

State of Wisconsin  
Department of Natural Resources  
dnr.wi.gov

## Due by March 31, 2011

This form is for the purpose of annual reporting on activities undertaken pursuant to the Municipal Separate Storm Sewer System (MS4) General Permit No. WI-S050075-1. An owner or operator of a municipal separate storm sewer system covered by the general permit under Chapter NR 216, Wis. Adm. Code, is required to submit an annual report to the Department of Natural Resources by March 31 of each year to report on activities for the previous calendar year. This form is for reporting on activities undertaken in calendar year 2010.

Use of this specific form is optional. The Department of Natural Resources has created this form for the user's convenience and believes that the information requested on this form meets the reporting requirements for an owner or operator of a municipal separate storm sewer system covered by the general permit. 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.].

**Instructions:** Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to-date to comply with the general permit. Complete and submit the annual report by March 31, 2011, to the appropriate address indicated on the last page of this form.

<b>SECTION I. Municipal Information</b>			
Name of Municipality City of Fort Atkinson		Facility ID No. (FIN)	
Mailing Address 101 North Main Street	City Fort Atkinson	State WI	Postal Code 53538
County(s) in which Municipality is located Jefferson	Type of Municipality: (check one) <input type="checkbox"/> County <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> Other (specify)		
<b>SECTION II. Municipal Contact Information</b>			
Name of Municipal Contact Person Jeffrey L. Woods		Title City Engineer	
Mailing Address 101 North Main Street	City Fort Atkinson	State WI	Postal Code 53538
E-mail Address jwoods@fortatkinsonwi.net	Telephone No. (including area code) 920-563-7760	Fax No. (including area code) 920-563-7776	
<b>SECTION III. Certification</b>			
<i>I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-1 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.</i>			
Authorized Representative Printed Name John Wilmet		Authorized Representative Title City Manager	
Authorized Representative Signature		Date Signed	
E-mail Address jwilmet@fortatkinsonwi.net	Telephone No. (including area code) 920-563-7760	Fax No. (including area code) 920-563-7776	

**SECTION IV. General Information**

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

A first draft of the 2010 Annual Report was posted on the City's Webpage on March 2, 2010 to allow citizens the opportunity to review the report, ask questions, request additional information, or comment on the report. Additional hard copies of the report were also made available at the Dwight Foster Public Library and the Municipal Building, starting March 2, 2010, for citizens that do not have access to a computer. The draft was also given to the City Council at their meeting on March 1, 2011, so they could start their review. A public hearing was held at the March 15, 2011 Council Meeting to allow citizens the opportunity to express opinions about the report, ask questions on the report, or request additional information.

" ADD PUBLIC HEARING FOLLOW-UP AFTER THE MEETING ON THE 15<sup>TH</sup>"

b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements.

Various methods have been used to keep City Staff and Elected Officials apprised of the storm water permit and its requirements. The Officials have been given presentations at Council Meetings, presented with copies of informational correspondence, discussed issues at committee meetings, and attended meetings during the year. The Staff have been given copies of documents and attended meeting to discuss the different aspects of the permit and its requirements. The Staff have also been kept informed of different or changing storm water issues through presentations at the City's Bi-Weekly Department Head Meeting, and also through general discussions with the Engineering Department.

c. Has the municipality prepared its own municipal-wide storm water management plan?  Yes  No

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

The plan that is being developed is called the "City of Fort Atkinson City-Wide Stormwater Management Plan and Ordinance Development." The draft of the plan was reviewed by City Staff and sent to the Department of Natural Resources in August, 2009 for review and comment prior to the City Council's formal approval. The City received comments from the Department in December, 2009. The City worked with our consultant, AECOM, to address the comments and submitted additional information to the Department for their review in December, 2010. The City is currently awaiting approval from the Department, at which time the plan will be submitted to the Council for their formal approval.

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 of the general permit as provided under Section 2.10 of the general permit?  Yes  No

If yes, describe these cooperative efforts:

The City has joined together with 14 other communities, governmental units and independent organizations to form the Rock River Stormwater Group to address the public education and participation requirements of the Phase II Permit. The Group renewed the contract with Biodiversity Group to assist the Group as the Educationa Coordinator for 2010. With the help and assistance of Biodiversity Group and Suzanne Wade, of the UW-Extension Office, the Group developed and finalized our 2010 Work Plan and a draft Plan for 2011 and beyond. In 2010 the Group sponsored a workshop on Erosion Control and Education for Municipal Employees at two locations that was attended by 17 employees from the City of Fort Atkinson. The Group also coordinated storm drain stenciling, media releases, distribution of storm water materials and publicized presentations/workshops that were put on by other organizations and groups.

e. Does the municipality have an internet website?  Yes  No

If yes, provide web address:

The City's website address is [www.fortatkinsonwi.net](http://www.fortatkinsonwi.net).

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:

The address for the site that provides information on the permit and plan is [www.fortatkinsonwi.net/stormwater/stormwater/htm](http://www.fortatkinsonwi.net/stormwater/stormwater/htm).



## SECTION V. Permit Conditions

a. Minimum Control Measures: For each of the permit conditions listed below, provide a description of the status of implementation of program elements, the status of meeting measurable goals, and compliance with permit schedule in section 3 of the MS4 general permit. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

- **Public Education and Outreach**

The City has a bi-weekly section of the local paper in which information on street sweeping, brush/leaf pickup, yard waste and related stormwater issues are presented to the public. In addition to this information, the paper is used for longer and more detailed articles that deal with pet waste, lawn care, rain barrels and gardens, and salt application. The City is a member of the Rock River Stormwater Group that was formed to address the education and involvement requirements of the permit. The Group hired Biodiversity Group in 2009 and renewed their contract in 2010 as the Educational Coordinator and they have assisted the Group in the collection and distribution of materials concerning stormwater pollution, control and prevention. Biodiversity Group has also assisted in complying the 2010 and 2011 and Beyond Work Plans, which are attached to this annual report. The City's Stormwater management Plan, which has been submitted to the Department for final review, contains a section describing the information and educational program activities the City will be pursuing, and is available for review at the Municipal Building.

- **Public Involvement and Participation**

The City is a member of the Rock River Stormwater Group, which was formed to address the public involvement requirements of the permit. A work plan for 2010 was developed by the group, with the assistance of Biodiversity Group, which list the workshops, demonstration projects and other items the City will be working with in conjunction with the group to meet the permit requirements. A copy of the 2010 Work Plan is included with this annual report.

The City has addressed the public involvement and participation portion of the permit requirements on notification to the public of activities. The City uses their website, postings at public buildings and and the local paper to notify the public of upcoming events. The events include workshops, seminars, public meetings for stormwater issues, City Projects (ie: Leaf Pickup), and Group Projects (ie: Drain Stenciling). The events are not always sponsored or held in the City, some are jointly sponsored by several groups and held at a central location, but the events are publized to the citizens.

- **Illicit Discharge Detection and Elimination**

The City developed an Illicit Discharge Detection and Elimination Ordinance which was adopted by the Council on February 17, 2009. With the ordinance in place the City began the process of investigating and eliminating any illicit discharge that was found and/or reported. In 2010, the City received no reports of illicit discharges in the storm sewer system and detected no discharges during our storm sewer cleaning and inspections operations in 2010.

The storm water outfalls for the City were inspected in 2010 for the initial screening. The Outfalls that were screened were NA to NU on the north side of the Rock River and SA to SU2 on the south side. The Major Outfalls (20 total) were screened for flow during the dry weather, in addition to color, odor, turbidity, oil sheen, surface scum and flow rate (if flow was present). The initial screening has been documented and a copy is included with this annual report.

All of the Outfalls were inspected during the year, using the same criteria as the Major Outfalls. The inspections were documented and a copies are attached with this annual report. The City was hoping that two inspections of all the Outfalls could be done each year, Spring/Summer and Summer/Fall, but for 2010 it only happened one time. The Public Works employees watch for signs of illicit discharges into the Rock River during their travels on work days.

- **Construction Site Pollutant Control**

The City developed a Construction Site Pollution Control Ordinance and it was adopted by the Council on February 17, 2009. With the adoption of the ordinance the City has incorporated the requirements of the ordinance in the submittal requirements for site plan review. The site plans are reviewed for pollution control requirements along with the other review items by City Staff and given final review and approval by the Planning Commission. During the construction, City Staff will inspect the site to make sure the erosion control facilities are properly constructed, maintained and functioning. During 2010 there was one site submitted to the City that is controlled by this ordinance. Inspections were preformed at this site on a regular basis.

- Post-Construction Storm Water Management

The City developed a Post-Construction Stormwater Management Ordinance that was adopted by the City Council on February 17, 2009. With the adoption of this ordinance, all developments that disturbs one (1) acre or more of land will need to comply with the ordinance requirements. The plans are submitted by the Developer for preliminary review by City Staff and then presented to the Planning Commission for final review and approval in conjunction with Site Plan approval. After the construction is completed, City Staff will inspect the site to insure that all post-construction storm water facilities are properly constructed and are functioning properly. In 2010, only one site was submitted that is controlled by this site. The construction on this site was not completed by December, 2010, so the final inspection of the site will not be done until 2011.

- Pollution Prevention

The City developed storm water pollution prevention plans for three city-owned sites; DPW Garage, North Side Snow Dump Site and South Side Snow Dump/Compost Site. These plans were finalized in December, 2009 and a copy of each was sent to the Department for their use. The plans were utilized in 2010 and inspections were made at the three sites. A copy of those inspections are included with this annual report.

The City has also developed programs to address other stormwater issues, including street sweeping, sump cleaning, road salting, leaf/grass clipping management, staff training and fertilizer/herbicide application. A copy of these programs are included with this annual report.

b. Storm Water Quality Management: 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 WinSLAMM Version 9.2.5 Reduction (%) 12%

Has the municipality completed a pollutant-loading analysis to assess compliance with the 40% TSS reduction developed urban area performance standard?  Yes  No

If yes, provide the following: Model used WinSLAMM Version 9.2.5 Reduction (%) 40%

If no, include a description of any actions the municipality has undertaken during 2010 to help achieve the 40% standard by March 10, 2013.

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:

As part of the City's Stormwater Management Plan all feasible sites were evaluated for retrofitting to increase the TSS Removal. It was determined the City owned facilities were too small to be retrofitted for increased removal. The current plan identifies two existing privately owned ponds that can be enhanced and the construction of one new pond that will assist the City in meeting the 40% TSS reduction requirement. The City has had preliminary meeting with the two existing property owners and the property owner at the new pond location to either acquire the land by purchase or to negotiate a maintenance/operation agreement. Further meetings and possible negotiations have been put on hold pending the final approval of the City's Stormwater Management Plan.

c. Storm Sewer System Map: Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map.

No changes or additions have occurred in the City's Storm Sewer System in 2010. A new map is included with this report, to correct and update the previous map that was sent. The previous map was lacking the identification of several items.

**SECTION VI. Fiscal Analysis**

a. Provide a fiscal analysis that includes the annual expenditures for 2010, and the budget for 2010 and 2011. A table to document fiscal information is provided on page 6.

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

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

c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements?  Yes    No

Please provide a brief summary of your 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 your storm water management program.

In 2009 the stormwater activity was funded through the monies in the General Fund that were raised through property taxes. In 2010 the City created a Stormwater Utility to fund these activities. The rate for an ERU (Equivalent Runoff Unit) is reviewed on an annual basis and set by Council action. The rate is determined by totaling the annual budget and dividing by the total number of ERUs.

**SECTION VII. Inspections and Enforcement Actions**

**Note: If an ordinance listed below has previously been submitted 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. As of the date of this annual report, has the municipality adopted a construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit?  Yes    No   If yes, attach copy or provide web link to ordinance:

The City adopted a Construction Site Pollutant Control Ordinance on February 17, 2009, a copy of which can be found on the City's Website at [www.fortatkinsonwi.net/stormwater/stormwater.htm](http://www.fortatkinsonwi.net/stormwater/stormwater.htm).

b. As of the date of this annual report, has the municipality adopted a post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit?  Yes    No   If yes, attach copy or provide web link to ordinance:

The City adopted a Post-Construction Storm Water Management Ordinance on February 17, 2009, a copy of which can be found on the City's Website at [www.fortatkinsonwi.net/stormwater/stormwater.htm](http://www.fortatkinsonwi.net/stormwater/stormwater.htm).

c. As of the date of this annual report, has the municipality adopted an illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit?  Yes    No   If yes, attach copy or provide web link to ordinance:

The City adopted an Illicit Discharge Detection and Elimination Ordinance on February 17, 2009, a copy of which can be found on the City's Website at [www.fortatkinsonwi.net/stormwater/stormwater.htm](http://www.fortatkinsonwi.net/stormwater/stormwater.htm).

d. As of the date of this annual report, 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:

The City developed and adopted a Stormwater Utility Credit Application Manual for Non-Residential Properties in December, 2009. The manual allows non-residential properties to receive a credit on their Stormwater Utility Fees for run off that does not reach the City's system and for stormwater facilities on the property. In 2010 six non-residential properties applied for the credit and five applications were approved. A copy of the Credit Application Manual can be found on the City's Website at [www.fortatkinsonwi.net/stormwater/stormwater.htm](http://www.fortatkinsonwi.net/stormwater/stormwater.htm).

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.

**Annual Report under MS4 General Permit No. WI-S050075-1**

Form 3400-195 (R 01/2011)

Page 7

The inspections for the above ordinances are handled through the Engineering Department, Dept. of Public Works, and Building Inspection Department. The Building Inspector conducts the inspections for erosion control on the various building sites in the City. The facilities are checked for both compliance with the plan and function and maintenance. When violations are found on the site or a facility is found to be non-functioning, the Developer or contractor is notified and given a specific time period to correct the problem. If not corrected in the proper time frame, a citation is issued. The facilities are also checked after a significant rain event to make sure they are both functioning properly and are being properly maintained. If problems are discovered, the Building Inspector will follow up with either the Developer or the contractor. The Engineering Department and the Dept. of Public Works monitors the right of way and storm sewer system for illicit discharges and for improper disposal of grass and yard waste. The storm sewer outfalls were inspected during the year for illicit discharges, including the Major Outfalls, which were inspected three times for discharges. The City's three sites, DPW Garage, North Snow Dump Site, and South Snow Dump/Compost Site, were inspected three times in 2010 to make sure that they were functioning properly. The Engineering Department made numerous inspections concerning leaves and yard waste in the street and sent out 84 letters to property owners advising the material be removed and properly disposed of. Follow up inspections were routinely performed to confirm compliance with the ordinance.

**SECTION 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/org/water/wm/wqs/orwerw/>)  Yes  No If yes, list:  
Allen Creek

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/org/water/wm/wqs/303d/303d.html>)  Yes  No If yes, complete the following:

- Impaired waterbody to which the MS4 discharges:

Rock River

- 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:

The City is proceeding to meet the Storm Water Permit required pollution reduction. The Rock River pollutant of concern is phosphorus. Meeting the permit requirement will also reduce the phosphorus loading from the MS4. The City will revise (if necessary) the storm water management measures to meet the permit requirements for phosphorus reduction when the Rock River TMDL is completed and has allocated phosphorus reductions in the City of Fort Atkinson's MS4.

c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

No water quality improvements were noted in the Rock River in 2010.

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.

No water quality degradations were noted in the Rock River in 2010.

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

Program Element	Annual Expenditure		Budget		Source of Funds
	2010	2010	2011	2011	
Public Education and Outreach	See Year End Report	See 2010 Budget Sheets	See 2011 Budget Sheets	See 2011 Budget Sheets	Stormwater Utility
Public Involvement and Participation	See Year End Report	See 2010 Budget Sheets	See 2011 Budget Sheets	See 2011 Budget Sheets	Stormwater Utility
Illicit Discharge Detection and Elimination	See Year End Report	See 2010 Budget Sheets	See 2011 Budget Sheets	See 2011 Budget Sheets	Stormwater Utility
Construction Site Pollutant Control	See Year End Report	See 2010 Budget Sheets	See 2011 Budget Sheets	See 2011 Budget Sheets	Stormwater Utility
Post-Construction Storm Water Management	See Year End Report	See 2010 Budget Sheets	See 2011 Budget Sheets	See 2011 Budget Sheets	Stormwater Utility
Pollution Prevention	See Year End Report	See 2010 Budget Sheets	See 2011 Budget Sheets	See 2011 Budget Sheets	Stormwater Utility
Storm Water Quality Management (including pollutant-loading analysis)	See Year End Report	See 2010 Budget Sheets	See 2011 Budget Sheets	See 2011 Budget Sheets	Stormwater Utility
Storm Sewer System Map	See Year End Report	See 2010 Budget Sheets	See 2011 Budget Sheets	See 2011 Budget Sheets	Stormwater Utility
Other	Storm Water Mgt Plan				Stormwater Utility and UNS & SWG Grant

<b>NORTHERN REGION COUNTIES</b>			<b>WEST CENTRAL REGION COUNTIES</b>		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	1701 N. 4th Street	Buffalo	Monroe	5301 Rib Mountain Rd.
Bayfield	Oneida	Superior, WI 54880	Clark	Portage	Wausau, WI 54401
Burnett	Polk	Phone: (715) 392-7988	Crawford	Trempealeau	Phone: (715) 359-4522
Douglas	Price		Jackson	Vernon	
Florence	Rusk		Juneau	Wood	
Forest	Sawyer		La Crosse		
Iron	Taylor				
	Vilas				
	Washburn				
			Chippewa	Pepin	DNR Service Center
			Dunn	Pierce	890 Spruce St.
			Eau Claire	St. Croix	Baldwin, WI 54002
					Phone: (715) 684-2914

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

<b>SOUTHEAST REGION COUNTIES</b>					
Kenosha	Sheboygan	DNR Service Center			
Milwaukee	Walworth	141 NW Barstow Street,			
Ozaukee	Washington	Room 180			
Racine	Waukesha	Waukesha, WI 53188			
		Phone: (262) 884-2300			