

Due by March 31, 2017

**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 (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. 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.].

This form is for reporting on activities undertaken in calendar years 2015 and 2016 for municipalities covered under the MS4 General Permit No. WI-S050181-1.

**Instructions:** Complete each section of the form. If additional space is needed, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2017, to the appropriate address indicated on the last page of this form.

**Part I. Municipal Information**


Name of Municipality Town of Clayton		Facility ID No. (FIN) 391225461	
Mailing Address 8348 CTR "T"	City Larsen	State WI	ZIP Code 54947
County(s) in which Municipality is located Winnebago	Municipality Type: (select one) <input type="radio"/> County <input type="radio"/> City <input type="radio"/> Village <input checked="" type="radio"/> Town <input type="radio"/> Other (specify)		

**Part II. Municipal Contact Information**

Name of Municipal Contact Person Richard Johnston		Title Town Administrator	
Mailing Address (if different from above) 8348 CTR "T"	City Larsen	State WI	ZIP Code 54947
Email TOCAdmin@NEW.RR.COM	Phone Number (include area code) (920) 836-2007	Fax Number (include area code) (920) 837-2026	
Has the contact person changed in the last year? <input type="radio"/> Yes <input checked="" type="radio"/> No			

**Part III. Certification**

*I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050181-1 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	Authorized Representative Title Town Administrator		
Signature of Authorized Representative 	Date 05/18/2017		
Email TOCAdmin@NEW.RR.COM	Phone Number (include area code) (920) 836-2007	Fax Number (include area code) (920) 837-2026	

**Part IV. General Information**

a. Describe the municipality's efforts to invite the municipal governing body, interest groups, and general public to review and comment on the annual report.

The Town Board received a copy of the Town's Annual Report prior to holding a Public Hearing on its CY 2016 MS4 Annual Report on Wednesday, May 17th, 2017. Additionally, in order to solicit public comment on the Town's storm water management functions the Town reviewed the Storm Water Management Utility Operating and Capital Budgets as part of the Town Electors Annual Meeting to approve the Town's Tax Levy, the Town published its MS4 Annual Report on the Town's Home Page and advertised the Report in its quarterly News Letter.

b. Describe how the municipality has kept elected and municipal officials and appropriate staff (such as operators, department heads, and those that interact with the public) informed of the municipal storm water discharge permit and its requirements.

The Town Board approves the Public Works Projects and Storm Water Management Utility Projects as part of its annual budgeting process, staff routinely discusses these projects as part of its regular staff meetings. The work scheduled to be completed by Public Works staff is scheduled as part of the Town's staff meetings as is the work scheduled to be completed by contractors. The Town Board routinely approves all municipal projects as part of its routine activities. Both the Town Board and staff are in regular contact with the public and given the shared knowledge are able to advise residents on specific projects and progress on the work.

c. Has the municipality prepared its own municipal-wide storm water management plan since the Start Date of the permit?

☒ Yes ☐ No

If yes, provide the title and date of storm water management plan:

CY 2016, Town of Clayton, Municipal Storm Water Management Plan, the document will be submitted to the DNR upon final Town Board approval.

If yes, has the information been submitted to the Department?

☐ Yes ☒ No

d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions as provided under section 2.10 of the general permit?

☒ Yes ☐ No

If yes, describe these cooperative efforts:

The Town has entered into a Contract with Cedar Corporation Inc., an engineering firm in the Green Bay area. The Contract product is to produce digitized aerial contour maps of the of the Town's MS4 permit areas. These 1-foot contour maps are to be used as the basis for the Town's Storm Water Management Plan on the east side of the Town. The balance of the contour maps used in the Storm Water Management Plan will consist of the County's 2-foot contour maps.

If yes, has the information been submitted to the Department?

☐ Yes ☒ No

e. If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program?

☒ Yes ☐ No

If yes, provide web address:

– www.claytonwi.govoffice3.com

#### Part V. Evaluation of Permit Conditions (Section 2 of General Permit)

**Minimum Control Measures:** For each of the permit conditions listed below, provide an evaluation of program compliance with the general permit.

##### 1. Public Education and Outreach (Section 2.1 of General Permit)

Has the program been developed?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Has the program been submitted to the Department?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Have any parts of this program been implemented yet?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are there any measurable results to report? Describe.	The Town has seen positive results from its Public Outreach efforts to control storm water flows and volumes in the areas where work has been completed such as subdivision storm water management ponds and in the Town's ditches and waterways.

##### 2. Public Involvement and Participation (Section 2.2 of General Permit)

Has the program been developed?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Has the program been submitted to the Department?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Have any parts of this program been implemented yet?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are there any measurable results to report? Describe.	The measurable results from the Town's Public Participation Programs are limited and in many ways are exemplified by increased number of complaints and request for work to be done. The Town's staff is working at being as progressive as it can with the resources available.

##### 3. Illicit Discharge Detection and Elimination (Section 2.3 of General Permit)

Discuss any progress towards meeting the permit compliance schedule.	Given the Town's agricultural, rural residential and ex-urban development characteristics there is little opportunity for illicit discharge of storm water runoff. The Town has made significant progress on inspection and maintenance of both public and private storm water management devices in the community.
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**Part V. Evaluation of Permit Conditions** (continued)

	The only real source of non-point source storm water management discharge is from area agricultural sources, the Town relies on the State and the County for enforcement of those issues.
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**4. Construction Site Pollutant Control** (Section 2.4 of General Permit)

Has the program been developed?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Has the program been submitted to the Department?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Have any parts of this program been implemented yet?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are there any measurable results to report? Describe.	The Town has sent staff to training for Construction Site Erosion Control Permitting, the Town has established Fees for Construction Site Erosion Control Permitting, and is in the process of adopting a Construction Site Erosion Control Ordinance. Staff expects to have the ordinance and permitting process operational by mid CY 2017. Additionally, Public Works staff has inspected and corrected deficiencies in approximately 50% of the Town's existing storm water management devices.

**5. Post-Construction Storm Water Management** (Section 2.5 of General Permit)

Has the program been developed?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Has the program been submitted to the Department?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Have any parts of this program been implemented yet?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are there any measurable results to report? Describe.	As soon as the Town Board adopts its new Construction Site Erosion Control Ordinance staff will start actively enforcing the Post Construction Storm Water Management section of the Ordinance according to the standards and procedures contained within the Ordinance.

**6. Pollution Prevention** (Section 2.6 of General Permit)

Discuss any progress towards meeting the permit compliance schedule.	Town staff is working with the Board to establish a winter salt use policy that will minimize the use of road salt during the winter months, additionally, staff has purchased the required equipment and started using a salt brine process to minimize the need to use additional salt at the intersections of Town Roads. The Town does provide a yard waste site that allows residents to dispose of yard waste in a controlled environment rather than burning the material in the Town's road side ditches.
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**Note: The remaining questions for this section are optional for this Annual Report, but may be required in future Annual Reporting. (See permit for requirements.)**

• **Storm Water Management Facilities (Optional)** (Section 2.6.1 of General Permit)

Provide an inventory of municipally owned or operated structural storm water management facilities by including: each facility type (ponds, biofilters, etc.), location (street address or latitude/longitude) and contact information (name, phone number and email for the individual(s) with overall responsibility).

• **Routine Inspection and Maintenance** (Section 2.6.2 – 2.6.4 of General Permit)

Does the municipality have an inspection and maintenance program for installed structural storm water management facilities?

☐ Yes ☐ No

If yes, describe the inspection and maintenance program and any activities that have occurred for structural storm water management facilities in 2015 and 2016. If available, attach any additional information on the inspection and maintenance program.

• Winter Road Management Activities (Optional) (Section 2.6.5 of General Permit)

Provide the name, title, and phone number of the individual(s) with overall responsibility for winter roadway maintenance.

Describe the types of products used for winter road management (e.g. deicing, pre-wetting, salting, etc.).

Describe the type of equipment used to apply the products.

Report the amount of product used by month over the last two winter seasons (approx. November 2014 through April 2015 and November 2015 through April 2016).

Report the snow disposal locations, if snow is hauled away.

Describe any anti-icing, equipment calibration, and salt reduction strategies considered.

Describe any other additional measurable data or information that the permittee used to evaluate its winter road management activities.

• Municipal Pollution Prevention (Optional) (Section 2.6.7 of General Permit)

Provide the location (street address) of each facility (municipal yards and/or maintenance facilities) and contact information (name, title, and phone number) for the individual(s) with overall responsibility for each facility.

Map(s) included? ☐ Yes ☐ No - Include a map of each facility, drawn to scale and include the following features:

- Location of major activities and storage areas
- Identification of drainage patterns, potential sources of storm contamination and discharge points.
- Identification of nearby receiving waters or wetlands
- Identification of connections to the permittees's MS4

Describe the housekeeping activities and best management practices installed at municipal yards and/or maintenance facilities to reduce or eliminate storm water contamination.

Discuss recommendations for improvements to current storm water management practices at the facility(s) and provide a timeline for installation and/or implementation of these recommendations.

**Part V. Permit Conditions (continued)**

Describe the municipal facility(s) employee training on storm water pollution prevention (frequency, duration, objectives, percentage of employees trained this year, etc.).

Describe the spill prevention and response procedures in place at the municipal facility(s).

**7. Storm Water Quality Management (Optional) (Section 2.7 of General Permit)**

Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard? ☐ Yes ☐ No

If yes, provide the following: Model used \_\_\_\_\_ Version \_\_\_\_\_ Reduction (%) \_\_\_\_\_

If no, include a description of any actions the municipality has undertaken in 2015 and 2016 to help achieve the 20% standard.

Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal? ☐ Yes ☐ No

If yes, describe:

**8. Storm Sewer System Map (Optional) (Section 2.8 of General Permit)**

Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year.

**Part VI. Fiscal Analysis**

a. Provide a fiscal analysis that includes the annual expenditures for 2016, and the budget for 2016 and 2017. A table to document fiscal information is provided on page 8.

b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?

☐ Storm water utility ☐ General fund ☐ Other \_\_\_\_\_

c. Is adequate revenue being generated to implement the municipality's storm water management program and meet permit requirements? ☐ Yes ☐ No

Please provide a brief summary of the municipality's financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer the municipality's storm water management program.

**Part VII. Inspections and Enforcement Actions**

**Note: If an ordinance listed below has been submitted to the Department previously and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.**

- a. Has the municipality developed, updated or revised its illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit during the reporting years? ☐ Yes ☐ No  
If yes, attach copy or provide web link to ordinance:
- b. Has the municipality developed, updated or revised its construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit during the reporting years? ☐ Yes ☐ No  
If yes, attach copy or provide web link to ordinance:
- c. Has the municipality developed, updated or revised its post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit during the reporting years? ☐ Yes ☐ No  
If yes, attach copy or provide web link to ordinance:
- d. Has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)? ☐ Yes ☐ No  
If yes, attach copy or provide web link to ordinance:
- e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.

**Part VIII. Water Quality Concerns**

- a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/topic/surfacewater/orwerw.html>) ☐ Yes ☐ No  
If yes, list:
- b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/water/impairedsearch.aspx?status=303d>) ☐ Yes ☐ No  
If yes, complete the following:
- Impaired waterbody to which the MS4 discharges:
  - Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant(s) of concern to an impaired waterbody:
- c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

e. (Optional) Does any part of the MS4 discharge to an approved Total Maximum Daily Load (TMDL) area in accordance with section 1.5.4 of the MS4 general permit? ☐ Yes ☐ No

If yes, reporting for TMDLs approved prior to the effective date of the permit for 2016:

Name of TMDL: \_\_\_\_\_ Date TMDL approved? \_\_\_\_\_

Map(s) included? ☐ Yes ☐ No - Submit a storm sewer system map (may be the same map submitted under section V.f. of this form), which includes the TMDL reachshed boundaries and associated acreage within the municipality, and the MS4 drainage boundaries and associated acreage within the municipality.

**Part IX. Proposed Program Changes**

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2017 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

**Part X. Other**

Any other additional information the permittee would like to provide in the Annual Report regarding their storm water program?

Fiscal Analysis Table. Complete the fiscal analysis table provided below.

Program Element	Annual Expenditure 2016	Budget		Source of Funds
		2016	2017	
Public Education and Outreach	\$1,000	\$1,000	\$1,500	Town of Clayton - Storm Water Management Utility Budget
Public Involvement and Participation	\$500	\$1,000	\$1,500	Town of Clayton - Storm Water Management Utility Budget
Illicit Discharge Detection and Elimination	\$1,500	\$1,500	\$1,500	Public Works - General Fund Operating Budget
Construction Site Pollutant Control			\$500	Town of Clayton Building Inspector's General Fund Budget
Post-Construction Storm Water Management			\$500	Town of Clayton Building Inspector's General Fund Budget
Pollution Prevention	\$36,185	\$36,185	\$5,000	Town of Clayton - Storm Water Management Utility Budget
Storm Water Quality Management (including pollutant-loading analysis)	\$1,250	\$1,250	\$2,000	Town of Clayton - Storm Water Management Utility Budget
Storm Sewer System Map			\$500	Town of Clayton - Storm Water Management Utility Budget
Other: Digital 1-foot Contour Mapping	\$33,930	\$33,930		Town of Clayton - Storm Water Management Utility and DNR Grant Funding



NORTHERN REGION COUNTIES			WEST CENTRAL REGION COUNTIES		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	Attn: Storm Water Program	Buffalo	Monroe	Attn: Storm Water Program
Bayfield	Oneida	5301 Rib Mountain Rd.	Chippewa	Pepin	5301 Rib Mountain Rd.
Burnett	Polk	Wausau, WI 54401	Clark	Pierce	Wausau, WI 54401
Douglas	Price	Phone: (715) 359-4522	Crawford	Portage	Phone: (715) 359-4522
Florence	Rusk		Dunn	St. Croix	
Forest	Sawyer		Eau Claire	Trempealeau	
Iron	Taylor		Jackson	Vernon	
	Vilas		Juneau	Wood	
	Washburn		La Crosse		

NORTHEAST REGION COUNTIES			SOUTH CENTRAL REGION COUNTIES		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	Attn: Storm Water Program	Dane	LaFayette	Attn: Storm Water Program
Door	Oconto	2984 Shawano Ave.	Dodge	Richland	3911 Fish Hatchery Rd.
Fond du Lac	Outagamie	Green Bay, WI 54313	Grant	Rock	Fitchburg, WI 53711
Green Lake	Shawano	Phone: (920) 662-5100	Green	Sauk	Phone: (608) 275-3266
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				

SOUTHEAST REGION COUNTIES		
Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	Attn: Storm Water Program
Ozaukee	Washington	141 NW Barstow Street,
Racine	Waukesha	Room 180
		Waukesha, WI 53188
		(262) 574-2100

