



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

**PUBLIC WORKS COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, APRIL 2, 2024
SUSSEX CIVIC CENTER- VILLAGE BOARD ROOM 2nd FLOOR
N64W23760 MAIN STREET**

Pursuant to Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Public Works Committee, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. Notice of Village Board Quorum if such exists: (Chairperson to state: Please let the minutes reflect that a quorum of the Village Board is present and they may make comments if the rules are suspended to allow for the same.)

1. Roll call.
2. Consideration and possible action on minutes of the March 5, 2024, Public Works meeting.
3. Comments from Citizens
4. Consideration and possible action on bills for payment.
5. Consideration and possible action on Utility Items:
 - A. MS-4 Stormwater Permit Annual Report
6. Consideration and possible action on Sidewalk and Street Items:
7. Consideration and possible action on Other Public Works Items
8. Staff report, updates, and possible action regarding subdivision, developments, and projects:
 - A. Engineer's Report
9. Other discussions for future agenda topics
10. Adjournment.

Scott Adkins
Chairperson

Jeremy Smith
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk at 246-5200.

**DISCLAIMER – THE FOLLOWING ARE DRAFT MINUTES FROM
THE PUBLIC WORKS COMMITTEE AND ARE
SUBJECT TO CHANGE UPON APPROVAL OF THE COMMITTEE**

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Public Works Committee of
March 5, 2024**

1. Roll Call:

The meeting was called to order by Trustee Adkins at 6:00pm.

Members present: Trustee Scott Adkins, Trustee Lee Uecker, President Anthony LeDonne

Members absent: Trustee Benjamin Jarvis and Member Keith Markano

Also present: Assistant Village Administrator Kelsey McElroy-Anderson, Village Administrator Jeremy Smith, Village Engineer/Public Works Director Judith Neu, Village Clerk/Treasurer Jennifer Moore, Public Works Foreman Jon Baumann, Public Works Foreman Scott Ascher, Public Works Crewmembers Adam Peschek and Ethan Hadler, and members of the Public.

A quorum of the Village Board was not present at the meeting.

2. Consideration and possible action on minutes:

A motion by Uecker, seconded by LeDonne to approve the February 6, 2024 meeting minutes as presented.
Motion carried 3-0

3. Comments from Citizens:

4. Consideration and possible action on bills for payment:

A motion by Uecker, seconded by Adkins to recommend to the Village Board approval of bills for payment in the amount of \$4,720.00.
Motion carried 3-0

5. Consideration and possible action on Utility Items:

A. 2025 WWTF Upgrades

A motion by LeDonne, seconded by Adkins to recommend to the Village Board approval of a not to exceed contract with Trotter and Associates, Inc. for \$99,670.00 plus a 10% contingency for a total allocation of \$109,637.00 for the design and bid services for the 2025 Water Pollution Control Facility (WPCF) Upgrades Project.
Motion carried 3-0

B. Return Activated Sludge Valves Parts Purchase

A motion by Uecker, seconded by LeDonne to recommend to the Village Board approval of the purchase of 11 DeZURIK 12" Plug valve assemblies from The Dorner Company at \$2,528.00 each for a total cost of \$27,805.00.
Motion carried 3-0

6. Consideration and possible action on Sidewalk and Street Items:

A. Patrol Truck Purchase

A motion by LeDonne, seconded by Uecker to recommend to the Village Board approval of the purchase of a Western Star truck with Burke Truck completing the build for a total cost of \$279,479 without an extended warranty.
Motion carried 3-0

7. Consideration and possible action on Other Public Works Items:

8. Staff Reports, update and issues, and possible action regarding subdivision, developments, and projects:

A. Engineer's Report

Ms. Neu summarized the Engineer's Report included in the meeting packet.

9. Other discussion for future agenda topics

10. Adjournment

A motion by Adkins, seconded by LeDonne to adjourn the meeting at 6:32p.m.

Motion carried 3-0

Respectfully submitted,
Jennifer Moore
Clerk-Treasurer

DRAFT

VILLAGE OF SUSSEX

PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

PW BILLS DATE: 4/2/2024

VENDOR	AMOUNT		%COMPLETED	NOTES
RUEKERT & MIELKE, INC.	\$ 13,250.75	2024 GIS PROF. SERV. 1/2-26/2024	100.0%	WOODLAND TRAILS-NEUMANN HIGHLAND A-WANGARD LISBON WATER MAIN-LISBON REDFORD HILLS - CAS - BILL TO DEVELOPERS- TOTALING \$7035.50
RUEKERT & MIELKE, INC.	\$ 4,722.25	2024 GIS PROF. SERV. 2/27-2/23/2024	100.0%	WOODLAND TRAILS-NEUMANN HIGHLAND A-WANGARD HIGHLAND B-WANGARD TOTALING \$2568.00
TOTAL	\$ 17,973.00			

MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer/Public Works Director
Date: March 26, 2024

Re: Village Wide DNR Stormwater Discharge Permit Annual Report

The Village's Annual Report to DNR for our Municipal Storm Water Discharge Permit has been completed and is attached for your review. Here are some of the highlights. The report is also posted on the website.

- Public Education and Outreach goals are met primarily through the Waukesha County Storm Water Education program. Information is also provided in the Courier, on the Village Website, and through fliers available at Civic Center and at events like National Night Out. The Village provides additional information to the public regarding lawn care, yard waste, composting, and pet waste. The Village participates in the Adopt a Drain program with the County. The Adopt a Drain program requests the participant to clean the drain two times per month and to report the quantity removed to the County.
- Public Involvement and Participation goals are part of the Village's political culture. Residents and business owners are encouraged to be part of the planning of public projects and are kept informed about public and private projects via meetings and the website. This annual report to the Committee is also part of that public involvement.
- Illicit Discharge Detection and Elimination testing was done annually by Village Staff by field screening and testing of dry weather discharges at 6 priority storm outfalls annually and 5-7 major outfalls, so that each is visited every 5 years. In 2023, the test results did not show evidence of illicit discharges.
- Construction Site Pollutant Control is handled through the Village's Storm Water Management Code and the Erosion Control Permitting process. A few minor erosion control issues were found in 2023. They were quickly corrected. The Building Inspector issued two stop work orders for erosion control violations for properties in the Redford Hills Subdivision. Inspections were done by Building Inspectors on building sites and by Engineering Division or consultants in subdivisions or on road projects.
- Post-Construction Storm Water Management is handled through the Village's Storm Water Management Code and Storm Water Management Plans. Developers are required to provide storm water quality and quantity controls, and infiltration. Long-term maintenance requirements are included in Developers Agreements or Storm Water Maintenance Agreements. An annual inspection program for Village owned ponds has been implemented. A prioritized list of maintenance tasks has been developed and are addressed during road program projects.
- Pollution Prevention tasks constitute a major portion of Public Works Staff work each year. They consist of catch basin cleaning, street sweeping, leaf and brush collection, outfall cleaning, roadside ditch cleaning and maintenance, and storm water facilities maintenance. Pre-wetting of salt during snow operations continues to allow us to minimize salt use, and brine applications allow us to avoid salting operations on several occasions each year. Staff collected 53 tons of street sweepings in 2023. Staff removed 4 tons of material from cleaning 194 catch basin sumps in 2023.
- The Village has surpassed the required 20% reduction in Total Suspended Solids with a 26.19% reduction. Further reductions are possible by continuing to implement the recommendations and projects in the 2011 Storm Water Management Master plan. DNR has begun work on the Fox-Illinois TMDL study which will impact the Village's reduction requirements for Phosphorus, Total Suspended Solids, and possibly Chlorides. Staff met with DNR and other members of the Upper Fox River Watershed Group in February 2024 to discuss the new permit, provide feedback and comments to DNR on the initial draft permit.
- Spring Creek is on the federal list of impaired water bodies due to low dissolved oxygen due to Total Phosphorous loads. The Pewaukee River is listed as impaired due to chlorides.
- Staff continues to make program improvements on staff training and awareness, pond inspections frequencies, outfall cleaning, annual reports on private storm facilities, and to street sweeping and catch basin cleaning operations.

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**.

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Form 3400-224(R8/2021)

Reporting Information :

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

Project Name: 2023 Annual Report

County: Waukesha

Municipality: Sussex, Village

Permit Number: S050105

Facility Number: 30735

Reporting Year: 2023

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
 - 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
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents (**If applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
-
- 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 Sussex, Village

Facility ID # or (FIN): 30735

Updated Information: Check to update mailing address information

Mailing Address: N64 W23760 Main Street

Mailing Address 2:

City: Sussex, Village

State: WI

Zip Code: 53089 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: Judith

Last Name: Neu

Select to **update** current contact information

Title: Village Engineer

Mailing Address: N64 W23760 Main Street

Mailing Address 2:

City: Sussex

State: WI

Zip Code: 53089 xxxxx or xxxxx-xxxx

Phone Number: 262-246-5200 Ext: xxx-xxx-xxxx

Email: jneu@sussexwi.gov

Additional Contacts Information (Optional)

I&E Program

Individual with responsibility for:
(Check all that apply)

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

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code: xxxxx or xxxxx-xxxx

Phone Number: Ext: xxx-xxx-xxxx

Email:

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

Select to **create new** Billing contact

First Name:

Last Name:

Select to **update** current contact information

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code: xxxxx or xxxxx-xxxx

Phone Number: Ext: xxx-xxx-xxxx

Email:

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

Yes No

Public Education and Outreach Waukesha County

Public Involvement and Participation Waukesha County

Illicit Discharge Detection and Elimination

- Construction Site Pollutant Control _____
- Post-Construction Storm Water Management _____
- Pollution Prevention

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

- Yes No

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

- a. Does MS4 conduct any educational efforts or events independently (not with a group) Yes No
- b. How many total educational events were held during the reporting year:
- c. Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive? Yes No
- d. Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	Passive Mechanisms
<input checked="" type="checkbox"/> Education activities (school presentations, summer camps)	<input checked="" type="checkbox"/> Passive print media (brochures at front desk, posters, etc.)
<input checked="" type="checkbox"/> Information booth at event	<input checked="" type="checkbox"/> Distribution of print media (mailings, newsletters, etc.) via mail or email.
<input checked="" type="checkbox"/> Targeted group training (contractors, consultants, etc.)	<input checked="" type="checkbox"/> Media offerings (radio and TV ads, press release, etc.)
<input checked="" type="checkbox"/> Government event (public hearing, council meeting)	<input checked="" type="checkbox"/> Social media posts
<input checked="" type="checkbox"/> Workshops	<input checked="" type="checkbox"/> Signage
<input checked="" type="checkbox"/> Tours	<input checked="" type="checkbox"/> Website
<input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Other: <input type="text"/>

Topics Covered	Target Audience
<input checked="" type="checkbox"/> Illicit discharge detection and elimination	<input checked="" type="checkbox"/> General Public
<input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing	<input checked="" type="checkbox"/> Public Employees
<input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application	<input checked="" type="checkbox"/> Residents
<input checked="" type="checkbox"/> Stream and shoreline management	<input checked="" type="checkbox"/> Businesses
<input checked="" type="checkbox"/> Residential infiltration	<input checked="" type="checkbox"/> Contractors
<input checked="" type="checkbox"/> Construction sites and post-construction storm water management	<input checked="" type="checkbox"/> Developers
<input checked="" type="checkbox"/> Pollution prevention	<input checked="" type="checkbox"/> Industries
<input checked="" type="checkbox"/> Green infrastructure/low impact development	<input type="checkbox"/> Public Officials
<input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Other: <input type="text"/>

- e. Will additional information/summary of these education events be attached to the annual report? Yes No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input checked="" type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

NA (Individual Permittee)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

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

Residents who Adopt a Drain are asked to clean two times per month and report the quantity of what they remove. Citizen Stream Monitors collect water quality data of local waters. AR presented to PW Comm each spring.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

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

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

- g. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- Verbal Warning
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation

Additional Information: _____

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Village has 32 major outfalls, 6 priority & 4-7 major outfalls evaluated (visited every 5 years). No flow detected in 2023.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?
-
- d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.
- | | |
|---|---------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning | <input type="text" value="35"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="30"/> |
| <input checked="" type="checkbox"/> Notice of Violation | <input type="text" value="2"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Stop Work Order | <input type="text" value="2"/> |
| <input type="checkbox"/> Forfeiture of Deposit | <input type="text"/> |
| <input type="checkbox"/> Other - Describe below | <input type="text"/> |
- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
-

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many new structural storm water management Best Management Practice (BMP) have received local approval ?
- *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,
- b. Does the MS4 have procedures for inspecting and maintaining private storm Yes No

water facilities?

c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? Inspections completed by private landowners should be included in the reported number.

d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? Yes No

e. Does MS4 have maintenance authority on these privately owned BMPs?

f. How many municipally operated (private) storm water management BMPs were inspected in the reporting year?

g. 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.

- | | |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning | <input type="text" value="3"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="3"/> |
| <input checked="" type="checkbox"/> Notice of Violation | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation | <input type="text" value="0"/> |
| <input type="checkbox"/> Forfeiture of Deposit | <input type="text"/> |
| <input checked="" type="checkbox"/> Complete Maintenance | <input type="text" value="1"/> |
| <input checked="" type="checkbox"/> Bill Responsible Party | <input type="text" value="0"/> |
| <input type="checkbox"/> Other - Describe below | <input type="text"/> |

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

For clarifications on 5(e): The Village Ordinance-Code Section 14 allows authority on privately owned BMPs.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections Not Applicable

a. Enter the total number of municipally owned or operated (i.e., privately

owned BMPs) structural storm water management best management practices.

- b. How many new municipally owned storm water management best management practices were installed in the reporting year?
- c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year?
- d. What elements are looked at during inspections (250 character limit)?
- e. How many of these facilities required maintenance?
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Public Works Yards & Other Municipally Owned Properties that require a stormwater pollution prevention plan (SWPPP)* Not Applicable

- g. How many municipal properties require a SWPPP?
- h. How many inspections of municipal properties have been conducted in the reporting year?
- i. Have amendments to the SWPPPs been made?
 Yes No
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:
- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

* Any municipally owned property that has the potential to generate stormwater pollution should have a SWPPP. For example, if a municipal property stores compost piles, material storage, yard wastes, etc., outside and can contaminate stormwater runoff—a SWPPP is required.

Collection Services - *Street Sweeping Program* Not Applicable

- l. Did the municipality conduct street sweeping during the reporting year?
 Yes No
- m. If known, how many tons of material was removed?
- n. Does the municipality have a [low hazard exemption](#) for this material? Yes No
- o. If street sweeping is identified as a storm water best management practice in the

pollutant loading analysis, was street cleaning completed at the assumed frequency?

- Yes - Explain frequency Approximately 4-6 times per year or as needed.
- No - Explain _____
- Not Applicable

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

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? Yes No
- q. How many catch basin sumps were cleaned in the reporting year?
- r. If known, how many tons of material was collected?
- s. Does the municipality have a low hazard exemption for this material? Yes No
- t. 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- Explain frequency Annual cleaning by outside contractor.
 - No - Explain _____
 - Not Applicable

Collection Services - *Leaf Collection Program* Not Applicable

- u. Does the municipality conduct curbside leaf collection? Yes No
- v. Does the municipality notify homeowners about pickup? Yes No
- w. Where are the residents directed to store the leaves for collection?
 - Pile on terrace Pile in street Bags on terrace
 - Other - Describe _____
- x. What is the frequency of collection?
Once every two weeks during fall season via vacuum collection or Tink collection followed by street sweeping.
- y. Is collection followed by street sweeping? Yes No
- z. Brief explanation on Collection Services reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page*

Winter Road Management Not Applicable

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

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? *(One mile of a two-way road equals two lane miles.)*
- ab. 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>	0	36	64	652	102	0

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	0	2157	3872	39358	3627	0

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

Training Date	Training Name	# Attendance
4/17/2023	2023 North American Snow Conference	1
5/3/2023	APWA SaltWise Presentation	2

- ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Salt and brine totals submitted through March 13, 2024.

Internal (Staff) Education & Communication

- af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element? Yes No

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

Discussion of policies re: water main breaks, SWPP, leaf and grass clipping disposal, winter road maintenance and construction site pollution control program.

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Monthly engineers report, overview of MS4 annual report, meetings, website.

Municipal Officials

Monthly engineers report, overview of MS4 annual report, meetings, website.

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

Monthly engineers report, overview of MS4 results, meetings, website.

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

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year?

Yes No

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 explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing Information

Do not close your work until you SAVE.

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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
-----------------------------------	-----------------------	----------------------	-----------------

Element: Public Education and Outreach

3000	3000	3000	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Public Involvement and Participation

1400	1400	1400	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Illicit Discharge Detection and Elimination

1250	1250	500	<u>Storm water utility</u>
------	------	-----	----------------------------

Element: Construction Site Pollutant Control

10686	10686	12480	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Element: Post-Construction Storm Water Management

497949	500000	63500	<u>Storm water utility</u>
--------	--------	-------	----------------------------

Element: Pollution Prevention

20300	20300	20300	<u>Storm water utility</u>
-------	-------	-------	----------------------------

Other (describe)

			<u>Select...</u>
--	--	--	------------------

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

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

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? Yes No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

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.*

Pewaukee River and Spring Creek are 303d listed.

Do not close your work until you SAVE.

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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

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

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

[GIS Storm System Map-2024 Large.pdf](#)

Attach - Other Supporting Documents

AR SWMap

 File Attachment

[GIS Storm System Map-2024 Large-No Aerial.pdf](#)

AR WintRdMain

 File Attachment

[Winter Road Maintenance Plan 2024.docx](#)

AR LeafYardMgmt

 File Attachment

[Leaf and Grass Clipping Disposal Program 2024.pdf](#)

AR Other

 File Attachment

[Water Main Break & Testing Plan 2024.pdf](#)

AR Other

 File Attachment

[Storm System Map 36x36.pdf](#)

AR MuniSWPPP

 File Attachment

[Storm Water Pollution Prevention Plan 2024.pdf](#)

AR Other

 File Attachment

[WPDES Permit No. WI-S050105-3 Page 1.pdf](#)

AR BMPInspSum

 File Attachment

[20230830 Stormwater Pond Inspection WP#39 - South.pdf](#)

AR BMPInspSum

 File Attachment

[20230830 Stormwater Pond Inspection IB#20 - West.pdf](#)

AR BMPInspSum

 File Attachment

[20230908 Stormwater Pond Inspection DP #12 North \(Plans DP 3B\).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

EO Program

 File Attachment

[Waukesha County Info and Education-ledger-of-activities23.pdf](#)

IP Program

 File Attachment

[Waukesha County Info and Education-ledger-of-activities23.pdf](#)

IDDE Program

 File Attachment

[Illicit Discharge Inspection Summary - November 2023 - Final.pdf](#)

CS Program

 File Attachment

[ConstructionSitePollutionControlAnnualReport Summary2023.pdf](#)

PP BMPInventory

 File Attachment

[20240229 VillageOwned-MaintainedPonds.pdf](#)

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

Missing Information

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to

submit the final report to the DNR.

[Draft and Share PDF Report](#)

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 Sussex, Village 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:

Title:

Authorized Signature.

- I accept the above terms and conditions.

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.

Date: March 27, 2024
To: Public Works Committee
From: Judith A. Neu, Village Engineer
Subject: Engineering Monthly Report – April 2024

- Staff has completed its inventory of small bridges (6 feet to 20 feet) and submitted the data for our 7 structures to Waukesha County as required.
- Public Works Streets staff will be trimming right of way trees throughout the Village this winter. Impacted residents have been notified.
- We have used 961 tons of salt so far this snow season. For comparison, as of March 25, 2023, we had used 1207 tons of salt.
- K and Maple Intersection: Sussex Staff requested that Waukesha County take another look at safety issues at this intersection. They have agreed to do so for a possible future improvement project.
- 2025 Road Program: Design kickoff meeting has been held. Video inspection contractor will begin inspection of sanitary and storm pipes in April. Staff will also begin inspecting sanitary and storm structures, water system components, roadway, curb and sidewalks in April.
- Generators: Design kickoff meeting has been held and the design is underway. Bidding will be postponed until we know where we stand on the Federal BRIC grant.
- Well Siting Report: for potential new well at the yard waste site on Good Hope Road is complete. No major issues were found. Staff met with Lannon representatives who agree, in concept, that this new well site in Sussex is reasonable. Discussions regarding issues related to an emergency interconnect for Lannon will take place in the coming months.
- Water Pollution Control Facility: Design kickoff meeting was held. Next step will be temporarily taking several processes (Gravity Thickener and Tertiary Filters) out of service for a thorough inspection by the design team and manufacturers' representatives to obtain recommendations for repairs/replacements.

Developments:

- Vista Run Phase 2: The remaining work in phase 2A is path construction and punch list, as well as completion of the as-built drawings. The second access to Vista Run is also part of Phase 2 and will be constructed this construction season.
- Vista Run Phase 3: Grading has begun. Construction plans, Stormwater Management Plan, and final plat have been reviewed. Sanitary sewer plans have been approved. Developer plans to have the project completed this fall.
- Redford Hills: Top lift of asphalt and remaining punch list have been postponed till Spring.
- Golden Fields: Binder Course of asphalt and sidewalks are complete. Surface course of asphalt will be installed in 2024.
- Wildflower: Staff is working through the details of the Developer's Agreement with the Developer.