

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

Form 3400-224 (R 12/17)

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**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

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

### Part I. Municipal Contact Information

This form covers the activities during calendar year 20

Name of Municipality	Facility ID No. (FIN)	<input checked="" type="checkbox"/> Check to update mailing address information		
Town of Clayton	39-1225461			
Mailing Address	City	State	ZIP Code	
8348 CTR "T"	Larsen	WI	54947	

### Municipal Contact Information

☒ Check to update contact information

Name of Municipal Contact Person	Title			
Richard Johnston	Town Administrator			
Mailing Address	City	State	ZIP Code	
8348 CTR "T"	Larsen	WI	54947	
Phone Number (include area code)	Email			
(920) 836-2007	tocadmin@new.rr.com			

### [+] Additional contacts information (optional) [Select from drop down menu]

#### Contact Information for:

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

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

☐ Yes ☐ No ☐ Unsure

Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☐ No ☐ Unsure

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

Topics	Mechanism	Quantity (optional)	Estimated People Reached (optional)	Regional Effort?
Detection and elimination of illicit discharges	Passive print media (brochures at front desk, posters, etc.)		500	<input type="radio"/> Yes <input checked="" type="radio"/> No

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Topics	Mechanism	Quantity (optional)	Estimated People Reached (optional)	Regional Effort?
Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices	Passive print media (brochures at front desk, posters, etc.)		500	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Website		500	<input type="radio"/> Yes <input checked="" type="radio"/> No
Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides	Passive print media (brochures at front desk, posters, etc.)		500	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Active distribution of print media (mailings, newsletters, etc.)		750	<input type="radio"/> Yes <input checked="" type="radio"/> No
Management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways	Did not focus on this topic this reporting year			<input type="radio"/> Yes <input type="radio"/> No
Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks	Connection of Downspouts to a ditch drain tile system		25	<input type="radio"/> Yes <input checked="" type="radio"/> No
Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices	Targeted group training (contractors, consultants, etc.)		15	<input type="radio"/> Yes <input checked="" type="radio"/> No
Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention	Did not focus on this topic this reporting year			<input type="radio"/> Yes <input type="radio"/> No
Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development	Targeted group training (contractors, consultants, etc.)		15	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other				<input type="radio"/> Yes <input type="radio"/> No
b. Any other Public Education and Outreach program information for inclusion in the Annual Report may be added here or attached on the attachments page.				

## 2. Public Involvement and Participation

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

Elected officials  
Discussion of activities at Town Board and Plan Commission meetings, discussions with individual Plan Commissioners and Board Members

Other municipal officials  
Weekly staff meetings, and meetings with specific Department Heads relative to erosion control and storm water management issues

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Appropriate staff (such as operators, Department heads, and those that interact with the public) Participations in weekly staff meetings, specific review storm water management issues, and discussions on erosion control issues with the Town's Building Inspector and Public Works Department Foreman

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

Topics	Mechanism	Quantity (optional)	Estimated People Reached (optional)	Regional Effort?
Storm Water Management Plan and/or updates	Website			<input type="radio"/> Yes <input checked="" type="radio"/> No
	Government Event (Public Hearing, Council Meeting, Etc.)			<input type="radio"/> Yes <input checked="" type="radio"/> No
Storm water related ordinance and/or updates	Government Event (Public Hearing, Council Meeting, Etc.)			<input type="radio"/> Yes <input checked="" type="radio"/> No
MS4 Annual Report	Website			<input type="radio"/> Yes <input checked="" type="radio"/> No
	Government Event (Public Hearing, Council Meeting, Etc.)			<input type="radio"/> Yes <input checked="" type="radio"/> No
Volunteer Opportunities	Government Event (Public Hearing, Council Meeting, Etc.)			<input type="radio"/> Yes <input checked="" type="radio"/> No
Other				<input type="radio"/> Yes <input type="radio"/> No

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

## 3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? \_\_\_\_\_ ☒ Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? 6 ☐ 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? 0 ☐ Unsure
- e. From the complaints received, how many were confirmed illicit discharges? 0 ☐ Unsure
- f. How many of the identified Illicit Discharges did the municipality eliminate in the reporting year? 0 ☐ Unsure

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

Verbal Warning \_\_\_\_\_

Written Warning (including email) \_\_\_\_\_

Notice of Violation \_\_\_\_\_

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Civil Penalty/Citation

0

☐ Unsure

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

## 4. Construction Site Pollutant Control

a. How many total construction sites were active at any point in the reporting year?

49

☐ Unsure

b. How many construction sites did the municipality issue permits for in the reporting year?

0

☐ Unsure

c. Do the above numbers include sites <1 acre?

☒ Yes ☐ No ☐ Unsure

d. How many erosion control inspections did the municipality complete in the reporting year?

0

☐ Unsure

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

☒ Verbal Warning

1

☒ Written (including email) Warning

0

☐ Notice of Violation

☒ Stop Work Order

0

☒ Civil Penalty/Citation

0

☐ Forfeiture of Deposit

☐ No Authority

☐ Other – Describe

#

☐ Unsure

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

## 5. Post-Construction Storm Water Management

a. How many new construction sites with new structural storm water management practices have received local approvals?

3

☐ Unsure

b. How many privately owned storm water facility inspections were completed in the reporting year?

0

☐ Unsure

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

☒ Verbal Warning

0

☒ Written (including email) Warning

0

☒ Notice of Violation

0

☒ Civil Penalty/Citation

0

☐ Forfeiture of Deposit

☐ Complete maintenance

☐ Bill responsible party

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- ☐ No Authority \_\_\_\_\_
- ☐ Other – Describe \_\_\_\_\_ # \_\_\_\_\_
- ☐ Unsure

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

## 6. Pollution Prevention

**Storm Water Management Facility Inspections** ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water facilities. 4 ☐ Unsure
- b. How many new municipally owned storm water facilities were installed in the reporting year? 1 ☐ Unsure
- c. How many municipally owned storm water devices were inspected in the reporting year? 5 ☐ Unsure
- d. How many of these facilities required maintenance? 0 ☐ Unsure
- If so, attach report on attachments page.

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

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

**Collection Services (street sweeping, catch basin sumps, leaf collection)** ☒ Not Applicable

*Street Sweeping/Cleaning Program*

- g. Did the municipality conduct street sweeping/cleaning during the reporting year? ☐ Yes ☐ No ☐ Unsure
- h. If known, how many tons of material were removed? \_\_\_\_\_ ☐ Unsure
- i. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
- ☐ Yes
- ☐ No- Explain \_\_\_\_\_
- ☐ Not Applicable
- ☐ Unsure

**Catch Basin Sump Cleaning Program** ☐ Not Applicable

- j. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No ☐ Unsure
- k. How many catch basin sumps were cleaned in the reporting year? \_\_\_\_\_ ☐ Unsure
- l. If known, how many tons of material were removed? \_\_\_\_\_ ☒ Unsure

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m. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?

☐ Yes

☐ No-Explain \_\_\_\_\_

☐ Not Applicable

☒ Unsure

Leaf Collection Program ☐ Not Applicable

n. Does the municipality conduct curbside leaf collection?

☐ Yes ☒ No ☐ Unsure

o. Does the municipality notify homeowners about pickup?

☐ Yes ☐ No ☐ Unsure

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

☐ Pile on terrace

☐ Pile in street

☐ Bags on terrace

☐ Unsure

☐ Other – Describe \_\_\_\_\_

p. What is the frequency of collection? \_\_\_\_\_

q. Is collection followed by street sweeping/cleaning?

☐ Yes ☐ No ☐ Unsure

Winter Road Management ☐ Not Applicable

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

r. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? \_\_\_\_\_

75

☐ Unsure

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

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

Oct 0 Nov 0 Dec 125 Jan 150 Feb 225 March\* 0

Liquids (gallons) (ex. brine)

Oct 0 Nov 0 Dec 0 Jan 0 Feb 0 March\* 0

t. Was salt applying machinery calibrated in the reporting year?

☒ Yes ☐ No ☐ Unsure

u. Have municipal personnel attended salt reduction strategy training in the reporting year?

☐ Yes ☒ No ☐ Unsure

If yes, describe what training was provided. \_\_\_\_\_

When: \_\_\_\_\_

How many attended: \_\_\_\_\_

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## Internal (Staff) Education & Communication

- v. Have training or education on SWPPPs for municipal facilities been held for municipal or other personnel?

☐ Yes ☒ No ☐ Unsure

If yes, describe what training was provided.

When:

How many attended:

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

## 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	\$250.00	\$250.00	\$250.00	Storm water utility
Public Involvement and Participation	\$100.00	\$200.00	\$200.00	Storm water utility
Illicit Discharge Detection and Elimination	\$300.00	\$500.00	\$500.00	Storm water utility
Construction Site Pollutant Control	\$0.00	\$0.00	\$5,000.00	Permit fee and/or deposit/escrow
Post-Construction Storm Water Management	\$0.00	\$0.00	\$500.00	Storm water utility
Pollution Prevention	\$0.00	\$0.00	\$500.00	Storm water utility
Storm Water Quality Management	\$30,000.00	\$35,000.00	\$35,000.00	Storm water utility

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Program Element	Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
Storm Sewer System Map	\$0.00	\$0.00	\$500.00	Storm water utility
Other:				

## 2. Water Quality

- a. Were there any known water quality improvements or degradation in the receiving waters to which the municipality's storm sewer system directly discharges to? ☐ Yes ☒ No ☐ Unsure

If so, explain:

- b. 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

- c. Has the municipality evaluated their storm water practices to reduce the pollutants of concern? ☒ Yes ☐ No ☐ Unsure

## 3. 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

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

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

- |                                                                                 |                                                                         |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Public Education and Outreach               | <input checked="" type="checkbox"/> Public Involvement                  |
| <input checked="" type="checkbox"/> Illicit Discharge Detection and Elimination | <input checked="" type="checkbox"/> Construction Site Pollutant Control |
| <input checked="" type="checkbox"/> Post-Construction Storm Water Management    | <input checked="" type="checkbox"/> Pollution Prevention                |
| <input checked="" 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 Town of Clayton'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

Richard Johnston

Email

tocadmin@new.rr.com

Authorized Representative Printed Title

Town Administrator

Phone Number

(920) 836-2007

Signature of Authorized Representative

Date Signed (mm/dd/yyyy)