

Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Reporting Information

Will you be completing the Annual Report or other submittal type? Annual Report Other

Project Name: 2019 MS4 Annual Report

County: Dane

Municipality: Fitchburg City

Permit Number: S058416

Facility Number: 30904

Reporting Year: 2019

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? Yes No

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment

- Attach the following permit compliance documents as appropriate using the attachments tab above
 - Storm Water Management Program (*S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.*)
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory (*S050075-03 general permittees 2.6.1 - inventory due to the department by March 31, 2021.*)
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (*S050075-03 general permittees 2.6.2 – document due to the department by March 31, 2021.*)

- Sign and Submit form

Municipal Contact Information- Complete

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

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality: Fitchburg City

Facility ID # or (FIN): 30904

Updated Information: Check to update mailing address information

Mailing Address: 5520 Lacy Rd

Mailing Address 2:

City: Fitchburg

State: Wisconsin

Zip Code: 53711 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

First Name: Mike

Last Name: Bisbach

Select to **update** current contact information

Title: City Engineer

Mailing Address: 5520 Lacy Road

Mailing Address 2:

City: Fitchburg

State: WI

Zip Code: 53711 xxxxx or xxxxx-xxxx

Phone Number: 608-270-4261 Ext: xxx-xxx-xxxx

Email: mike.bisbach@fitchburgwi.gov

Additional Contacts Information (Optional)

- I&E Program
- IDDE Program
- IDDE Response Procedure Manual

**Individual with responsibility for:
(Check all that apply)**

- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

First Name: Claudia

Last Name: Guy

Title: Environmental Eng.

Mailing Address: 5520 Lacy Road

Mailing Address 2:

City: Fitchburg

State: WI

Zip Code: 53711 xxxxx or xxxxx-xxxx

Phone Number: 608-270-4262 Ext: xxx-xxx-xxxx

Email: claudia.guy@fitchburgwi.gov

**Individual with responsibility for:
(Check all that apply)**

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

First Name: Mark

Last Name: Hodel

Title: Streets Supervisor

Mailing Address: 5520 Lacy Road

Mailing Address 2:

City: Fitchburg

State: WI

Zip Code: 53711 xxxxx or xxxxx-xxxx

Phone Number: 608-729-1720 Ext: xxx-xxx-xxxx

Email: mark.hodel@fitchburgwi.gov

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

- Yes No

- Public Education and Outreach: MAMSWaP
- Public Involvement and Participation: MAMSWaP
- Illicit Discharge Detection and Elimination: _____
- Construction Site Pollutant Control: Dane County Land and Water Resources Department
- 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

Minimum Control Measures- Section 1 : Complete**1. Public Education and Outreach**

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

Topic: Detection and elimination of illicit discharges			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Targeted group training (contractors, consultants, etc.)</u>	<u>1 - 9</u>	<u>20 - 49</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Signage</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Passive print media (brochures at front desk, posters, etc.)</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Direct one-on-one communication</u>	<u>1 - 9</u>	<u>1 - 9</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Social media posts</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors General Public Public Employees Residential School Groups

Business Developers Industries Other:

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

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Did not focus on this topic this reporting year	Select...	Select...	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

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

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Website	1 - 9	100 +	<input type="radio"/> Yes <input type="radio"/> No
Direct one-on-one communication	1 - 9	20 - 49	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Website	1 - 9	100 +	<input type="radio"/> Yes <input type="radio"/> No
Targeted group training (contractors, consultants, etc.)	1 - 9	20 - 49	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

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

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Direct one-on-one communication</u>	<u>50 - 99</u>	<u>50 - 99</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Social media posts</u>	<u>10 - 19</u>	<u>100 +</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Targeted group training (contractors, consultants, etc.)</u>	<u>1 - 9</u>	<u>20 - 49</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Active distribution of print media (mailings, newsletters, etc)</u>	<u>1 - 9</u>	<u>50 - 99</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

Topic: Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Did not focus on this topic this reporting year</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

Topic: Other (describe): <input type="text"/>			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Select...</u>	<u>Select...</u>	<u>Select...</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable audiences targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

b. Brief Public Education and Outreach program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Please see the Appendix A, Section 1 of the attached "Annual Report Appendices" document.

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

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

Topic: Storm Water Management Plan and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Government Event (Public Hearing, Council Meeting, etc)</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Storm water related ordinance and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Government Event (Public Hearing, Council Meeting, etc)</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: MS4 Annual Report			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Government Event (Public Hearing, Council Meeting, etc)</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input type="radio"/> No
<u>Website</u>	<u>1 - 9</u>	<u>100 +</u>	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Contractors General Public Public Employees Residential School Groups
 Business Developers Industries Other:

Topic: Volunteer Opportunities			
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Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Clean-up events	1 - 9	50 - 99	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic.

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

Topic: Other (describe) : Byrne Pond Public Meetings			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Presentation of Storm Water Information	1 - 9	20 - 49	<input type="radio"/> Yes <input type="radio"/> No

Select all applicable participants targeted for this topic .

- Contractors
 General Public
 Public Employees
 Residential
 School Groups
 Business
 Developers
 Industries
 Other:

b. Brief Public Involvement and Participation program information for inclusion in the Annual Report.
 If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Please see the Appendix A, Section 2 of the attached "Annual Report Appendices" document.

Form 3400-224 (09/19)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? Unsure
- d. How many illicit discharge complaints did the municipality receive? Unsure
- e. From the complaint received, how many were confirmed illicit discharges? Unsure
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year? Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. Unsure

<input checked="" type="checkbox"/> Verbal Warning	0
<input checked="" type="checkbox"/> Written Warning (including email)	0
<input checked="" type="checkbox"/> Notice of Violation	0
<input checked="" type="checkbox"/> Civil Penalty/ Citation	0

Additional Information: _____

- h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Please see the Appendix A, Section 3 of the attached "Annual Report Appendices" document.

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year? Unsure
- b. How many construction sites did the municipality issue permits for in the reporting year? 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? Unsure

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

<input type="checkbox"/> No Authority	
<input checked="" type="checkbox"/> Verbal Warning	222
<input checked="" type="checkbox"/> Written Warning (including email)	200
<input checked="" type="checkbox"/> Notice of Violation	17
<input checked="" type="checkbox"/> Civil Penalty/ Citation	17
<input checked="" type="checkbox"/> Stop Work Order	1
<input checked="" type="checkbox"/> Forfeiture of Deposit	0
<input type="checkbox"/> Other - Describe below	

- f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Please see the Appendix A, Section 4 of the attached "Annual Report Appendices" document.

Minimum Control Measures - Section 5 : Complete**5. Post-Construction Storm Water Management**

- a. How many sites with new structural storm water management facilities* have received local approval ? Unsure

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

- b. How many privately owned storm water management facilities were inspected in the reporting year ? Unsure

Inspections completed by private land owners should be included in the reported number.

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

No Authority

Verbal Warning

Written Warning (including email)

Notice of Violation

Civil Penalty/ Citation

Forfeiture of Deposit

Complete Maintenance

Bill Responsible Party

Other - Describe below

- d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Please see the Appendix A, Section 5 of the attached "Annual Report Appendices" document.

Minimum Control Measures - Section 6 : Complete**6. Pollution Prevention**

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

- a. Enter the total number of municipally owned or operated structural storm water management facilities ? Unsure

- b. How many new municipally owned storm water management facilities were installed in the reporting year ? Unsure

- c. How many municipally owned storm water management facilities Unsure

were inspected in the reporting year?

d. What elements are looked at during inspections (250 character limit)?

Inflow pipes and whether they needed maintenance or cleaning.

e. How many of these facilities required maintenance? Unsure

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

f. How many inspections of municipal properties have been conducted in the reporting year? Unsure

g. Have amendments to the SWPPPs been made? Yes No Unsure

h. If yes, describe what changes have been made (200 character limit):

Collection Services - *Street Sweeping / Cleaning Program* Not Applicable

i. Did the municipality conduct street sweeping/cleaning during the reporting year? Yes No Unsure

j. If known, how many tons of material was removed? Unsure

k. Does the municipality have a low hazard exemption for this material? Yes No

l. 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

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

m. Did the municipality conduct catch basin sump cleaning during the reporting year? Yes No Unsure

n. How many catch basin sumps were cleaned in the reporting year? Unsure

o. If known, how many tons of material was collected? Unsure

p. Does the municipality have a low hazard exemption for this material? Yes No

q. 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

Collection Services - *Leaf Collection Program* Not Applicable

- r. Does the municipality conduct curbside leaf collection? Yes No Unsure
- s. Does the municipality notify homeowners about pickup? Yes No Unsure
- t. Where are the residents directed to store the leaves for collection?
 Pile on terrace Pile in street Bags on terrace Unsure
 Other - Describe _____
- u. What is the frequency of collection?
 4 times per year. Residents can also drop it off at the Recycling Drop off Site.
- v. 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.

w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? Unsure

x. Provide amount of de-icing products used by month last winter season?
 Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	<input type="text" value="0"/>	<input type="text" value="46"/>	<input type="text" value="180"/>	<input type="text" value="391"/>	<input type="text" value="636"/>	<input type="text" value="0"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	<input type="text" value="0"/>	<input type="text" value="768"/>	<input type="text" value="3694"/>	<input type="text" value="11195"/>	<input type="text" value="10991"/>	<input type="text" value="0"/>

- y. Was salt applying machinery calibrated in the reporting year? Yes No Unsure
- z. Have municipal personnel attended salt reduction strategy training in the reporting year? Yes No Unsure

If yes, describe what training was provided (250 character limit):

Winter Maintenance Supervisor Certificate Training. Winter maintenance planning, weather, operations, chemicals, maintenance and environmental impacts.

When:

How many attended:

Internal (Staff) Education & Communication

- aa. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements? Yes No Unsure

If yes, describe what training was provided (250 character limit):

Filler text has been included below in the "When" and "How many attended" fields. Please see the Appendix A, Section 6 of the attached "Annual Report Appendices" document for a list of trainings.

When:

How many attended:

- ab. 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

Website and public meetings

Municipal Officials

Website, public meetings, internal meetings.

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

Website, public meetings, internal meetings.

- ac. Brief Pollution Prevention program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Please see the Appendix A, Section 6 of the attached "Annual Report Appendices" document.

Form 3400-224 (08/19)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year? Yes No Unsure

If yes, check the areas the map items that got updated or changed:

- Storm water treatment facilities
 Storm pipes
 Vegetated swales
 Outfalls
 Other - Describe below

- b. Brief Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Please see the Appendix A, Section 7 of the attached "Annual Report Appendices" document.

Final Evaluation - Complete

Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
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Element: Public Education and Outreach

12900	12900	13870	<u>Storm water utility</u>
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Element: Public Involvement and Participation

100	100	150	<u>Storm water utility</u>
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Element: Illicit Discharge Detection and Elimination

100	100	100	<u>Storm water utility</u>
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Element: Construction Site Pollutant Control

42953	15000	35000	<u>Storm water utility</u>
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Element: Post-Construction Storm Water Management

60000	60000	62500	<u>Storm water utility</u>
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Element: Pollution Prevention

105000	105000	105000	<u>Storm water utility</u>
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Element: Storm Water Quality Management

60000	82000	93200	<u>Storm water utility</u>
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Element: Storm Sewer System Map

30000	30000	32000	<u>General revenue fund</u>
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Other (describe)

			<u>Select...</u>
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Please provide a justification for a "0" entered in the Fiscal Analysis

Water Quality

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

Yes No Unsure If Yes, explain below:

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

Yes No Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes No Unsure

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

Yes No Unsure

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Please see Appendix B of the attached "Annual Report Appendices" document for additional information.

Requests for Assistance on Understanding Permit Programs

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

Please select all that apply:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

 File Attachment

[StormMapMS4_2019.pdf](#)

Attach - Other Supporting Documents

AR Other

 File Attachment

[AnnualReportAppendices.pdf](#)

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

Attach - Permit Compliance Documents

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

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

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

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name: Mike Bisbach

Title: City Engineer/Director of Public Works

Authorized Signature.

- I accept the above terms and conditions.

Signed by : i:0#.f|wamsmembership|bisbachm8 on 2020-03-17T14:04:13

You have already signed and submitted this application to the DNR. Please [contact the Wisconsin DNR](#) for assistance.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

Appendix A

Minimum Control Measures

Section 1. Public Education and Outreach

On April 24, the City of Fitchburg hosted the MAMSWaP Illicit Discharge Training for Field Staff. Approximately 20 people attended, including Fitchburg Public Works staff.

The City hosted an Erosion Control Training on May 21 to provide contractors, designers, and inspectors with an overview of the City's erosion control requirements. Approximately 25 people attended.

In August of 2019, the City sent a direct mailing to 93 commercial water users to let them know about grant opportunities to encourage improvements to water softeners, which would reduce the amount of salt entering our fresh water resources.

The following articles created in house were incorporated into Fitchburg's Green E-News Blast (an e-newsletter that residents can sign up for):

- Earth Month Events (including waterway cleanups) – March 2019
- A "Mulch" Better Option for your Leaves – October 2019
- "Remember to be Salt Wise!" – November 2019

In addition, the City posted several stormwater-related posts on its Facebook page:

- Shovel First and Then Salt – January 2019
- Clearing snow around inlets – January & March 2019
- Winter Salt Certification Workshop – February 2019
- Salt Wise – August, September (2) & October (2) 2019
- Let's Talk About Salt! – December 2019

The City also has several webpages dedicated to public education on water quality topics including: lawn and garden fertilizers, lawn and garden pesticides, native plant sources, polluted urban runoff, pet waste and water quality, rain gardens, and low-salt use for winter maintenance. These webpages are all linked on the following page:

<http://www.fitchburgwi.gov/2622/Seasonal>.

Section 2. Public Involvement and Participation

Information on Fitchburg's implementation of the Group Municipal Storm Water Discharge Permit is available on Fitchburg's web site at: <http://www.fitchburgwi.gov/233/Stormwater-Discharge-Permit>. Fitchburg's Environmental Engineer is included in email correspondences related to the Madison Area Municipal Stormwater Partnership (MAMSWaP) quarterly meetings. Fitchburg's Environmental Engineer is the primary Fitchburg contact attending the quarterly meetings; however the Environmental Engineering Technician/GIS Specialist also attends occasionally depending on the meeting agenda topics. Fitchburg pays an annual fee to Dane

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County as part of an Intergovernmental Agreement for Dane County's Stormwater Education Coordinator to provide stormwater-related Information and Education (I&E) services to property owners and residents throughout Dane County. Fitchburg's Environmental Engineer, Claudia Guy, serves on MAMSWaP's I&E Committee.

In 2019, storm water ordinances were updated to modify the Erosion Control and Stormwater Management permit fee structure (Resolution 2019-O-20). As a result, most applicants pay the actual costs incurred by the City to provide services relating to the administration of the Code.

Waterway clean ups were held on April 6, 2019 at Apache Pond, Yarmouth Greenway, and Quarry Hill Park/Fahey Fields; and April 20, 2019 at Swan Creek Park. Clean ups were led by members of the Resource Conservation Commission and staff provided safety vests, gloves, bags, maps, waiver forms, and name tags. Residents from each neighborhood volunteered to help improve the health of the waterway ecosystems.

The City had Public Meetings on March 13, 2019 and May 1, 2019 to discuss a retrofit project to Byrne Dry Pond. These meetings included a discussion water quality goals. Recordings of the meetings can be found at this website: <https://wi-fitchburg.civicplus.com/2621/Byrne-Pond-Retrofit>.

Section 3. Illicit Discharge Detection and Elimination

Stormwater outfalls, release structures, and culverts were inspected for illicit discharges during dry weather periods from May to August of 2019. The inspections involved commercial, industrial, and environmentally sensitive areas. Throughout the year the outfall and pond inspections involved a thorough look for evidence of illicit discharge. Inspectors included the Engineering Technician/GIS Specialist and Environmental Engineering Intern.

Out of the ~150 structures inspected in 2019, none exhibited evidence of a potential illicit discharge at the time of inspection.

In 2019, staff received one email about a contractor washing concrete directly into the storm drain in the Quarry Vista neighborhood. Although staff went out expeditiously to investigate, by the time staff arrived the contractor was gone. Unfortunately, the person who reported the problem did not include a license plate number or other identifying information for staff to follow up. Clumps of concrete were cleaned from the storm drain.

Below is a summary of investigations related to spills, improper disposal of waste and/or dumping for 2019:

1. December 3, 2019 – Fitchburg Building Inspection staff, Jack Pearson, received a complaint about an oil spill near Pembroke Circle. The responsible party was identified as Advanced Concrete. Environmental Engineer, Claudia Guy, visited the site and saw that Advanced Concrete had already put down oil dry. Staff worked with Advanced Concrete and verified that they came back to clean up the oil dry within 24 hours. Reporting was not required as oil was completely contained on the pavement and did not reach the storm drain.

Fitchburg staff includes reports of illicit discharges in the Annual Report. This report is reviewed by the Resource Conservation Commission and Board of Public Works and then posted on Fitchburg's web site at <http://www.fitchburgwi.gov/233/Stormwater-Discharge-Permit>.

Section 4. Construction Site Pollution Control

For all developments, the City requires an erosion control plan submittal, review, and approval before a Building Permit or Erosion Control & Stormwater Management (ECSWM) Permit is issued. The review process includes a check for compliance with NR 151 standards and Fitchburg's ordinances. Permit applications are reviewed on behalf of the City of Fitchburg by Dane County staff as part of an Intergovernmental Agreement.

The City requires the contractor for each construction project to conduct weekly erosion control inspections and upload those inspections for public viewing at: https://www.mypermitrack.com/sehsvc/ec_report?action=ecProjectMapView&client_id=cwZYkgVS6R4=o1xEBvUkYkg=&detail=twoColor. Fitchburg staff conduct oversight inspections weekly for plat projects, and Dane County staff conduct oversight inspections weekly for all other types of projects.

Developments not in compliance with erosion control measures are contacted with a Notice of Non-compliance of the Erosion Control Permit via e-mail or direct phone call to the contractor on-site. If the non-compliance is not corrected, a stop work notice and/or citations may be issued. A Standard Operating Procedure for permit oversight during construction is available at: <http://www.fitchburgwi.gov/231/ECSWM-Requirements>.

In 2019, City staff issued approximately 17 notices of non-compliance for insufficient erosion control practices and/or incomplete weekly construction inspection reports. One stop work order was issued in 2019. The City issued approximately 17 citations for failure to maintain erosion control during 2019.

For all construction projects adding over 20,000 sf of new impervious area, development that requires a Certified Survey Map, redevelopment >4,000 sq ft, and any other activity that poses a serious risk of flooding or damage due to runoff, the City requires a stormwater management plan submittal, review, and approval before construction may commence. The review process includes a check for compliance with NR 151 standards.

Section 5. Post-Construction Storm Water Management

In 2019, the City developed a Standard Operating Procedure for the oversight of long-term maintenance, which is available at: <http://www.fitchburgwi.gov/231/ECSWM-Requirements>.

Stormwater maintenance agreements are prepared and reviewed prior to construction. The agreements are recorded with the Dane County Register of Deeds and copies are maintained by the Public Works Department. In the event that maintenance or repair complaints are raised or if staff notices that stormwater facilities aren't being maintained properly, the Public Works Department has the authority to order the property owner to maintain or repair the facility(ies).

Section 6. Pollution Prevention

City Stormwater Facilities

The City is working on a Stormwater Facility Maintenance Plan which outlines maintenance activities for ponds, infiltration basins, bioretention basins, sumps, etc. When the maintenance plan is finalized, it will be made available at the following webpage:

<http://www.fitchburgwi.gov/232/Stormwater-Utility>. It is anticipated that this will be made available in 2020.

Stormwater facilities that the City maintains are available for the public to view at:

<http://fitchburgwi.maps.arcgis.com/apps/webappviewer/index.html?id=8853de122f734a16abde5973d58d2c6d>.

Public Works Maintenance Facility

In 2019, the City put together a Spill, Prevention, Control and Countermeasure (SPCC) Plan for the Public Works Maintenance Facility. The Plan outlines best management practices, inspection requirements, spill reporting procedures, etc. for oil storage on the site. The City anticipates developing a Stormwater Pollution Prevention Plan (SWPPP) for the Public Works Maintenance Facility in 2020.

Street Sweeping

During 2019, the City swept ~86 miles of 2-lane urban streets with curb and gutter and ~10 miles of 4-lane urban streets without curb and gutter. Street cleaning was performed with a Regenerative Air Street Sweeper (Schwarze A7000). ~1,859 cubic yards of material was swept from the streets of Fitchburg. Generally, all urban streets (with curb and gutter) are swept 2 or more times in the spring, one or more times in the summer, and 2 or more times in the fall. Rural roads (without curb and gutter) are generally only swept on an as needed basis, whenever there is a report of debris or a crew member notices sweeping is needed.

Catch Basin Sump Cleaning

The City's standard stormwater collection structures are inlets and are not built with a sump. If plugging or debris problems are found during sweeping operations, the Streets Division will collect the material with the sweeper vacuum or schedule and perform the maintenance work. The Streets Division also responds to resident calls on inlet maintenance problems.

Although it is not standard, sumps were incorporated into 55 inlets along Lacy Road. In 2019, 7 cy of solids were collected from these sumps.

Leaf Collection

Curbside pickup is organized through Fitchburg's waste hauler, Pellitteri Waste Systems. Usually there are four curbside yardwaste pickups per year. Residents are instructed to place yardwaste in reusable containers or bags at the curb for pickup. In order to encourage the use of reusable bags, the City provides residents with one free reusable bag per at City Hall, available on a first-come-first-serve basis. Additional bags may be purchased for \$2 per bag. More information on the leaf collection program can be found here:

<https://www.fitchburgwi.gov/2568/Brush-Yard-Waste>.

The City also includes more sustainable options including lawn mulching and at home composting on its website at <http://www.fitchburgwi.gov/220/Yard-Waste-Collection>.

Winter Road Management

Fitchburg has taken multiple measures to improve the effectiveness of its winter maintenance techniques. These techniques are focused on maintaining or improving the safety while reducing costs and environmental impacts. Minimizing salt use saves money and also reduces the negative impacts on the environment. Before a storm even hits, Fitchburg staff monitor the pavement temperature, air temperature, predicted snowfall amount, predicted wind speeds, and timing of the event. The City also pre-wets dry salt with brine, a solution which is 80% salt water and 20% beet juice, before application. This pre-wetting accelerates the effectiveness of the salt and reduces the amount of salt scatter off of the roads. Pre-wetting can reduce the amount of rock salt used by 20% or more. Sand for traction is only used on hills and intersections on an as needed basis when temperatures are too low for salt to be effective. The City salt storage facility is located at 2373 S. Fish Hatchery Road Fitchburg, WI 53711.

Internal (Staff) Education & Communication

aa. Staff training in 2019 included:

- Eight Fitchburg staff members attended Illicit Discharge Training on April 24, 2019.
- Seven Fitchburg staff members attended Fitchburg's Erosion Control Training on May 21, 2019.
- Three Fitchburg staff members attended the Greenbay Plow Rodeo 8-hour course which covers salt application for plow truck drivers.
- Two Fitchburg staff members attended training on the City's new SPCC Plan on September 12, 2019.
- Two Fitchburg staff members attended NASECA's Winter 2019 Construction Site Erosion Control and Stormwater Permit Compliance Training on November 4 & 5, 2019.

ab. Past Annual and Biennial Reports have been submitted to Fitchburg's Resource Conservation Commission (RCC), the Board of Public Works (BPW), and Common Council. Past Annual and Biennial Reports are also available to the public at:

<http://www.fitchburgwi.gov/233/Stormwater-Discharge-Permit>. Copies of agendas and minutes for the RCC, BPW, and Common Council can be found at:

<http://www.fitchburgwi.gov/2346/Agendas-Minutes>.

The Resource Conservation Commission (RCC) meets eight times per year. Staff provide regular staff reports on stormwater-related issues and opportunities. The Board of Public Works (BPW) meets approximately twenty times per year. Staff has also provided occasional reports to BPW on stormwater-related issues and opportunities.

Section 7. Storm Sewer System Map

Fitchburg staff submitted revisions to its storm sewer system map to the City of Madison. The City of Madison includes a copy of the updated storm sewer system map in its Annual Report for compliance with WPDES Permit No. WI S058416-4.

In 2019, City staff made storm sewer information available online. Updated storm sewer information can be downloaded from the City's open data portal at:

I:\Public Works\Engineering\Environmental\Stormwater\Storm Water\NR216 Permit\2019\AnnualReportAppendices.docx

<https://opendata-fitchburgwi.opendata.arcgis.com/>

An online interactive map showing the storm sewer system is available at:

<http://fitchburgwi.maps.arcgis.com/apps/webappviewer/index.html?id=8853de122f734a16abde5973d58d2c6d>

Appendix B

Evaluation

Fiscal Analysis

In the upcoming year (2020), the City has the following items budgeted to help meet MS4 compliance:

- Public Education and Outreach (**\$13,870**)
 - \$9,370 - MAMSWaP
 - \$4,500 - advertising in the Fitchburg Star
- Public Involvement and Participation (**\$150**)
 - \$150 – Food for Green Events
- Illicit Discharge Detection and Elimination
 - No budget - Staff time only (\$100 specified in Evaluation)
- Construction Site Pollutant Control (**\$38,000**)
 - \$35,000 – Budget for Dane County staff time to review ECSWM permit applications and inspect construction sites
 - \$3,000 – PermiTrack software
- Pollution Prevention (**\$105,000**)
 - \$105,000 – MMSD Adaptive Management / Yahara WINS
- Storm Water Quality Management (**\$93,200**)
 - \$10,000 – Sweeper maintenance
 - \$13,000 – Fuel used in street sweeper
 - \$7,700 – Oil filter replacement (Lacy Road)
 - \$62,500 – Vegetation management
- Storm Sewer System Map (**\$32,000**)
 - \$32,000 – GIS Enterprise License Agreement

Water Quality

The City finalized the Nine Springs Creek Watershed Master Plan in 2019 to guide future improvements to water quality and hopes to conduct a similar planning process in other urban stormwatersheds. The plan is available to view at: <https://wi-fitchburg.civicplus.com/235/Nine-Springs-Creek-Watershed-Master-Plan>.

In 2019, the City developed Standard Operating Procedures for oversight of erosion control measures during construction, and long-term oversight of private stormwater facilities. The City is currently working on a Draft Stormwater Facility Maintenance Plan to standardize the Stormwater Utility's maintenance activities. The City is also working on a guidance document to answer commonly-asked questions regarding redevelopment requirements in the City.

The City of Madison finished construction of the Renaissance Stormwater Treatment Structure upstream of Dunn's Marsh in 2015 and the Renaissance Pond was retrofitted in 2016. In 2019, the City of Madison designed a new filter structure to reduce the likelihood of surcharge. In 2020, the filter structure will be modified to reduce the likelihood of surcharge, which could cause flooding downstream of the structure. City of Fitchburg staff are assisting this project as needed.

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Schumann Greenway was restored and the McKee Farms Northwest Pond was enlarged in 2016 (~40% TSS reduction to ~75% TSS reduction in that subwatershed). Follow-up vegetation establishment maintenance is planned for 2019 to 2021 for this area.

In 2019, staff worked on a design to retrofit Byrne Pond to improve water quality from the pond. The retrofit is scheduled to be constructed in 2020.

The City's Stormwater Utility Credit and Rebate program, Nine Springs Creek Watershed Master Plan, an Erosion Control Training Class, and improved public education and outreach are actions being taken to improve water quality for receiving waters within and downstream of Fitchburg.

Appendix C
Outfall Inspection Report

Appendix D

Additional Information

Fitchburg's Stormwater Utility was established in 2002 ([Chapter 40, Article V](#)) to provide consistent funding for meeting the City's stormwater management responsibilities. The [billing rates](#) are determined by the property's location in the Urban or Rural service area. Single family homes in the Urban Service Area are billed \$18.71 per quarter (2020 rate), which equates to \$74.84 per year. A single family home in the Rural Service Area is billed \$45.48 annually.

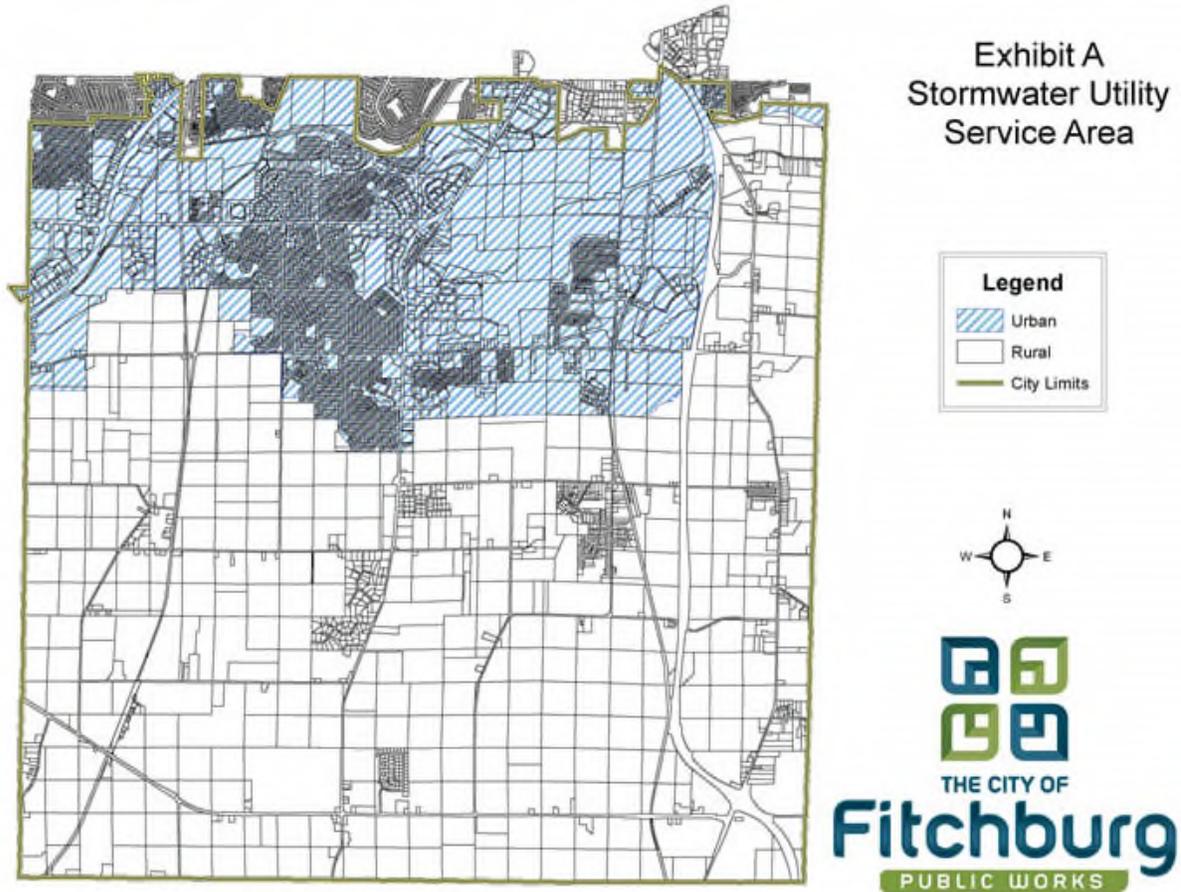
Stormwater services in the Urban Service include:

- Municipal Separate Storm Sewer System - MS4 permit requirements from the WI DNR;
- Public Stormwater facility and structure inspection and maintenance,
- Periodic sweeping/cleaning of urban streets,
- Retrofits of existing stormwater infrastructure and construction of new facilities to meet DNR requirements,
- Mowing of rural public conveyance channels (e.g. roadway ditches, public greenways, etc.) up to twice per year,
- Cleaning and replacement of public storm sewer pipes and structures,
- Cleaning out existing public conveyance channels when necessary to achieve proper drainage,
- Consultation assistance with stormwater issues and concerns, and
- Capital Improvement Projects within the urban service area, and
- Administrative costs for the Urban Service Area.

Stormwater services in the Rural Service Area include:

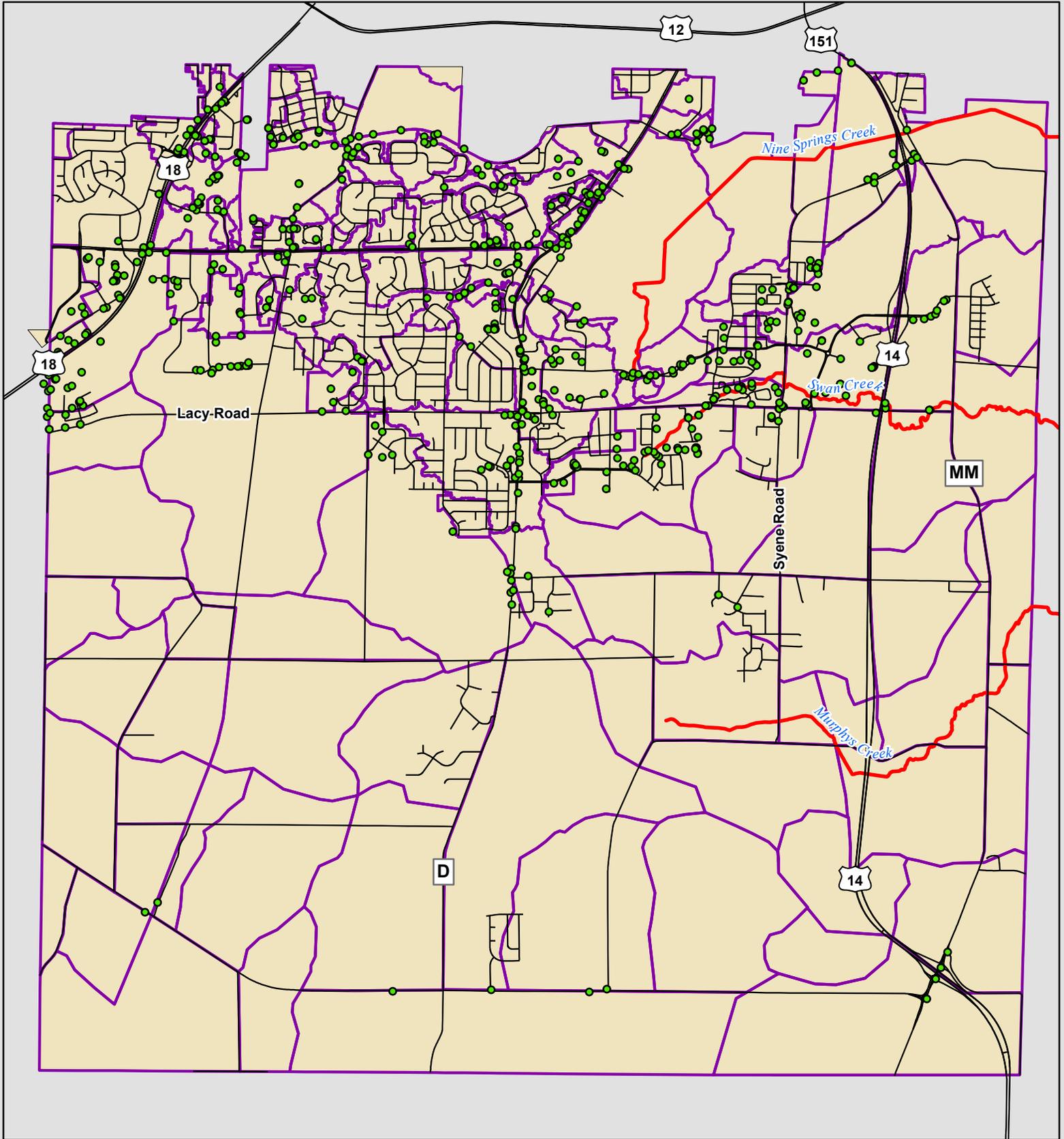
- Mowing of rural public conveyance channels (e.g. roadway ditches, public greenways, etc.) up to twice per year,
- Cleaning and replacement of culverts under Fitchburg roads,
- Cleaning out existing public conveyance channels when necessary to achieve proper drainage,
- Consultation assistance with stormwater issues and concerns,
- Capital Improvement Projects within the rural service area, and

- Administrative costs for the Rural Service Area.



Property owners who implement on-site stormwater management practices like rain gardens, infiltration systems, rain barrels, and pervious alternatives to pavement can receive a reduction on their stormwater utility bills by filling out the [Stormwater Utility Credit Application Form](#) or the [Fitchburg Creek Supporter Pledge Form](#).

Fitchburg MS4 Map



Created By: City of Fitchburg 3/2/2020.
Source: City of Fitchburg, WIDNR



1.5

Miles



- Outfalls
- Streets
- Impaired Streams
- Sewersheds