipalities have already achieved the state standard of 20 percent TSS. Compliance with the standard is achieved by implementing a system of practices and activities, which has been verified by a storm water computer model.

- **Storm Sewer System Maps** - Municipalities covered by an MS4 permit area are required to maintain a map of the storm sewer system. These maps identify storm sewer conveyances such as pipes and ditches, and also identify roads, streams and lakes.

Options available: N/A

Action you are requesting the committee take: Make a motion to approve the MS4 report as presented.

How will the item be financed? N/A

City of Wisconsin Rapids
MS4 Submission
2020

2.1 Public Education and Outreach

The permittee shall maintain its 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 permittee shall implement the following measurable goals:

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

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

2.1.3 Target Audience

The **CITY OF WISCONSIN RAPIDS** is paying member of the **North Central Wisconsin Stormwater Coalition (NCWSC)**. The **NCWSC** is responsible for stormwater education and outreach in **CITY OF WISCONSIN RAPIDS**. The **NCWSC's** annual report is submitted with the **CITY OF WISCONSIN RAPIDS's** annual MS4 Report.

2.2 Public Involvement and Participation

2.2.1 Permit activities.

Permit Activity / Delivery mechanism:

1. Annual Report -
The annual report is presented as an agenda item at the Public Works Committee meeting. The meetings are properly noticed under the Wisconsin requirements and the public is always invited to attend the meeting and offer comments and questions. Community Media also shows the meetings Live and On Demand for viewing at a convenient time for residents. The agenda is posted on the **CITY OF WISCONSIN RAPIDS'S** meeting calendar at <https://www.wirapids.org/>. A roll call is taken at the beginning of each meeting to determine if any guests/residents are in attendance at the meetings and that is recorded in the minutes of the meetings. (Target Audience for this activity is the general public, residents, businesses, public employees)
2. Storm water Management Program
Changes to the Storm Water Management Program would be reviewed by the Public Works Committee and then passed onto the City Council for final approval. The meetings are properly noticed under the Wisconsin requirements. A roll call is taken at the beginning of each meeting to determine if any guests/residents are in attendance at the meetings and that is recorded in the minutes of the meetings. (Target Audience for this activity is the general public, residents, businesses, and public employees)
3. Adoption or amendment of stormwater related ordinances.
If the existing storm water related ordinances are amended, they are first voted on by the Public Works Committee and then passed onto the City Council. These ordinances are properly noticed under the Wisconsin requirements. There were no ordinance amendments in 2020. (The target audience for this activity is the general public, residents, businesses, contractors, developers, and industries)

2.2.3 Volunteer activities.

The CITY OF WISCONSIN RAPIDS is a dues paying member of the **NCWSC**. This group does many volunteer activities each year. 2020, however was different because of COVID-19 restrictions. Most of their in-person activities for this year were cancelled. The **NCWSC's** annual report is submitted with the **CITY OF WISCONSIN RAPIDS's** annual MS4 Report.

2.3 Illicit Discharge Detection and Elimination (IDDE)

2.3.1 IDDE ordinance.

Municipal Code Chapter 34

<https://www.wirapids.org/stormwater.html>

2.3.2 IDDE field Screening

The City will screen mapped outfalls on a 5-year cycle, i.e. screen 20 percent of outfall annually. Screens will identify the coordinates and physical condition of each outfall, and its immediate vicinity will be inspected for physical signs of illicit discharges indicated by such things as unnatural odors, unusually colored water, floatable materials, or uncharacteristic stains or deposits. The site may also be sampled using a portable sampling device that checks for pH, temperature, and conductivity. If the visual inspection or the portable sampling device indicates potential presence of an illicit discharge, a field sampling kit may be used to more conclusively identify the presence of an illicit discharge. If the additional sampling indicates illicit discharges, a source identification investigation will be conducted.

2.3.2 IDDE source Investigation and Elimination

If storm sewer outfall screening investigation identifies the presence of illicit discharges, an advanced investigation will be initiated to identify the source of discharge. The source identification investigation will begin by referring to the storm sewer map to identify the overall tributary area of the outfall where the illicit discharge was observed. After the tributary area has been identified, likely sources will be identified to help narrow the search area. Field investigation activities will be conducted in the form of testing of discharges at storm sewer manholes to attempt to bracket the source of the illicit discharge. This may be supplemented by sewer television or dye-testing of sewer connections to verify their connection to the storm sewer section. The identification investigation will be conducted until all illicit discharge locations or activities have been identified.

2.3.3 Removal of Known Illicit Discharges

The **CITY OF WISCONSIN RAPIDS** will take all appropriate action to remove known illicit discharges from its MS4 system discovered during field screening and source investigation activities as soon as possible. If the **CITY OF WISCONSIN RAPIDS** believes it will take more than 30 days to remove an illicit connection or if the potential illicit discharge is from a facility with WPDES permit coverage, the **CITY OF WISCONSIN RAPIDS** will contact the WDNR to discuss an appropriate action and/or timeframe for removal. Notwithstanding this 30-day timeframe and notification of the Department, the **CITY OF WISCONSIN RAPIDS** recognizes that it will be responsible for any known illicit connections to its MS4 system that are a significant risk to human health and the environment.

2.3.4 Interconnected MS4s

The **CITY OF WISCONSIN RAPIDS** has mapped its entire storm sewer system and there are no known connections to adjacent MS4s.

2.4 Construction Site Pollutant Control

The **CITY OF WISCONSIN RAPIDS** will continue to implement and enforce its program to reduce the discharge of sediment and construction materials from construction sites.

2.4.1 Construction site ordinance

Municipal Code Chapter 32

<https://www.wirapids.org/stormwater.html>

2.4.2 Erosion and sediment control plan review

Site plans are submitted to the **CITY OF WISCONSIN RAPIDS** for stormwater review. The City performs the technical review and corresponds with the site plan developer or their representative regarding technical issues until such time as the City recommends approval of the project to the **CITY OF WISCONSIN RAPIDS**.

2.4.3 Administrative Procedures

The **CITY OF WISCONSIN RAPIDS** installs erosion control signage at construction sites.

The **CITY OF WISCONSIN RAPIDS** maintains a construction site inspection file log including: date of inspection, an assessment of the condition of the erosion and sediment controls, any follow up actions required, and actions implemented.

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

2.4.4 Construction Site Inspections and Enforcement

The Engineering Department is responsible for inspection and enforcement of all construction sites.

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

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

2.5 Post-Construction Storm Water Management

2.5.1 Post-construction storm water ordinance.

Municipal Code Chapter 35

<https://www.wirapids.org/stormwater.html>

2.5.2 Administrative Procedures

Plans are submitted to the **CITY OF WISCONSIN RAPIDS Engineering Department** Once the plans have been recommended for approval by the **CITY OF WISCONSIN RAPIDS**, the **CITY OF WISCONSIN RAPIDS** approves the plans.

2.5.3 Storm water management plan review

Site plans are submitted to the **CITY OF WISCONSIN RAPIDS** Engineering Department for stormwater review. The technical review is performed the **CITY OF WISCONSIN RAPIDS** corresponds with the site plan developer or their representative regarding technical issues..

2.5.4 Long term maintenance, inspections and enforcement.

The **City of Wisconsin Rapids** maintains a digital file log with copies of long term maintenance agreement, inspection records, and documentation of enforcement activities for all privately owned stormwater BMPs within the **City of Wisconsin Rapids**.

The **CITY OF WISCONSIN RAPIDS Engineering Department** staff completes annual stormwater BMP inspections of municipally owned BMPs.

The City of Wisconsin Rapids' Maintenance Agreement is recorded at the Register of Deeds with stipulations for annual inspections. The inspection and enforcement protocol is primarily based on complaints. Since it is a recorded document it runs with the property and allows The City to fix and enter property as necessary.

2.6 STORM WATER POLLUTION PREVENTION PLAN

2.6.1 STORM WATER MANAGEMENT FACILITIES

Regional BMP	TMDL Reach	Regulated Area (acres)	TSS % Reduction		TP % Reduction	
			BMP Basis	Reach-Wide Basis	BMP Basis	Reach-Wide Basis
Sparhawk	256	671.019	96.5	63.2	72.3	51.0
Boles Creek	205	234.784	89.7	4.0	70.0	3.4
Norton	205	204.950	95.8	4.2	78.1	3.6
Two Mile Ave.	257	151.404	90.4	5.7	71.1	5.3

2.6.2 BMP Maintenance Plan

Each year the Public Works Department will inspect all private and municipal BMPs. Inspections recorded on paper forms and scanned into a directory. If there are any maintenance issues that arise from the inspection, tasks will be entered to remedy the issue. If issues arise from the inspections, letters will be sent out giving the property owner 30 days to remedy the issue. For city-owned BMPs this information is summarized each year and delivered to the appropriate staff in charge of maintenance activities.

2.6.3 Municipally owned public works facilities.

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

- a. See attached Stormwater Pollution Prevention Plan for the City Garage.

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

- a. See attached Stormwater Pollution Prevention Plan for the City Garage.
- b. Vehicle Maintenance. The **CITY OF WISCONSIN RAPIDS** washes all vehicles indoors where the water drains to the Sanitary Sewer and not the storm sewer system.

2.6.5 Collection services/Storm sewer system maintenance activities.

1. Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency:
 - a. Routinely check catch basins, manholes, storm pipe and outfalls
The **CITY OF WISCONSIN RAPIDS** has an inventory of catch basins with sumps on in a GIS database
 - b. Inspection of wet detention basins and storm water treatment devices
2. Routine street sweeping:
 - a. The **CITY OF WISCONSIN RAPIDS** operates 3 street sweepers.
 - b. All city streets are cleaned on a three week rotation, resulting in all streets being cleaned approximately once every three weeks
 - c. The Street Department Superintendent is responsible to see that the sweeping program is properly executed. In their absence, a street department supervisor is responsible.
 - d. The **CITY OF WISCONSIN RAPIDS** has two employees that does the street sweeping and one other staff that sweep occasionally. All sweeper operators have a CDL and are trained in operating the sweeper.
 - e. The sweeper is stored in a heated storage area (both in and out of season) that is located at the City Garage at 1411 Chase Street.

- f. The sweeper is fueled at the City Garage on 1411 Chase Street.
 - g. The **CITY OF WISCONSIN RAPIDS** has a mechanics shop at the City Garage on 1411 Chase Street. All maintenance is performed per sweeper specifications. The operator does all the daily maintenance (i.e. greasing, broom patterning, and cleaning). The mechanic does most other more in-depth maintenance.
 - h. When the sweeper is full, the operator dumps the debris in a pile at the City Garage on 1411 Chase Street. If any of the debris is spilled during the dumping process it is cleaned up with the sweeper. When the pile amounts to a truck load it is loaded into a dump truck and brought to Cranberry Creek Landfill at 2510 Engel Rd, Wisconsin Rapids, WI 54495. The sweeper operator is responsible for tracking the streets completed, number of loads dumped and water used each day. This information is tracked in the **CITY OF WISCONSIN RAPIDS' Asset Management software**.
 - i. If the sweeper breaks down during operation, the **CITY OF WISCONSIN RAPIDS** has a full time mechanic on staff so most repairs can be completed in a timely fashion. If there is a significant breakdown and the sweeper is out of commission for a longer period of time the **CITY OF WISCONSIN RAPIDS** would look to rent one to maintain sweeping operations.
3. Cleaning of catch basins with sumps where appropriate:
- a. The **CITY OF WISCONSIN RAPIDS** operates 2 Vactor 2100 series vacuum trucks.
 - b. The **CITY OF WISCONSIN RAPIDS** currently has GIS database of catch basins with sumps.
 - c. All inlets are cleaned on a five year rotational with some catch basin identified for more frequent cleaning
 - d. Maintain approximately **3500** catch basins
 - e. Catch basin and manhole cleaning waste is emptied on to the grit pad at the wastewater treatment facility for dewatering and eventually disposed of at Cranberry Creek Landfill at 2510 Engel Rd, Wisconsin Rapids, WI 54495 The operator is responsible for tracking catch basins cleaned, number of loads, and water used each day. This information is tracked in the **CITY OF WISCONSIN RAPIDS's Asset Management Software**.
 - f. The Wastewater Department Superintendent is responsible to see that the sweeping program is properly executed. In their absence, the Sewer Crew Leader is responsible.
 - g. Public Works staff are properly trained to operate the vacuum trucks.
 - h. The vacuum trucks are stored in a heated storage area both in and out of season that is located at the Wastewater Treatment Facility at 2540 1st St S, Wisconsin Rapids, WI 54494
 - i. The Vac Trailer is fueled at City Garage on 1411 Chase Street.
 - j. The **CITY OF WISCONSIN RAPIDS** has a mechanics shop at the City Garage on 1411 Chase Street. All maintenance is performed per vac trailer specifications. The operator does all daily maintenance (i.e. greasing and cleaning). The Mechanic does most other more in-depth maintenance.
 - k. If a vacuum truck breaks down during operations, the **CITY OF WISCONSIN RAPIDS** has a full time mechanic on staff so most repairs can be completed in a timely fashion. If there is a significant breakdown of both vacuum truck and they is out of commission for a longer period of time, the **CITY OF WISCONSIN RAPIDS** would look to rent one.
4. Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.
- a. The Stormwater link on the **CITY OF WISCONSIN RAPIDS's** web site contains information for residents on proper mow height and handling of grass clippings.
 - b. Leaves, yard and garden waste, and grass clippings can be dropped off by residents at the East and West compost sites on designated days posted on the City's website.
 - c. Leaves, yard and garden waste, and grass clippings are also picked up curbside by the Public Works Department in the Spring of the year for approximately 2 weeks and in the fall of the year for approximately 2 weeks. Residents are instructed to place leaves on the curb in bags
 - d. The **CITY OF WISCONSIN RAPIDS** operates one rear load garbage compactor truck for the purpose of leaf pickup.
 - e. The Street Department is responsible to see that the Leaf Collection program is property executed. In his absence, the Public Works Foreman is responsible.

- f. Street department staff are trained in the use of the leaf vac's. Staff works on a rotation between driving and operating the vac.
 - g. The leaf vac's are stored in a heated storage area (both in and out of season) that is located at the City Garage on 1411 Chase Street.
 - h. The leaf vac's are fueled is fueled at City Garage on 1411 Chase Street.
 - i. The **CITY OF WISCONSIN RAPIDS** has a mechanics shop at the **CITY OF WISCONSIN RAPIDS** Garage. All maintenance is performed per manufacture specifications. The operator does all daily maintenance (i.e. greasing and cleaning). The mechanic does most other in-depth maintenance.
 - j. Leaves, yard and garden waste, and grass clippings are dumped at the **CITY OF WISCONSIN RAPIDS** compost sites (see attached map).
 - k. All Leaves, yard and garden waste, and grass clippings that are dropped off at the compost site by Public Works Staff using a front end loader and a dump truck.
 - l. Leaves, yard and garden waste, and grass clippings are stored at the east and west compost sites located at 44°22'32.1"N 89°48'03.8"W and 44.409794420493256, -89.84559845887148 respectively.
 - m. They are kept in rows and piles where the temperature is checked and rows are turned until the leaves have broken down. Once the leaves have turned to compost, it is made available free of charge to the public for use in their home gardens.
5. Proper management of brush and tree branches
- a. The Street Department link on the **CITY OF WISCONSIN RAPIDS's** web site contains information for residents on proper disposal of brush / tree branches.
 - b. Brush and branches can be dropped off by residents at the east and west compost sites on designated days listed on the city's website.
 - c. Brush and branches are also picked up curbside by the **Public Works Department** once a month from April to September. Residents are instructed to place brush/branches on the terrace loose
 - d. The **CITY OF WISCONSIN RAPIDS** operates 2 2012 Vermeer Brush Chippers to complete curbside pickup. The Chippers are pulled behind one-ton Flatbed trucks.
 - e. The Street Department Superintendent is responsible to see that the Brush/Branch collection program is property executed. In his absence, the Public Works Foreman is responsible.
 - f. Street department staff are trained in the use of the Chipper. Staff works on a rotation between driving and operating the Chipper.
 - g. The Chipper is stored in a heated storage area (both in and out of season) that is located at the city garage on 1411 Chase Street.
 - l. The Chipper is fueled at the city garage on 1411 Chase Street.
 - h. The **CITY OF WISCONSIN RAPIDS** has a mechanics shop at the **CITY OF WISCONSIN RAPIDS** city garage. All maintenance is performed per Chipper specifications. The operator does all daily maintenance (i.e. greasing and cleaning). The mechanic does most other in-depth maintenance.
 - i. Brush/Branches are picked up on a rotation. **Public Works Department** crews try to get through the **CITY OF WISCONSIN RAPIDS** once each week during the scheduled pick-ups. There are 2 staff per crew. One drives the truck and the other operates the Chipper. The operator is responsible for filling out a map of the area collected each day and the number of loads made to dump the chips. This information is tracked in the **CITY OF WISCONSIN RAPIDS's** Asset Management Software.
 - j. Chips are dumped at the east and west compost sites and are made available free of charge to the public for landscaping material.

2.6.6 Winter Road Management

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

- a. The Street Department Superintendent is responsible to see that the Winter Road Management program is properly executed. In his absence, the Street Department Supervisor is responsible.
- b. Salting and deicing equipment is to be calibrated in the fall of each year.
- c. Road salt is properly stored in a covered building located to the south of the large heated buildings at the city garage on 1411 Chase Street. Annual inspections of the storage shed are performed each year by the Wisconsin DOT Bureau of Highway Operations.
- d. Salt inventory is recorded and kept at the the city garage on 1411 Chase Street. This is updated each month. The Street Department Superintendent is responsible for keeping inventory.
- e. Salt brine and calcium chloride are stored at the Wood County Highway Department storage yard at 555 17th Avenue North.
- f. Street department personnel have a copy of the DOT Highway Maintenance Manual Trans 277 at the **CITY OF WISCONSIN RAPIDS** Garage.
- g. Pre-treatment before snow or ice storm when a 50% or greater chance of snow or ice: two public works staff will pre-treat **CITY OF WISCONSIN RAPIDS** streets and parking lots. Street Department staff have CDL's and are trained in the use of brine equipment. Salt Brine is applied at a rate of 50 lbs per lane mile. If road temps are 15° or colder, a 10% mix of Calcium Chloride is added to the brine. Operators are responsible for tracking mileage, material used, and total gallons. This information is tracked in the **CITY OF WISCONSIN RAPIDS's** Asset Management Software.
- h. Salt brine is applied with two trucks tandem axel dump trucks with 250 gallon tanks.
- i. Road salt is applied using load sensor hydraulics and ground speed controls to allow controlled application of salt.
- j. Road salt is applied when roads become slippery. The rate most used is 300 lbs. per lane mile. Street Department staff are trained in salt reduction, they have CDL's and are trained in the use of salting equipment. Operators are responsible for tracking mileage and salt used. This information is tracked in the **CITY OF WISCONSIN RAPIDS's** Asset Management Software.
- k. Road salt is applied with three tandem dump trucks and on single axle dump truck. Main and secondary streets are completely salted and residential streets are only salted at intersections, curves and hills.
- l. The documentation of deicing products used, amounts used, equipment used, and lane miles treated is attached to the annual MS4 report every year.
- m. Typically, when snow totals reach 2" or greater, Street Department staff will plow all **CITY OF WISCONSIN RAPIDS** streets, parking lots and alleys. Street Department staff have CDL's and are trained in the operation of plow equipment.

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

- a. The majority of the **CITY OF WISCONSIN RAPIDS's** municipally controlled properties with impervious areas more than five (5) acres are Parks.
- b. The City of Wisconsin Rapids Parks Department mows all grassed areas weekly with riding lawn mowers. Grass is cut at a height of 2 ½-3".

2.6.8 Environmentally sensitive development. The **CITY OF WISCONSIN RAPIDS** recognizes that it must allow for consideration of environmentally sensitive land development designs for municipal projects, including green infrastructure and low impact development as alternative methods for design, installation, and maintenance to comply with the water quality requirement of its WPDES permit.

The **CITY OF WISCONSIN RAPIDS** will allow for alternative development practices so long as the **CITY OF WISCONSIN RAPIDS** feels confident that the **CITY OF WISCONSIN RAPIDS's** stormwater management goals are achieved and results are quantifiable.

2.6.9 Internal training and education.

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

- a. Each spring before the construction season employees will receive training on the storm water pollution prevention plan.
- b. All public service employees attend annual Smart Salting training.
- c. Each year before submitting the MS4 report, the **COUNCIL**, which consists of **8** Council Members, committee will review and approve the report prior to submitting the report to the WDNR.

2.7 STORM WATER QUALITY PLAN

2.7.1 Stormwater Pollutant Reduction Plan

The **CITY OF WISCONSIN RAPIDS**'s Storm water Quality Master Plan was prepared/updated in **December 2018**. A copy of the plan is available at the **Engineering Department**.

>>>>

2.8 Storm Sewer System Map

An official storm sewer map for the **CITY OF WISCONSIN RAPIDS** is available on the city's website through ArcGIS online.

>>>>

2.9 Annual Report

The **CITY OF WISCONSIN RAPIDS Engineering Department** will prepare an annual report as required by the conditions of the **CITY OF WISCONSIN RAPIDS** 's WPDES permit and will submit the report to the DNR each year by the end of business on March 31.

>>>>

2.10 Cooperation

The **CITY OF WISCONSIN RAPIDS** recognizes that it may, by written agreement, implement the requirements of its WPDES permit with another municipality or contract with another entity to perform one or more of the conditions of this permit. The **CITY OF WISCONSIN RAPIDS** recognizes that it is ultimately responsible for compliance with the conditions of this permit.

>>>>

2.11 Amendments

The **CITY OF WISCONSIN RAPIDS** will amend this program as soon as possible if the **CITY OF WISCONSIN RAPIDS** becomes aware that it does not meet a requirement of this permit. The **CITY OF WISCONSIN RAPIDS** will amend its program if notified by WDNR that a program or procedure is insufficient or ineffective in meeting a requirement of this permit.

>>>>

2.12 Reapplication for Permit Coverage

The **CITY OF WISCONSIN RAPIDS** will reapply to the WDNR at least 180 days prior to the expiration date of its WPDES permit for continued coverage under a reissued version of its WPDES permit.

Regional BMP	TMDL Reach	Regulated Area (acres)	TSS % Reduction		TP % Reduction	
			BMP Basis	Reach-Wide Basis	BMP Basis	Reach-Wide Basis
Sparhawk	256	671.019	96.5	63.2	72.3	51.0
Boles Creek	205	234.784	89.7	4.0	70.0	3.4
Norton	205	204.950	95.8	4.2	78.1	3.6
Two Mile Ave.	257	151.404	90.4	5.7	71.1	5.3

Northcentral Wisconsin Stormwater Coalition

**Stormwater Management
Education and Outreach Plan**

2021

**Marathon County
City of Baraboo
City of Marshfield
City of Merrill
City of Mosinee
City of Schofield
City of Stevens Point
City of Wausau
City of Wisconsin Rapids
Village of Kronenwetter
Village of Rothschild
Village of Weston
Town of Rib Mountain**

Northcentral Wisconsin Stormwater Coalition (NCWSC)

Members

Marathon County
(Member and Coordinating Agency)
Jeff Pritchard
jeff.pritchard@co.marathon.wi.us

City of Baraboo
Dennis Biddick
dbiddick@cityofbaraboo.com

City of Marshfield
Tom Turchi
Tom.Turchi@ci.marshfield.wi.us

City of Merrill
Rod Akey
rod.akey@ci.merrill.wi.us

City of Mosinee
Kevin Breit
publicworks@mosinee.wi.us

City of Schofield
Mark Thuot
mthuot@cityofschofield.org

City of Stevens Point
Joel Lemke
jlemke@stevenspoint.com

City of Wausau
TJ Nicksich
Thomas.Nicksich@ci.wausau.wi.us

City of Wisconsin Rapids
Nick Dums
ndums@wirapids.org

Village of Kronenwetter
Richard Downey
rdowney@kronenwetter.org

Village of Rothschild
Tim Vergara
tvergara@rothschildwi.com

Village of Weston
Michael Wodalski
mwodalski@westonwi.gov

Town of Rib Mountain
Scott Turner
sturner@townofribmountain.org

March 2021

This plan was prepared under the direction of the Northcentral Wisconsin Stormwater Coalition (NCWSC) by the North Central Wisconsin Regional Planning Commission (NCWRPC).

For more information contact:

NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION (NCWRPC)
210 McCLELLAN STREET, SUITE 210
WAUSAU, WI 54403

715-849-5510
www.ncwrpc.org



Introduction

A municipal stormwater management program is to reduce adverse impacts to waters of the state and to encourage changes in public behavior to reduce urban sources of stormwater runoff.

Urban storm water runoff is rain and melting snow that flows off building rooftops, driveways, lawns, streets, parking lots, construction sites, and industrial storage yards. Developed areas are covered by buildings and pavement, which do not allow water to soak into the ground.

Storm sewers may be pipes laid under streets or grass swales alongside roads to collect stormwater runoff from the road and parking lots. Storm sewers are used to collect large amounts of runoff from streets and parking lots and flows mostly untreated directly into lakes and rivers. Some stormwater is treated to varying degrees if it flows through the following: rain gardens, grass swales, infiltration practices, wet ponds, and bioretention systems.

About 245 municipalities in Wisconsin are currently required to have a Municipal Separate Storm Sewer System (MS4) permit under NR 216, Wis. Adm. Code. Members of the Northcentral Wisconsin Stormwater Coalition are all MS4 permit municipalities. An MS4 permit requires a municipality to reduce polluted stormwater runoff by implementing stormwater management programs with best management practices.

Public outreach and education are important features of a comprehensive and effective stormwater management program.

Statutory base for this plan

This document is the Public Outreach and Education program developed for Northcentral Wisconsin Stormwater Coalition members that are permitted under: WPDES Permit No. WI-S050075-3, for the term that began May 1, 2019 and expires on April 30, 2024.

All current Northcentral Wisconsin Stormwater Coalition members listed on this plan's cover are cooperating with each other via signed Cooperative Agreements and with Marathon County via signed Memorandum of Agreements to implement the Public Outreach and Education program for MS4 permitted communities.

All signed Cooperative Agreements and Memorandum of Agreements are on file with Marathon County.

Purpose

The primary purpose of this education and outreach plan is to provide continued direction toward reducing the adverse impacts of urban stormwater runoff to waters of the state.

Target Audiences

Each public education and outreach activity may be designed to reach a specific audience. Target audiences may include the general public, public employees, residents, businesses, contractors, developers, industries, and/or other appropriate audiences. The annual report to all NCWSC members will state the target audience for each activity.

Compliance

An annual report of the previous year's NCWSC sponsored activities will be provided to all NCWSC members for their annual reporting requirements in the WPDES permit.

Goals

The goals of this education and outreach plan are from the Table 1 requirements in the Wisconsin Pollutant Elimination Discharge System (WPDES) permit.

These goals will provide general direction to the Northcentral Wisconsin Stormwater Coalition over the next 3 years.

Goal 1 – Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.

Goal 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.

Goal 3 – Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.

Goal 4 – Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.

Goal 5 – Promote infiltration of residential stormwater runoff from rooftop downspouts, driveways, and sidewalks.

Goal 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.

Goal 7 – Identify businesses and activities that may pose a stormwater contamination concern and educate those specific audiences on methods of stormwater pollution prevention.

Goal 8 – Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development.

On an annual basis, at least six of the above goals will be addressed. During the term of this plan, all eight of the above goals will be addressed at least once.

Table A shows the active vs. passive ways to reach target audiences. On an annual basis at least four public education and outreach delivery mechanisms will be used; with at least two of those coming from the active/interactive column in **Table A**.

Table A: Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	Passive Mechanisms
<ul style="list-style-type: none"> • Educational activities (school presentations, summer camps) • Informational booth at event • Targeted group training (contractors, consultants, etc.) • Government event (public hearing, council meeting) • Workshops • Tours • Other 	<ul style="list-style-type: none"> • Passive print media (brochures at front desk, posters, etc.) • Distribution of print media (mailings, newsletters, etc.) via mail or email • Media offerings (radio and TV ads, press release, etc.) • Social media posts • Signage • Website • Other

See **Attachment A** for the various ways that the NCWSC may address the 8 goals and what mechanisms may be used by the NCWSC. The annual report to NCWSC members will show exactly what mechanisms were used.

Attachment A

The **Rubber Ducky ad** is designed to direct the public to a website for information on all 8 topic areas in Table 1.

Rubber Ducky website = a **passive** public outreach mechanism

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.

Options to satisfy requirement.

<p>DNR Spill Hotline – a prominent note on Rubber Ducky website.</p> <p>- Staff from each community to document what they have done over the course of their permit, and report to their local governing body. (Active)</p>
<p>Rubber Ducky ad directing people to Rubber Ducky website.</p> <p>- Website to have a “where to put your waste” webpage.</p> <p>- Annual HHW drop-off event [1 per county] (Active)</p>
<p>Rubber Ducky website – specific section for lawn care and infiltration.</p>
<p>Rubber Ducky website – specific section for shoreline management. Contact page for county conservatationists.</p>
<p>Rubber Ducky website – specific section for residential infiltration. Add business infiltration ideas too.</p>
<p>Rubber Ducky website – specific section for controlling construction site erosion, and concrete wash-out.</p> <p>- Discuss the newest best practices with a contractor who comes in for becoming certified in that community. (Active)</p> <p>Staff from each community to document what they have done over the course of their permit, and report to their local governing body. (Active)</p>
<p>Rubber Ducky website – specific section on green infrastructure, with directions for rain garden development, lawn care, and infiltration.</p>

**2020 Annual Report – Public Education and Outreach Activities
Northcentral Wisconsin Stormwater Coalition**

Topic Area	Delivery Mechanism	Target Audience	Active or Passive	Measurement Tools
1. Illicit Discharge Detection and Elimination				
	a. Notice on website (http://www.ncwrpc.org/NCWSC/) under Local Contacts.	Members of the public who may be looking for it.	Passive	The <u>Local Contacts</u> page was viewed several times.
2. Household Hazardous Waste Disposal/Pet Waste Management/ Vehicle Washing				
	a. Rubber Ducky, 30-second TV commercials.	General Public for following counties: Lincoln, Marathon, Wood, and Portage.	Passive	2-week campaign in spring on the following stations: WAOW, WSAW, & WZAW
	b. Rubber Ducky, 30-second TV commercials.	General Public in Baraboo	Passive	2-week campaign on Retro TV43
3. Yard Waste Management/ Pesticide and Fertilizer Application				
	a. _____.			
4. Stream and Shoreline Management				
	a. _____.			
	b. _____.			

**2020 Annual Report – Public Education and Outreach Activities
Northcentral Wisconsin Stormwater Coalition**

Topic Area	Delivery Mechanism	Target Audience	Active or Passive	Measurement Tools
5. Residential Infiltration				
	a. Rain garden located at Prairie River Middle School, Merrill.	General population of Merrill's middle school.	Passive	About 550 students are enrolled in middle school.
	b. Rain garden located at Doepke Park, Town of Rib Mountain.	General population that attends Doepke Park.	Passive	Since this rain garden is at the Town's most prominent park, then most Town residents may see this annually.
	c. Rain garden located outside Marathon County's CPZ offices in Wausau.	All staff and visitors to CPZ offices.	Passive	???
	d.			
	e.			
	f. Rain garden prominently located outside the Baraboo Zoo.	General population attending zoo in Baraboo.	Passive	???
	g. Rain garden _____, Kronenwetter	???	Passive	???
	h. Rain garden _____, Rothschild	???	Passive	???
	i. Rain garden _____, Stevens Point	???	Passive	???
	j. Rain garden at fire station, Marshfield.	???	Passive	???
	k. Website has rain garden information on it.	General Public for following counties: Lincoln, Marathon, Wood, and Portage.	Passive	The <u>Rain Gardens</u> page was viewed several times.

**2020 Annual Report – Public Education and Outreach Activities
Northcentral Wisconsin Stormwater Coalition**

Topic Area	Delivery Mechanism	Target Audience	Active or Passive	Measurement Tools
6. Construction Sites and Post-Construction Storm Water Management				
	a. _____.			
	b. _____.			
7. Pollution Prevention				
	a. _____.			
	b. _____.			
	c. _____.			
8. Green Infrastructure/ Low Impact Development				
	a. Rain garden located at Prairie River Middle School, Merrill.	General population of Merrill's middle school.	Passive	About 550 students are enrolled in middle school.
	b. Rain garden located at Doepke Park, Town of Rib Mountain.	General population that attends Doepke Park.	Passive	Since this rain garden is at the Town's most prominent park, then most Town residents may see this annually.
	c. Rain garden located outside Marathon County's CPZ offices in Wausau.	All staff and visitors to CPZ offices.	Passive	???
	d.			
	e.			
	f.			
	g. Rain garden _____, Kronenwetter	???	Passive	???
	h. Rain garden _____, Rothschild	???	Passive	???
	i. Rain garden _____, Stevens Point	???	Passive	???
	j. Rain garden at fire station, Marshfield.	???	Passive	???

**City of Wisconsin Rapids
2020 Storm Water Utility Costs**

Stormwater Management

Cost Account	Labor	ILC	Equipment	Invoices	Total
Ditch Maintenance	\$ 292.27	\$ 233.82	\$ -	\$ 239.32	\$ 765.41
Storm Pond Inspections	87.33	69.86	-	-	157.19
Flooding Studies / Complaints	5,221.30	3,911.51	-	7,722.75	16,855.56
Engineering Const Services	-	-	-	-	-
Storm Pond Construction	-	-	-	-	-
Storm Pond Maintenance	1,288.72	1,030.98	-	140.48	2,460.18
Project Closeout	-	-	-	-	-
NC WI Stormwater Coalition	-	-	-	1,500.00	1,500.00
	\$ 6,889.62	\$ 5,246.17	\$ -	\$ 9,602.55	\$ 21,738.34

Stormwater Administration

Cost Account	Labor	ILC	Equipment	Invoices	Total
Public Education	\$ 18.30	\$ 14.64	\$ -	\$ -	\$ 32.94
Illicit Discharge & Pollution	792.42	633.94	-	-	1,426.36
Construction Site Pollutant	1,122.28	897.82	-	-	2,020.10
Post Construction Storm Water	2,450.69	1,960.55	-	-	4,411.24
Pollution Prevention	-	-	-	-	-
Storm Water Quality Management	1,373.38	1,098.70	-	-	2,472.08
Storm Sewer System Map	-	-	-	-	-
Storm Water Quality Management	-	-	-	-	-
Utility Administration	1,803.49	1,442.79	-	16,319.19	19,565.47
MSA	-	-	-	1,886.25	1,886.25
Utility Billing	-	-	-	-	-
WI DNR	-	-	-	3,000.00	3,000.00
	\$ 7,560.56	\$ 6,048.45	\$ -	\$ 21,205.44	\$ 34,814.45

Street Sweeping **\$ 78,769.73** **\$ 60,566.84** **\$ 221,065.56** **\$ -** **\$ 360,402.13**

Storm Sewer Maintenance **\$ 90,658.77** **\$ 71,110.41** **\$ 50,644.56** **\$ 34,974.89** **\$ 247,388.63**

Total **\$ 183,878.68** **\$ 142,971.86** **\$ 271,710.12** **\$ 65,782.88** **\$ 664,343.54**

**Stormwater Pollution Prevention Plan
City Garage**

Introduction

This document has been prepared as required for (partial) satisfaction of the City Wisconsin Rapids WPDES permit issued by the Wisconsin Department of Natural Resources under permit WIS050075-2. This report specifically addresses the requirements of section 2.6.7 of this permit document and has been developed in an outline format that follows that of section 2.6.7 of the City's permit.

2.6.7.1 Location and contact information

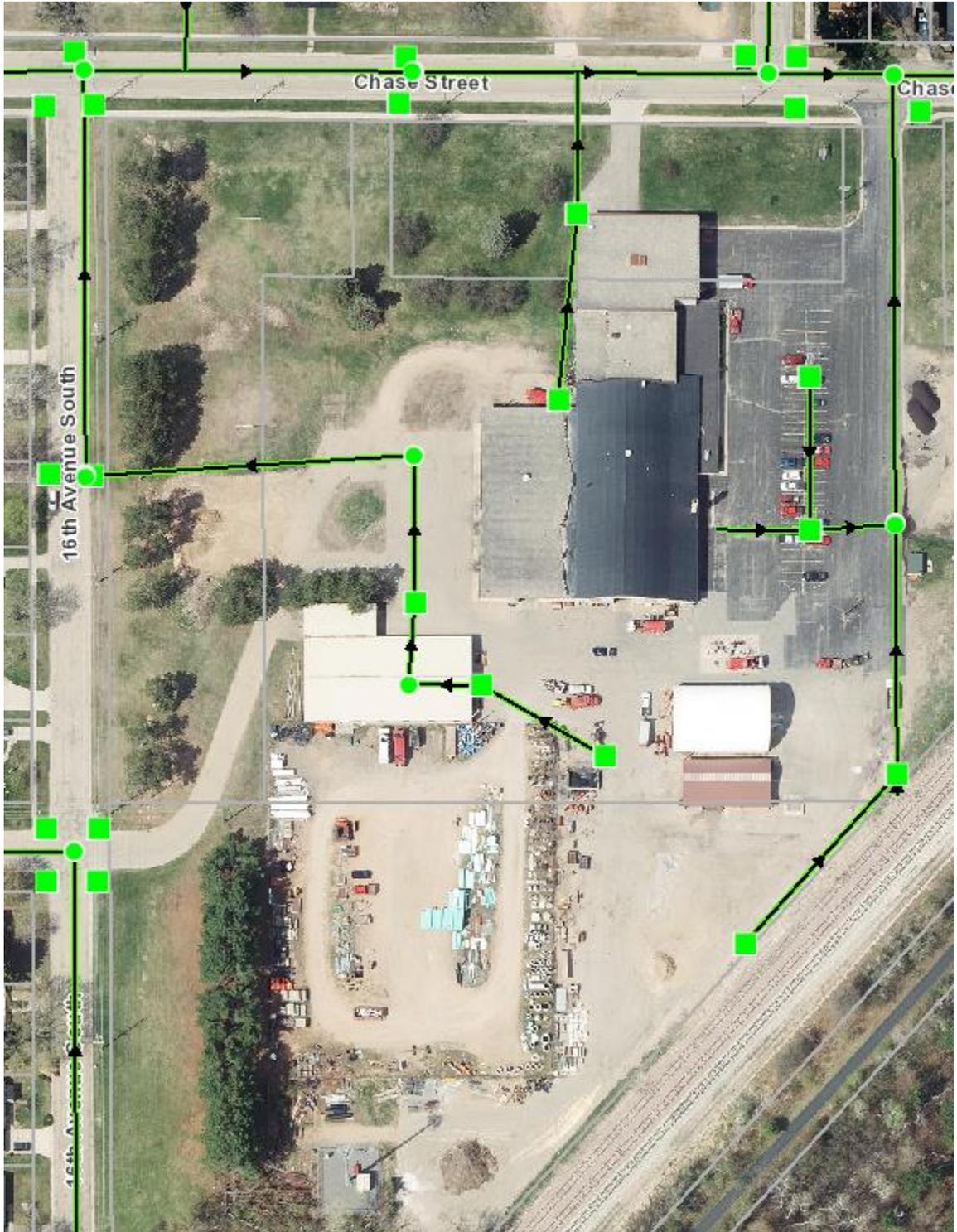
The City of Wisconsin Rapids operates its main garage at 1411 Chase St. Wisconsin Rapids, WI 54495

Paul Vollert the Street Department Superintendent, is responsible for the facility. His contact information is below:

Paul Vollert
Street Department Superintendent
1411 Chase St.
Wisconsin Rapids, WI 54495
Office: (715) 421-8269
Cell: (715) 213-3413
pvollert@wirapids.org

2.6.7.2 Facility Map

See attached map for details pertaining to major onsite activities, drainage patterns, receiving waters, and connections to the City's Municipal Separate Storm Sewer System.



On-Site Activities.

The city garage serves multiple purposes. There are four covered buildings on site. The main building contains a storage garage for city vehicles and equipment, an automotive repair shop, a carpenter shop, fuel room, locker room, lunch room, stock room and office space. The building the southwest of the main building serves as additional equipment storage. The two buildings south of the main building house the City's road salt and sand reserves. When City staff are not on site, the main building is closed and locked.

In addition to the four buildings, the site contains a cold mix asphalt pit, parking lot for personal vehicles, diesel and gasoline fuel pumps, and a large open-air yard. The yard is used for storage of things such as storm grates, manhole fittings, precast concrete structures, PVC pipe, lumber, and traffic cones.

This sight also serves as a clean out for street sweepers. The street sweepers are washed in the green space east of the main parking lot

Drainage Patterns and Receiving Waters.

The site contains multiple catch basins and area drains that connect to the city storm sewer. Stormwater in the southwest portion of the site is captured by storm sewer and directed west toward 16th Avenue South. On the east side of the site runoff from the main building and parking lot is directed to a storm sewer draining north toward Chase Street. All watersheds eventually discharge to the Wisconsin River.

2.6.7.3 Good housekeeping activities and best management practices

The paved areas of the site are controlled through the City's street sweeping program as well as

2.6.7.4 Recommendations

A walk through for the purposes of stormwater management improvements was conducted of the city garage complex. The following recommendations are based on the findings of that inspection.

- The cold mix bunker should be relocated away from the stormwater area drain to prevent possible contamination. Alternatively, a barrier could be placed between the bunker and drain.
- It is recommended the City conduct an initial inspection of the site's perimeter to identify areas of concentrated stormwater runoff that are causing erosion or scour. Minor eroded areas should be top soiled, seeded, and matted, and larger areas should be fitted with a stone weeper to capture sediment and reduce flow velocities. If a larger concentrated flow area is discovered, a more formal BMP can be considered at that location.
- Additionally, the health of vegetation around the site perimeter should continue to

be assessed and improved if necessary. If possible, a minimum 20-foot wide buffer of healthy vegetation should be maintained around the site's perimeter (and wider where space allows). Vehicle traffic and storage of materials should not be allowed within the buffer. Mowing of the buffer area should be undertaken two or three times per year with a cutting height of no less than 6-inches. Where a grassed buffer is not feasible the City might consider adding a silt fence.

- The City should begin regular inspections to address potential contamination (i.e. erosion of stockpiles materials). Records of all inspections, observations, and compliance records, as applicable, should be kept by the City of Wisconsin Rapids Engineering Department for a minimum of five years. A blank inspection report is included with this document.
- All City employees who may work with hazardous materials (spillable items) should continue to receive periodic and regular training on the following topics as outlined in Section 2.6.7.6 of WPDES Permit WI-S050075-2:
 - Spill prevention practices
 - Where to locate and how to interpret OSHA Safety Data Sheets (SDS) and pictograms
 - Spill response plan
 - Emergency response procedures including equipment and emergency services contact information

Dates of training, attendees, and topics covered should be documented and kept on file.

2.6.7.6 Employee training

There is not currently any training unique to the facility; however, all Public Works staff are trained upon hire in the OSHA Competent Person training and are required to complete an annual refresher.

2.6.7.7 Spills prevention and response procedures

The following are steps and procedures to follow by City staff to prevent spills and respond to chemical or hazardous substance spills.

It is noted that there are currently no hazardous liquids stored on site. However, in the event that hazardous materials are stored on the site for any length of time in the future, the following guidelines are presented here.

Spill Prevention. All hazardous substances, including chemical wastes, are to be managed in a way that prevents release. The following general requirements are to be followed:

- Container Management:
 - All hazardous substance containers must be labeled pursuant to OSHA hazardous communication guidelines and OSHA Safety Data Sheet (SDS) must be immediately available for review.
 - All hazardous substance containers must be in good condition and compatible with the materials stored within.

- All hazardous substance containers must be accessible and spacing between containers must provide sufficient access to perform periodic inspections and respond to releases.
 - Empty hazardous substance containers (drums) must have all markers and labels removed and the container marked with the word 'empty'.
 - Any spills on the exterior of the container must be cleaned immediately.
 - Flammable materials stored or dispensed from drums or totes must be grounded to prevent static spark.
 - Waste drums should not be overfilled. Four inches (4") of headspace must remain to allow for expansion.
- Good Housekeeping:
 - All hazardous substances must be stored inside buildings or under cover.
 - Store hazardous substances not used daily in cabinets, or in designated areas.
 - All chemicals that are transferred from larger to smaller containers must be transferred by use of a funnel or spigot.
 - All hazardous substance containers should be closed while not in use.
 - Use drip pans or other collection devices to contain drips or leaks from dispensing containers or equipment.
 - Implement preventative maintenance activities to reduce the potential for release from equipment.
 - Immediately clean up and properly manage all small spills or leaks.
 - Periodically inspect equipment and hazardous substance storage areas to ensure leaks or spills are not occurring.
 - Use signage to identify hazardous substance storage or waste collection areas.
 - Keep all work areas and hazardous substance storage areas clean and in good general condition.
 - Secondary containment:
 - Store all bulk chemicals (>55 gallons) within appropriate secondary containment, or any sized chemical if there is a potential for release to the environment.
 - Secondary containment should be checked periodically, and any spills identified in secondary containment must be immediately cleaned up and removed.
 - Marking/labeling:
 - Ensure all hazardous substances, including chemical wastes, are properly marked and labeled in accordance with all federal, state and local regulations.
 - Ensure that hazardous substances transferred to small containers are marked with the chemicals name (example- "Isopropyl Alcohol") and hazard (example- "Flammable").

Hazardous Substance Inventory

An inventory must be maintained for all stored hazardous substances <55 gallons, and/or list of locations where non-bulk hazardous substances are stored (i.e. flammable lockers - shop floor). Materials manufactured, stored, used and/or generated as a chemical waste in quantities >55 gallons should also be inventoried. Inventories should be maintained similar to the example shown below.

Spill Response Equipment

Spill response equipment must be maintained and located in areas where spills are likely to occur. Spill kits should provide adequate response capabilities to manage any anticipated spill or release. The following general requirements are to be followed which include:

- Stock spill clean-up kits that are compatible with the hazardous substances stored on site.
- Locate spill kits in areas where spills are likely to occur (loading docks, chemical storage areas, locations where hazardous substance are being transferred).
Spill kits should be sized to manage an anticipated release (spill equal to the largest container).
- Emergency response equipment should be inspected periodically to ensure that the spill kit is complete.

Spill Response Plan. In the event of a hazardous substance spill or release, immediately review and follow applicable OSHA SDS guidelines. If doing so does not violate those guidelines, take the following measures to keep the spill from entering sewer or storm drains, spreading off-site, or affecting human health. In all cases caution and common sense must be maintained with the primary goal being to prevent and/or limit personal injury.

Stop, contain, and clean up the chemical spill if:

- The spilled chemical and its hazardous properties have been identified.
- The spill is small and easily contained.
- Responder is aware of the chemicals' hazardous properties.

If a spill or release cannot be controlled or injuries have occurred due to the release, the following procedures should be implemented:

- Call for help or alert others of the release.
- Evacuate immediate area, and provide care to the injured- Call 911.
- If potential fire or explosion hazards exist, initiate evacuation procedures- Call 911.
- Respond defensively to any uncontrolled spills:
 - Use appropriate personal protective equipment when responding to any spill.
 - Attempt to shut off the source of the release (if safe to do so).
 - Eliminate sources of ignition (if safe to do so).
 - Protect drains by use of adsorbent, booms or drain covers (if safe to do so).
- Notify onsite emergency contact(s).
- Notify other trained staff and assist with the spill response and cleanup activities.
 - Coordinate response activities with local emergency personnel (fire department).
- Be prepared to provide information to fire department, EMT, hospital or physician.
- Notify appropriate agency if a release has entered the environment. Refer to Notification and Reporting section for reporting thresholds.

Evacuation Procedures

In the event of a hazardous substance release that has the potential for fire, explosion or other human health hazards the following procedures will be implemented:

- Facility staff will be notified of evacuation by one or more of the following method(s):
 - Verbal, Portable Radio, Alarm, Other
- Notification to emergency services will be performed- Call 911.
- Facility staff will follow predetermined evacuation routes and assemble at designated areas. Evacuation maps must be displayed throughout the facility and/or exits clearly labeled.

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 Public Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted separately from this report to the Department.

Part I. Municipal Contact Information

This form covers the activities during calendar year 2020

Name of Municipality City of Wisconsin Rapids	Facility ID No. (FIN) 31440	<input checked="" type="checkbox"/> Check to update mailing address information	
Mailing Address 444 West Grand Avenue	City Wisconsin Rapids	State WI	ZIP Code 54495

Primary Municipal Contact Person ([Authorized Representative](#) for MS4 Permit) Check to update contact information

Name Joe Eichstadt	Title City Engineer		
Mailing Address 444 West Grand Avenue	City Wisconsin Rapids	State WI	ZIP Code 54495
Phone Number (include area code) (715) 421-8251	Email jeichstadt@wirapids.org		

[+] Additional Contact Information (optional)

Individual with responsibility for (check all that apply):

I&E Program
 IDDE Program
 IDDE Response Procedure Manual
 Municipal-wide Water Quality Plan
 Ordinances
 Pollution Prevention Program
 Post-Construction Program
 Winter Roadway Maintenance

First & Last Name	Title		
Mailing Address	City	State	ZIP Code
Phone Number (include area code)	Email		

1. Does the municipality rely on another entity to satisfy any of the permit requirements? Yes No

Public Education and Outreach - North Central Wisconsin Stormwater Coalition (NCWSC)
 Public Involvement and Participation - NCWSC
 Illicit Discharge Detection and Elimination - _____
 Construction Site Pollutant Control - _____
 Post-Construction Storm Water Management - _____
 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 Unsure

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

Part II. Storm Water Program Evaluation – Minimum Control Measures

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 [+] to add multiple Mechanisms.

Delivery Mechanism <small>* = Active</small>	Project / Event Name	Event Start Date	Topics Covered	Target Audience	Estimated People Reached (optional)	Regional Effort? (optional)
	NCWSC		<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input 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: <u>Describe</u>	<input checked="" type="checkbox"/> General public <input type="checkbox"/> Public employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other		<input checked="" type="radio"/> Yes <input 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 attachment

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 and volunteer activities were conveyed to your population. Use the [+] to add multiple Mechanisms.

Delivery Mechanism <small>Permit Activities</small>	Project / Event Name	Event Start Date	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 adoption or amendment <input type="checkbox"/> Other: <u>Describe</u>	<input checked="" type="checkbox"/> General public <input checked="" type="checkbox"/> Public employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input checked="" type="checkbox"/> Other		<input checked="" type="radio"/> Yes <input type="radio"/> No

Delivery Mechanism <small>Volunteer Activities</small>	Project / Event Name	Event Start Date	Topics Covered	Target Audience	Estimated People Reached (optional)	Regional Effort? (optional)
	Middle School Rain Garden		<input checked="" type="checkbox"/> Volunteer Opportunity	<input checked="" type="checkbox"/> General public <input type="checkbox"/> Public employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other		<input checked="" type="radio"/> Yes <input type="radio"/> No

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

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

City Ordinances and other information relating to stormwater can be found on the city website: <https://www.wirapids.org/stormwater.html>. The NCWSC host monthly meeting which are open to the public to discuss stormwater related topics.

3. Illicit Discharge Detection and Elimination

a. How many total outfalls does the municipality have? 53 Unsure

b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? 30 Unsure

c. From the municipality's routine screening, how many were confirmed illicit discharges? 0 Unsure

d. How many illicit discharge complaints did the municipality receive? 2 Unsure

e. From the complaints received, how many were confirmed illicit discharges? 2 Unsure

f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? (If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.) 1 Unsure

One of the confirmed illicit discharge event was resolved the other event is still under investigation as a collaborative effort between City, County, State and industry and involve discharge direct to the Wisconsin River.

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.

- Verbal Warning 1
- 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

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? 15 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? 4 Unsure

c. How many erosion control inspections did the municipality complete in the reporting year? 2 Unsure

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

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.

- No Authority _____
- Verbal Warning _____ 0
- Written Warning (including email) _____ 0
- Notice of Violation _____ 0
- Stop Work Order _____ 0
- Civil Penalty/Citation _____ 0
- Forfeiture of Deposit _____
- Other – Describe _____ # _____

Additional information: _____

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

5. Post-Construction Storm Water Management

- a. How many sites with new [structural storm water management facilities](#) have received local approvals? _____ 2 Unsure
- b. Does the municipality utilize privately owned storm water management facilities in its pollutant reduction analysis? Yes No
- c. If yes, how many privately owned storm water management facilities were inspected in the reporting year? (Inspections completed by private land owners and submitted to the permittee should be included in the reported number.) _____ 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.

- No Authority _____
- Verbal Warning _____ 0
- Written Warning (including email) _____ 0
- Notice of Violation _____ 0
- Civil Penalty/Citation _____
- Forfeiture of Deposit _____
- Complete Maintenance _____ 0
- Bill Responsible Party _____ 0
- Other – Describe _____ # _____

Additional information: _____

f. Brief explanation on Post-Construction Storm Water Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
See Attachment

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

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. 18 Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year? 0 Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year? 2 Unsure
- d. What elements are looked at during inspections? Outfall structure condition, sediment build up, erosion, etc.
- e. How many of these facilities required maintenance? 0 Unsure

f. Brief explanation on Storm Water Management Facility inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
See attachment

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

- g. How many municipal properties require a SWPPP? 4
- 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: _____

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

Collection Services (street sweeping, catch basin sumps, leaf collection)

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 were collected? 2,452 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 _____
 No- Explain _____
 Not Applicable

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? 690 Unsure
- r. If known, how many tons of material were collected? 215 Unsure
- s. Does the municipality have a low hazard exemption for this material? Yes No

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

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: _____

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: Review of the Annual Report at Public Meeting

Other municipal officials: Case-by-case basis related to project discussions

Appropriate staff (such as operators, Department heads, and those that interact with the public): _____

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

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 _____

b. Brief explanation on Storm Sewer System Map 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.*

An online GIS MAP of city storm sewer is continuously updated.

Part III. Final Evaluation

1. 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.

Program Element	Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
Public Education and Outreach	\$756.00	\$1,684.00	\$1,684.00	Storm water utility
Public Involvement and Participation	\$756.00	\$1,684.00	\$1,684.00	Storm water utility

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

Program Element	Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
Illicit Discharge Detection and Elimination	\$1,426.00	\$4,595.00	\$4,595.00	Storm water utility
Construction Site Pollutant Control	\$2,020.00	\$4,524.00	\$4,524.00	Storm water utility
Post-Construction Storm Water Management	\$4,411.00	\$12,850.00	\$12,850.00	Storm water utility
Pollution Prevention	\$566.00	\$566.00	\$566.00	Storm water utility
Storm Water Quality Management	\$2,472.00	\$13,389.00	\$13,389.00	Storm water utility
Storm Sewer System Map	\$2,245.00	\$2,245.00	\$2,245.00	Storm water utility
Other: Utility Administration	\$19,565.00	\$23,550.00	\$23,550.00	Select Fund Sources

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

2. 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 so, explain:

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 so, explain:

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

3. 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)

4. Total Maximum Daily Loads

a. For permittees covered under the MS4 individual permits only, does the municipality discharge to any of the following approved TMDLs? (Select all that apply.)

- Rock River Basin and/or Beaver Dam Lake
Lower Fox River Basin and Lower Green Bay
Lake St. Croix
Tainter Lake and Lake Menomin Milwaukee River
[X] Wisconsin River
Upper Fox and Wolf River Basin
Other:
Does not apply

b. Status of TMDL implementation.

The permittee City of Wisconsin Rapids is subject to the following approved TMDLS: [autopopulated]. Auto-populates from DNR database based on past reporting.

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL: [autopopulated]. Auto-populates from DNR database based on past reporting.

[A.2] The Permittee requested and received department concurrence that the TMDL pollutant reductions is currently being met in all applicable reachsheds.

The permittee is confirming that they are maintaining all storm water management facilities, continuing street sweeping, and any other actions to continue maintenance of pollution control. Agree Disagree

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

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

[A.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.

[A.4] The Permittee will demonstrate that the TMDL pollutant reductions will be met in all applicable reachsheds by October 31, 2023.

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

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

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

Agree Disagree

[A.5.3] The Permittee will demonstrate an optimization of measures defined in the permit by October 31, 2023. By October 31, 2021, the permittee will be submitting a TMDL Implementation Plan describing planned progress over current permit term or documentation on how they determined they could not meet the reductions under A.5.2.a and b.

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

Agree Disagree

[A.6.3] Final Documentation.

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

Agree Disagree

[B.3-4](a) Which compliance option does the permittee anticipate choosing?

TMDL Implementation Plan Adaptive Management Project

[B.3-4](b) The permittee is confirming that all planned efforts are on schedule meet requirements due to the department by March 31, 2022.

- For an Adaptive Management project, a plan is required.
- For TMDL Implementation, updates to mapping, modeling, tabular summary, and Implementation Plan documents are required.

Agree Disagree

[B.5.2.a] The permittee will be submitting a map and inventory of bacteria sources.

The permittee is confirming that all planned efforts are on schedule to submit the required information by March 31, 2022.

Agree Disagree

An attached explanation is required

[B.5.2.b] The Permittee will be submitting a bacteria source elimination plan.

The permittee is confirming that all planned efforts are on schedule to submit the required information by October 31, 2023.

Agree Disagree

An attached explanation is required

[B.5.3] The Permittee will be adopting local ordinances to address potential sources of bacteria entering the MS4.

The permittee is confirming that all planned efforts are on schedule to submit the required information by March 31, 2023.

Agree Disagree

An attached explanation is required

[B.6.3] Final Documentation.

The permittee is confirming that all planned efforts are on schedule to submit the required information by March 31, 2023.

Agree Disagree

[C.3-4](a) Which compliance option does the permittee anticipate choosing?

TMDL Implementation Plan Adaptive Management Project

[C.3-4](b) The permittee is confirming that all planned efforts are on schedule meet requirements due to the department.

- For an Adaptive Management project, a plan is required within 36 months of the TMDL approval date.
- For TMDL Implementation, updates to mapping, modeling, tabular summary, and Implementation Plan documents are required within 48 months of the TMDL approval date.)

Agree Disagree

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

[Menomonee Group Permit] [Section III. A.4.a] Bacteria Screening Benchmark.

The permittee is confirming that it is on schedule to incorporate a bacteria screening benchmark into the illicit discharge screening program by June 30, 2021. Agree Disagree

An attached explanation is required

5. **Additional Information Based** on the municipality's storm water program evaluation in Part II, describe any proposed changes to the municipality's storm water program. If your response exceeds 250 characters, attach supplemental information on the attachments page.

Part IV. Request for Assistance on Understanding Permit Programs (optional)

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 from the options below.

- | | |
|--|---|
| <input type="checkbox"/> Public Education and Outreach | <input type="checkbox"/> Public Involvement and Participation |
| <input type="checkbox"/> Illicit Discharge Detection and Elimination | <input type="checkbox"/> Construction Site Pollutant Control |
| <input type="checkbox"/> Post-Construction Storm Water Management | <input type="checkbox"/> Pollution Prevention |
| <input type="checkbox"/> Storm Water Quality Management | <input type="checkbox"/> Water Quality Concerns |
| <input type="checkbox"/> Storm Sewer System Map | <input type="checkbox"/> Compliance Schedule Items Due |
| | <input type="checkbox"/> MS4 Program Evaluation |

Certification

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

Authorized Representative Printed Name Joe Eichsteadt	Authorized Representative Printed Title City Engineer
Email jeichsteadt@wirapids.org	Phone Number (715) 421-8251

Signature of Authorized Representative

Date Signed (mm/dd/yyyy)



Public Works Committee

Date of Request: 4/23/21

Requestor: Joe Eichsteadt, PE City Engineer

Request/Referral: Review the existing and proposed sidewalk along Fremont Street from 7th Ave to 10th Ave as it relates to Chapter 6 – Streets and Sidewalks.

Background information: Fremont St from 7th Ave to 10th Ave is scheduled for construction in 2022. This roadway is identified as a minor collector on the Official Street Map and in accordance with 6.04 Streets & Sidewalks would be required to have sidewalk.

Sidewalk is existing on the south side between 8th Ave and 10th Ave. There is less than 50% sidewalk on the south side between 7th and 8th Ave. No sidewalk exists on the north side of Fremont St.



6.04 PROCEDURE FOR CONSTRUCTION OR REPAIR (MC#456)

(1) Sidewalk shall be installed:

- (a) At the time when adjacent street has curb and gutter installed, if the street has existing curb and gutter, sidewalk shall be installed when the street is reconstructed, rehabilitated, or overlaid if any of the following conditions are met and if it is approved by the common council:
 - (1) Abutting any lot zoned R-3, B-1, B-2, B-3, and conditional use permitted for commercial (only when adjacent to a commercial zone), public, and semi-public uses as defined by Section 11.05 of the zoning ordinance.
 - (2) On any street that is identified to be a main school route on the official school route map adopted by the common council.
 - (3) On any street that is classified as an arterial or collector street on the Wisconsin Rapids Urban Area Federal Aid System map.
 - (4) On any street that is:
 - (a) 36 feet wide or less and has a traffic volume in excess of 1,000 vehicles per day
 - (b) 40 feet wide and has a traffic volume in excess of 1,500 vehicles per day
 - (c) 44 feet wide and has a traffic volume in excess of 2,000 vehicles per day
 - (d) 48 feet wide and has a traffic volume in excess of 2,500 vehicles per day
 - (e) 52 feet wide and has a traffic volume in excess of 3,000 vehicles per day
 - (5) On any block of a street which has 50 percent of the sidewalk in that block existing.



Options available: Typically, sidewalk is installed on both sides of the road, but in some cases one side is chosen as the dedicated route for sidewalk. There is some benefit to having sidewalk on both sides of the street, but the most benefit is on the south side.

1. Sidewalk on both sides of Fremont St
2. Sidewalk on the south side only

Action you are requesting the committee take: A motion to install sidewalk on either option 1 or option 2.

How will the item be financed? Public Works Construction Fund in the 2022 Budget



City of Wisconsin Rapids

Joseph M. Terry, P.E.

Director of Public Works

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

Phone (715) 421-8255 FAX (715) 421-8291

Director of Public Works Report

Activity highlights for the month of 2020

Engineering:

Misc.

- 18 Permits/Applications for asphalt paving (0), driveway grades/concrete pour inspections (1), storm water (0), excavating (14), Street Privilege (2), storm connection (1), permit parking (0), banner (0)
- 181 Diggers Locates for Storm Sewer & Sanitary Sewer as of 4/26/2021 (5 Emergencies)
- Degradation fees – The new permitting requirements went live in late December of 2020. The permit webpage was updated with a new Right Of Way Permit Application and degradation fee calculator. This webpage can be viewed here <https://www.wirapids.org/permits.html>.
 - Total Fees to date - \$26,295.55
 - April Degradation Fees - \$3,079.44
 - WWLC - \$3,079.44
- Flood modeling along the Wisconsin River near the roundabout and the DOT office building – GEI to wrap up modeling work in the next two weeks. Plan sheet preparations are expected to be done around the same time.

Traffic

- 4/20/2021 – Stop Sign request at 12th St and Chestnut St.
- 3/11/2021 - Stop Sign request received on Apricot St at 15th St or 16th St.
- Stop signs were installed in late December at Two Mile Ave and 16th St. Monitoring is continuing.
- Signal complaints/issues –
 - Several complaints came in about Pedestrian Crossing Timing Adjustment on 8th St S and Grove Ave – radar display and lights not flashing during specified times. Several attempts were made to diagnose the problem and reprogram the controllers. Appears to be working now.
 - Modified vehicle detection at STH 54/Expressway to better accommodate gaps in vehicles approaching the intersection. Further modifications/tweaks will be made in late January. Monitoring is continuing.

Project Designs/Construction underway:

2021 Projects

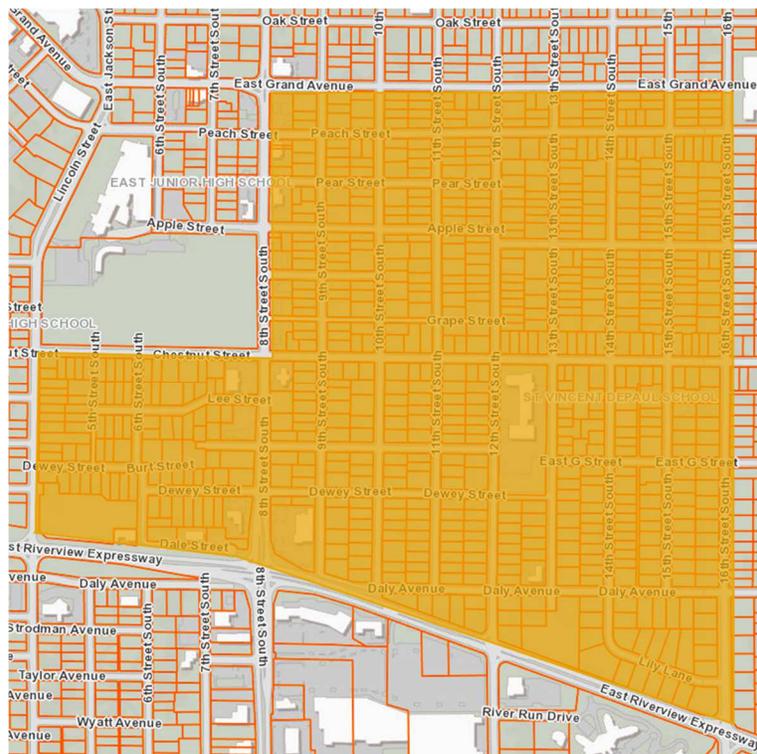
- RECC Rail Spur – Design has been modified and resubmitted to CN on 4/14/2021 (3/23/2021). Environmental Document comments were sent back from DOT and minor revisions will be made and resubmitted. Meetings were held with DOT, agreements documents and requirements for the TEA grant are being prepared, and follow-up occurred on review items with CN. Plans are at 99% complete. CN supplied comments to the plans in late October. Updates will occur to the final plan set and Engineering Dpt will prepare bidding documents. A Public Hearing was held on July 28th. Results are pending speed limit and obtaining clear vision for northbound traffic. Testimonies were submitted to OCR on June 19th. The City and CN are working with OCR on a schedule for testimonies and public

hearing. Matalco and CN are working on an operational plan. 90% plans are complete. A petition was sent to Office of the Commission of Railroads on 4/13/20. Conceptual plans are complete and are being reviewed by CN. Purchase Order sent to Ramboll on Nov. 1

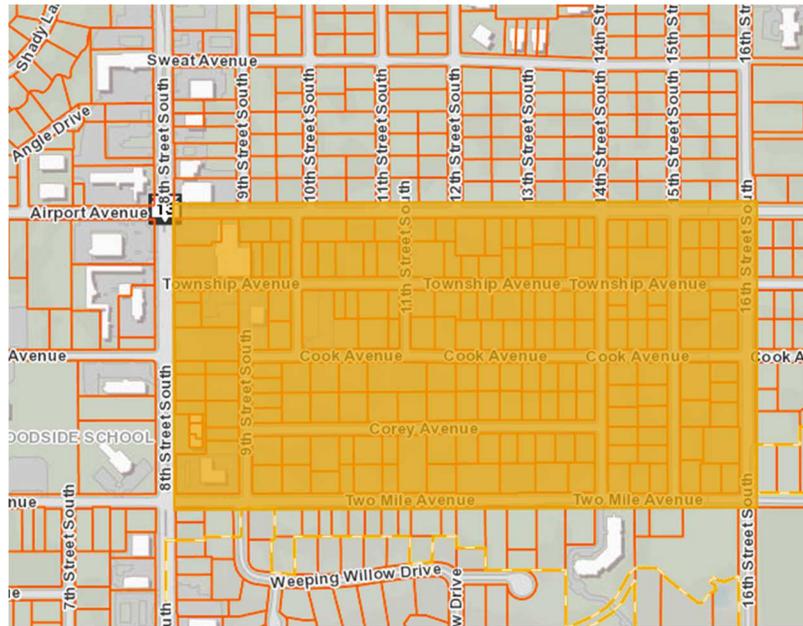
Maintenance Projects

- Concrete Joint Sealing – Interstate Sealant & Concrete, Inc will be performing joint sealing in 2021. Joint sealing work is on Plover Rd / STH 54.
- Sidewalk Concrete Cutting (Safe Step) – Inspections are nearly complete and notices will be mailed to impacted property owners in May. Actual concrete work is expected to begin after the 20 day notice period.
- Sidewalk and Curb & Gutter Maintenance – Joslin Concrete is expected to begin the week of April 26th on curb maintenance in the area south of Airport Ave and east of 8th St S.

2021 Sidewalk & Curb Maintenance Area – Primary Area



Curb maintenance area beginning week of April 26th – preparation for chip sealing.



2021 and Future Designs for Reconstruction Projects

- Quadplex project – sewer and water extension permit applications were submitted to DNR. ROW purchase is also being referred to F&P in May. Preliminary Construction Estimates are complete for 2022 projects.
- Preliminary surveys for 2022: 100% complete - Fremont St (13th Ave to 14th Ave), Fremont St from 7th Ave N to 10th Ave N, 100% - Apricot St retaining wall repair and underdrain installation, 0% complete – 9th Ave N (McKinley to Fremont), 0% for Smith St & Cherry St
- 11th St (Washington St to Apricot St) – Walk thru scheduled 4/28/21. Design is 100%. Open House 2/23/2021.
- 15th St (Apricot to Norton St) – Underground work is expected to be complete May 7th. Construction start on 3/30/21.
- 18th Ave (2021 Construction) – Design is 99%. Preconstruction walk-thru is scheduled for the second week of May. Open House meeting was held on 3/31/21 - preliminary resolution letters were sent to residents in mid-May.
- Jefferson St (2021 Construction) – Construction is expected to begin May 10th. Walk-thru took place April 13th.
- W Jackson St – Transportation Project Plat was signed and recorded on 4/22/21. A real estate kick-off meeting is scheduled for the week of April 26th.

Storm Water Utility

- Annual MS4 Report was submitted on March 31st. This report was referred to Public Works for the May meeting for review.
- Total Maximum Daily Load requirements are being reviewed and staff are putting together a recommended path forward.

- 2020 Storm Utility Billing Updates are finalized and sent to WWLC.
- One Mile Cr. – Inquiry was made to MSA in early April regarding the start of design work. No updates from MSA have been received.

Streets, Buildings, and Grounds:

Retirement of three veteran employee's

- Terry Ende started employment with the city 4/19/93 has had various positions within the Street Department, retired 4/26/21 as a loader operator on the construction crew
- John Schuerman started employment within the city on 5/11/98 has had many positions within the Street Department, is retiring June 11, 2021 as our Construction Group Leader
- Bruce Schoff started employment within the city on 4/3/1989 has had different positions within the Street Department, is retiring May 28, 2021 as a member of our Sign Shop doing sign repair and pavement marking.
- Matt Heideman started with the city on June 25, 2008 as the Parks and Building Supervisor his retirement date is scheduled to be May 3, 2021

Refuse and Recycling

- Garbage Collection estimated 421.77 tons (2020 452.25 tons)
- Recycling Collection estimated 106.25 tons (2020 128.94 tons)

Construction

- LHS Community Quadplex Project
 - Continue project Fall of 2021
- 15th Street North (Norton Street – Apricot Street)
 - Intersection of Apricot and 15th is complete and graveled, Graveled 300' of 15th Street
 - Installed 18 Storm Catch basins, 4 Storm Manholes, 48' of 36" Concrete Pipe, 240' of 18" Storm Main
 - Installed 700' of 8" Sanitary main, 15 Sanitary Services, and 7 Sanitary Manholes
 - Installed 800' of 6" Water main and 3 Fire Hydrants
 - Project is on pace to be ready for curb and gutter by the week of May 10th
- Metalco Rail Spur
 - Possible continuation of project in spring of 2021, waiting on design completion
- 18th Ave South (Russel Street – West Grand Ave)
 - Continue project June of 2021

Public Works Maintenance

- Provided support staff to complete carpet repairs in City Hall
- Provided support staff to move books and shelving units at the Library
- Garbage collection completed by Wood County jail inmates on work release
- Swept, blew off islands in downtown area and highways removing road debris from snow melt
- Completed OSHA 10 training
- Completed FISTA (chainsaw training)
- Assisted with setup for spring election process
- Completed various winter projects at the zoo
- Added road base to holes in gravel alleys, further maintenance will occur when frost is out
- Assisted with 4 additional food drives at city garage
- Removed Graffiti from various spots within the City
- Spring cleanup at Zoo and other green areas

- Initial shaping and grading at Mead, Sandlot and Robinson Park ball fields
- Cleaned park bathrooms and stocked with supplies
- Prepared Compost site and buildings for spring open. Sites are fully open as of April 14, 2021
- Screened Compost at Westside compost site
- Took delivery of remainder of 2021 Salt supply, will start 2021/2022 season with a full salt shed
- Completed concrete repair for WWLC watermain break at 8th and Airport
- Completed multiple catch basin repairs south of Airport Ave in the proposed chipseal area
- Prepared the trail damaged by 2018 flood waters for paving in Legion park
- Completed city wide brush pickup
- Completed city wide yard waste pickup May 3
- Completed Spring rail inspection and simple maintenance at East Commerce rail
- Worked with Wood County Highway to install Mastic Patch over STH 34 from Grand Ave – City limits, also working on STH 54 and 8th Street from the City Limits north to Two mile Ave
- Started to mow green spaces throughout the city
- Found 13 Goose nests and oiled eggs in accordance with DNR permit

Paint and Signs

- Received training on new walk behind painting machine and transfer pump
- Painted lines within the city garage
- Trained new employee on painting and sign making
- Finished off season equipment maintenance
- Replaced signs damaged during snow events
- Installed the Pedestrian crossing signs in school zones
- Hung flower baskets in downtown area
- Replaced pedestrian crossing sign in hospital area
- Removed out of date No Truck signs
- Replaced out of spec Stop signs throughout the city
- Replaced Street marker signs within the city
- Removed signs and poles from 15th Street Construction project
- Installed new Stop sign at Centralia Center Lot
- Setup signage for the opening of the east and west compost sites

Shop and Repairs

- Prepared lawnmowers for 2021 season
- Removed wing from main grader
- Removed wings and mounts from four main loaders
- Removed wings, mounts, sanders and underbodies from two single axle trucks, and 4 tandems
- Installed water tank in tandem for construction season
- Completed construction of support brackets for picnic tables at Witter Field Aquatics
- Completed support for Zoo construction projects
- Constructed 3 and repaired 2 dumpsters for Waste water treatment plant
- Completed construction of a new saw trailer
- Completed multiple truck services
- Painted projects that were completed for the zoo

Wastewater:

- Spring flows have remained typical and have posed no threats to overall treatment. The process remains strong and all discharge permit parameters are near single digits.
- The full scale RAS fermentation pilot study is underway. 300 GPM of return activated sludge (RAS) is being pumped into an unused aeration basin without air addition. This should create an anaerobic bacteria selector zone promoting “Polyhydroxyalkanoate” (PHA) release and subsequent growth of phosphorus accumulating organisms (PAOs) growth. This should create more robust/diversified biological ecology and cut phosphorus removal chemical costs by 90%+.
- Plant staff was able to relocate the online orthophosphate analyzer to the effluent channel. Staff then tied this system into our phosphorus removal chemical pumps to create a fully automated chemical removal system, based on real-time analytical results. This will greatly improve phosphorus removal efficiency, and streamline future permit compliance.
- Septage and holding tank waste receiving is on the rise. Warmer temperatures mean more maintenance and servicing of POWTS. This helps boost plant revenues and provides helpful nutrients to our biological system.
- A local farmer will be hauling the majority of the Class A fertilizer on hand in the beginning of May. Anyone looking to get some of the fertilizer is encouraged to stop by soon!
- Collection system crews have been televising sanitary sewers, cutting and cleaning root areas, responding to sewer related calls, and assisting plant staff with maintenance.
- In April the Whitrock Lift Station control panel was replaced (electrical components, motor starters, controllers, breakers, relays, fuses, drives, transducers). The existing panel was over 25 years old, and the replacement was needed to ensure reliability and efficiency.

Other DPW activities:

- Met with ATC to discuss east side tree trimming
- Discuss pool commissioning/decommissioning procedures, prepare warranty list of repairs for pool and park
- Research permit parking lot use in the City’s E-2 and E-3 parking lots
- DWD research in collaboration with the HR department relating to summer help and pool staff
- Develop presentation for upcoming APWA conference (Wastewater)
- Review, research, and audit wastewater contracts, discuss Biron contract.
- Review parks planning public survey
- Fireworks planning
- Meet with Wood County staff/officials relating to their jail study
- Visit construction projects, meet with staff to discuss material selection options for upcoming projects
- Continue working on CIP development
- Follow up on aquatic park damage – suspect has been convicted and ordered to pay full restitution.

PUBLIC WORKS COMMITTEE REFERRAL LIST:

1. Request from Alderperson Tom Rayome to discuss the future of 8th St S. (2016)
2. Request to review a multi-year capital improvements plan (2019)
3. Request to review areas of public access at and around Norton Pond (2019)
4. Request by Alderperson Rayome do develop a policy for developing agendas and the referral process (2020)
5. Request by Alderperson Kellogg to study traffic speed along Chestnut from 8th Street to Hill Street and make recommendations (2020) – study was done when there were no school related activities. Will continue study when school is in session and will report back to committee.
6. Request by Alderperson Kellogg to consider developing a large item garbage collection program (2020)
7. Evaluate and discuss methods of funding street reconstruction (2020)
8. ~~Request by Alderperson Benke for City to donate utilities/services for the proposed WRSD Quad plex baseball/softball facility~~