

City of Appleton Storm Water Management Program

January 01, 2005 To December 31, 2009

This program consists of the following 9 Minimum Control Measure(s).

1. Public Education and Outreach
2. Public Involvement and Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Pollutant Control
5. Post-Construction Storm Water Management
6. Pollution Prevention
7. Storm Water Quality Management
8. Storm Sewer System Map
9. Annual Report and Storm Water Management Program Funding

1 Public Education and Outreach

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

To satisfy this minimum control measure, the permittee shall implement a public education and outreach program to increase the awareness of storm water pollution impacts on waters of the state to encourage changes in public behavior to reduce such impacts. The program shall establish measurable goals and, at a minimum, include the following elements:

1. Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.
2. Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.
3. Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.
4. Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.
5. Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.
6. 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.
7. 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.
8. Promote environmentally sensitive land development designs by developers and designers.

Best Management Practices

1.1 Promote Illicit Discharge Detection and Elimination (IDDE)

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Required Yes

Description

Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.

Justification

Public awareness of illicit discharges and their prospective impacts along with education on how to report potential illicit discharges substantially increases the opportunity to quickly identify and eliminate them.

Education Program / Public Outreach

Before the city can promote IDDE to the public, a wide variety of city staff must be educated on the IDDE requirements. Staff must be able to properly address reports of illicit discharges and questions from the public. Implementation of this item will take place over several years.

Goals

1.1.1 Staff Training on IDDE Procedures

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Train city staff staff on the IDDE Response Procedures. Staff to be trained may include front line personnel that answer the phone in Engineering, Operations, Inspections, the Mayor's office, the city Information Desk, as well as the Engineers, Operations Foreman and Inspectors. Other staff that will be considered for training include Parks and Recreation staff that work in the field on a daily basis.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
04/01/2009	2009 Eng/Inspections Clerical Staff	Reviewed and discussed Response Procedures Manual with the five Engineering and Inspections Clerical Staff and their supervisor. All were given copies of the manual. Training by Sue Olson and Kurt Craanen.
04/07/2009	2009 Engineering Technicians	Reviewed and discussed the Response Procedures Manual with the Engineering Technicians and their supervisor. Copies of the manual were handed out. Training by Sue Olson and Kurt Craanen.
04/14/2009	2009 MSB Clerical Staff	Sue Olson and Kurt Craanen met with the Clerical Staff at the Municipal Services Building to discuss the Illicit Discharge Procedures Manual and answer questions.
04/15/2009	2009 Sewer Crew	Sue Olson met with the Sewer Crew to review and discuss the Illicit Discharge Procedures Manual and their role in the process.

04/15/2009	2009 MSB Foremen	Sue Olson and Kurt Craanen met with the Deputy Director of Operations and the Foremen to review and discuss the Illicit Discharge Procedures Manual. Also discussed the appropriate use of the Illicit Discharge hang tags.
05/05/2009	2009 Park Dept Team	Sue Olson and Kurt Craanen met with field staff and foremen from the Park Department to review and discuss the Response Procedure Manual. Also discussed other stormwater issues such as concrete truck washout, grass in the street gutter, and the NEWSC billboards.
10/30/2009	2009 Engineers	City engineering staff discussed the IDDE Response Procedures Manual at multiple staff meetings and when illicit discharges occurred. Information for using the manual was also provided electronically, to ensure the same information was conveyed to all staff.

1.1.2 IDDE Business Education

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Develop and implement a detailed IDDE education program for businesses. This program may take advantage of existing programs, such as regular inspections of businesses by the Fire and Health Departments, the Backflow Prevention Program, and the Pretreatment program. These programs are run by four different departments and there will need to be extensive discussion and cooperation from the other departments to develop and implement an IDDE Business Education Program. Program development is planned for 2010 with implementation in 2011.

Planned: 2010 2011

Complete:

Activity Date	Name	Description
04/08/2009	2009 Concrete Truck washout	The City used the cover letter and brochure developed by NEWSC to notify concrete suppliers and contractors that concrete truck washout is against the illicit discharge ordinance and provided information for proper methods of washout.
04/14/2009	2009 Carpet Cleaners	The City used the cover letter and brochure developed by NEWSC to notify carpet cleaning companies that discharge of wash water is not allowed under the illicit discharge ordinance and provided information on proper methods of disposal.

1.1.3 IDDE Residential Education

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Develop and implement a detailed educational program for residents that may include articles for the AppleSource newsletter or additional information on the city website. Development of this program will involve several different city departments, such as Health, Inspections, and Operations. Program development is planned for 2011 with implementation in 2012.

Planned: 2011 2012

Complete:

Activity Date	Name	Description
05/01/2009	2009 Hang Tag	In 2009 the Department of Public Works Inspections and Operations Divisions began using door hang tags to inform residents of illicit discharges found in area storm sewers.
09/04/2009	2009 Pools and Spas	189 Letters and information for discharging water from in-ground and above ground pools and hot tubs were mailed to individual properties holding such permits.

1.2 Public Pollution Prevention Education

Responsible Staff / Position: Wendy Lodholz
Deputy Director of Operations
(920) 832-6049

Required Yes

Description

Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.

Justification

Informing the public of the potential pollution impacts of their activities together with the information they need to make educated decisions on alternative behaviors or actions will improve responsible actions.

Education Program / Public Outreach

The City of Appleton will continue to support the efforts of the Tools and Resources committee of the Northeast Wisconsin Stormwater Consortium (NEWSC) in development and maintenance of a public website. This website is separate from the organizational website and designed to specifically target residential property owners. It includes information to address the topics listed above.

In 2009 the City of Appleton will create a stormwater page on its website that will also address these topics. The current vision is that links will be available between the NEWSC website and the city's stormwater page. NEWSC will provide more general information and the city website will provide details specific to practices for the City of Appleton.

Beginning in 2009 the city will use the NEWSC seasonal message packets that were developed for some of these issues. The information included in the packets will be included on the website as the stormwater page is developed and the written publications will be available to the public in various city locations. Public Works staff will also use this information to prepare short articles that will be submitted to the Mayor's office for consideration and possible inclusion into the AppleSource.

The AppleSource newsletter includes articles on proper disposal and available city collection of tires, carpet, lumber, large items, bulk overflow, spring cleanup, major appliances, etc. from residents. (Contractors are required to dispose of their own construction materials.) The newsletter also includes instructions for the proper ways to recycle. The newsletter is mailed twice per year.

Appleton participates in a regional special Clean Sweep for residents and small businesses within Outagamie, Winnebago and Calumet Counties that includes the cities of Appleton, Neenah and Menasha and the Towns of Menasha and Harrison. This program is grant funded and may only continue if grant funding is available.

Annual Reporting Items

Most of the measureable goals for this topic also serve other BMP's and are tracked under "Overall Public Education and Outreach Program".

Goals

1.2.1 Storm Drain Stenciling

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

The City of Appleton will assist various groups interested in storm drain stenciling, if requested.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
04/09/2008	2008 Storm Drain Stenciling	Provided guidance on acceptable locations and supplied paint for the Fox River Academy spring storm drain stenciling project.
04/22/2009	2009 Storm Drain Stenciling	Provided guidance regarding acceptable locations for the Fox River Academy spring storm drain stenciling project. Adequate paint was available from 2008 city donation.

1.2.2 Special Clean Sweep

Responsible Staff / Position: Wendy Lodholz
Deputy Director of Operations
(920) 832-6049

Description

Provide Advertising and event staff for the special regional Clean Sweep, if it is held.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
02/19/2008	2008 Event Advertising - business	Provided a mailing list of businesses in Appleton that may be "Small Quantity Generators". Mailings were sent by the county.
04/01/2008	2008 Event Advertising - residential	Distributed approximately 2000 brochures at the April elections and at various locations around the city.
04/25/2008	2008 Event Staffing	Provided two people for the Friday of the event.
04/01/2009	2009 Event Advertising	The 2009 Clean Sweep was on and off several times with the grant changes. Flyers were provided by the county. The City mailed flyers to applicable businesses, had them available at the April elections, and handed them out at the yard waste sites.

04/24/2009

2009 Event Staffing

On April 24 the City of Appleton hosted the first day of a 2-day clean sweep program at the Municipal Services Building and provided two staff members to work at this event.

1.3 Leaf Management and Lawn Care

Responsible Staff / Position: Wendy Lodholz
Deputy Director of Operations
(920) 832-6049

Required Yes

Description

Provide information and education to promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.

Education Program / Public Outreach

In 2008-2009 the NEWSC Information & Education Committee will undertake a public education campaign aimed at reducing phosphorus in our waters. The project will be partially funded by WDNR grant. The City of Appleton will continue active participation in NEWSC and support this project.

The City of Appleton will also continue to support the efforts of the Tools and Resources committee of NEWSC in development and maintenance of a public website. This website is separate from the organizational website and designed to specifically target residential property owners. It includes information to address the topics listed above.

In 2009 the City of Appleton will create a stormwater page on its website that will also address these topics. The current vision is that links will be available between the NEWSC website and the city's stormwater page. NEWSC will provide more general information and the city website will provide details specific to practices for the City of Appleton.

Beginning in 2009 the city will use the NEWSC seasonal message packets that were developed for some of these issues. The information included in the packets will be included in the website as it is developed and the written publications will be available to the public in various city locations. Public Works staff will also use this information to prepare short articles that will be submitted to the Mayor's office for consideration and possible inclusion into the AppleSource.

Currently the city is charging for grass clippings dropped off at the yard waste site as a disincentive. This practice is likely to continue.

Annual Reporting Items

Some of the measureable goals under this section are common to the entire plan and documented under the "Overall Public Education and Outreach Program".

Goals

1.3.1 Support NEWSOC Phosphorus Campaign

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Support the NEWSOC Phosphorus Campaign by posting and supplying the yard stakes created under the DNR grant.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
05/13/2009	2009 Yard Stakes	The Park and Recreation Department posted 32 yard stakes at city properties. The Operations Division of Public Works made the yard stakes available in the Engineering/Inspection office and at the Yard Waste Drop-off Sites. Additional stakes were given to an area landscaper that has sold phosphorus free fertilizer for several years.

1.3.2 Unplanned Opportunities

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

The City of Appleton will take advantage of unplanned opportunities for education and outreach that occur during the year.

Activity Date	Name	Description
05/26/2009	Kaukauna Lions Club	Sue Olson presented stormwater information, including topics on the phosphorus campaign, the history of the regulations, the current regulations, and how grass and fertilizer in the street will fall under new IDDE ordinances. Provided a two sided handout of the NEWSOC Tip Sheets for Lawn Watering and Grass Clippings.

1.4 Streambank and Shoreline Management

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required Yes

Description

Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.

Education Program / Public Outreach

The City of Appleton will support the Natural Shoreline Expo, hosted by Winnebago County and the Winnebago Lakes Council, by mailing post cards advertising the event to all city property owners along the Fox River. Additional post cards for the event will be made available at various locations in the city. Appleton will continue to support this event annually, if it is held.

For most ponds and waterways in Appleton, the City of Appleton is the riparian property owner. The city will continue to work with property owners along city owned ponds and waterways to educate them on the natural vegetation planted by the city.

Goals

1.4.1 Shoreline Expo

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Support the Natural Shoreline Expo, hosted by Winnebago County and Winnebago Lakes Council, if it is held.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
05/01/2008	2008 Event advertising	Created a mailing list and sent event flyer to all shoreline property owners in Appleton. Flyers were purchased from Winnebago County and postage was paid by the city.
05/30/2009	2009 Event Support	In 2009 the event name was changed to the "2009 Conservation Expo". The City mailed flyers to all river front property owners and posted flyers at various city facilities. The city also assisted with the NEWSC booth for the event, providing staff and getting printed materials for the event.

1.5 Residential Property Infiltration

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required Yes

Description

Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.

Education Program / Public Outreach

Infiltration in the City of Appleton is limited due to clay soils. Rain Gardens and Rain Barrels are two options to help meet the intention of infiltration. The City of Appleton will support the Fox River Academy (Environmental Charter School) on a variety of activities, such as supplies for the construction of a rain garden and pervious sidewalk at the school and associated curriculum. The Fox River Academy is located in an area with high vehicle and pedestrian traffic, next to a city park and an elementary school. On-going yearly support for the rain garden and associated curriculum is also being discussed, as well as a variety of other projects.

In 2011 the City of Appleton will develop a Rain Barrel Program to be implemented in 2012. The city will seek other municipalities and groups that may be interested in promoting such a project, such as the Fox River Academy, Wild Ones, and NEWSC.

Goals

1.5.1 Fox River Academy

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Work with the Fox River Academy on various projects, if requested.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
07/15/2008	2008 Support	Provided \$1000 to support the rain garden and pervious pavement construction at the new school facility and associated curriculum.
02/05/2009	2009 Support	Provided \$1500 to the Fox River Academy to create 90-120 second video clips of stormwater management options such as storm drain stenciling, rain barrels, rain gardens and green roofs.
02/05/2009	2009 Support	Provided \$1,250 to the Fox River Academy to host a Rain Barrel Workshop on March 21, 2009.

1.5.2 Rain Barrel Program

Responsible Staff / Position:

Sue Olson
Staff Engineer
(920) 832-6473

Description

Develop a rain barrel program in 2011 and implement it in 2012.

Planned: 2011 2012

Complete:

Activity Date	Name	Description
None		

1.6 Construction Site Erosion Control and Post Construction Education

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Required Yes

Description

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.

Education Program / Public Outreach

In 2009 and 2010 City of Appleton staff served as Past Chair of NEWSC and as one of the NEWSC representatives on the Fox-Wolf Watershed Alliance (FWWA) Board of Directors. In this capacity, the city supports the Erosion Control subcommittee of NEWSC, as they develop Guidance Documents and Fact Sheets for erosion control and post construction stormwater practices.

As a member of the FWWA Board of Directors, city staff actively participates in planning and hosting the annual FWWA Stormwater Conference, if it is held.

City staff will continue membership and active participation in NEWSC and also continue to participate in planning and hosting the FWWA annual stormwater conference.

The City of Appleton Erosion Control Inspector reviews all plans submitted under the Erosion Control Ordinance to ensure the practices proposed are appropriate for the site and the correct details are provided to the contractor. At the time a building permit is issued for commercial sites, the Erosion Control Inspector discusses the approved Erosion Control Plan with the contractor to answer any questions and be sure that they understand what is required.

Post Construction stormwater management plans are reviewed by the city's stormwater consultant. The review includes ensuring proper construction details and proper Operation and Maintenance plans and procedures for the practices to be installed on each site.

City of Appleton staff attend training events related to Erosion and Sediment Control and Post Construction Stormwater Management. City staff also serve as speakers at various conferences related to these topics.

Goals

1.6.1 Fund Erosion Control Inspector

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Continue to fund a full time Erosion Control Inspector

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
11/14/2007	2008 budget	The 2008 buget was adopted on 11/14/2007 and includes funding for the full time Erosion Control Inspector
11/12/2008	2009 Budget	The 2009 City of Appleton budget was adopted on November 12, 2008 and included funding for the full time Erosion Control Inspector
11/11/2009	2010 Budget	On November 11, 2009 the 2010 City Budget was adopted and included funding for the full time Erosion Control Inspector.

1.6.2 Stormwater Plan reviews

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Continue to hire a qualified consultant to review post-construcion stormwater plans for compliance with the city ordinance, including Operation and maintenance plans.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
01/02/2008	2008 Consultant Contract	Contracted with Earth Tech Inc for \$80,000 to perform post-construction plan reviews for site plans and plats. The contract is known as the 2008A contract and was effective January 2008.
12/17/2008	2009 Consultant Contract	Entered into contract with AECOM (formerly Earth Tech) for site plan and plat reviews related to stormwater management for 2009. Known as the 2009 A contract and approved by the Common Council on December 17, 2008.
12/16/2009	2010 Consultant Contract	On December 16, 2009 the City Council approved a contract with AECOM to perform stormwater management plan reviews for site plans and plats in 2010.

1.6.3 FWWA Stormwater conference

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Participate in planning and hosting the FWWA annual stormwater conference, if it is held.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
04/08/2008	2008 Conference	Participated in planning and hosting the 2008 conference on April 8 and 9 at Liberty Hall in Kimberly Wisconsin.
03/25/2009	2009 Conference	Planning for the 2009 Conference began July 28, 2008. Attended planning committee meetings, arranged for speakers, worked with vendor to create and mail Save the Date postcards, worked on the logistics and participated the day of the events. Conference was held March 25 and 26 at Liberty Hall in Kimberly.
12/31/2009	2010 Conference	Planning for 2010 Conference began in August 2009. Attended planning committee meetings, arranged speakers, and assisted with planning logistics for the event.

1.6.4 City staff training

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

City staff will attend Erosion and Sediment Control and Post Construction Stormwater training, if it is within the city travel restrictions and funding is available.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
03/04/2008	2008 Erosion Control Training	John Peters, Erosion Control Inspector, attended the NASECA Annual conference on January 17-18 and a half day erosion control training by Outagamie County on March 4.
03/14/2008	2008 DNR training	City engineering and other staff attended a DNR training session held at Trolley Square.
04/08/2008	2008 FWWA Conference	Sue Olson and Peter Neuberger attended the two day Fox Wolf Watershed Alliance spring stormwater conference on April 8 and 9.
09/26/2008	2008 Stormwater Training	Sue Olson attended the ASCE fall conference that included several stormwater management sessions.

01/28/2009	2009 Erosion Control Training	Erosion Control Inspector John Peters attended the NASECA 6th Annual Conference in Madison, WI.
02/26/2009	2009 Erosion Control Training	Erosion Control Inspector John Peters and Engineers Sue Olson and Pete Neuberger attended the CPESC Review Course sponsored by NEWSOC.
03/10/2009	2009 Erosion Control Training	Erosion Control Inspector John Peters attended the Erotex 5th Annual Ground Control Conference in West Bend, WI.
03/25/2009	2009 Training	Sue Olson attended the Fox-Wolf Watershed Alliance conference at Liberty Hall in Kimberly on March 25 and 26.
03/26/2009	2009 Erosion Control Training	John Peters attended the NASECA -WI & Department of Commerce Installer Training in Wausau.
05/07/2009	2009 Training	Sue Olson attended the APWA Spring conference in West Bend on May 7 and 8, attending sessions related to various aspects of stormwater management, including the proposed revisions to NR 151.

1.6.5 City staff as speakers

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

City staff will serve as speakers for Erosion and Sediment Control and Post Construction Stormwater Management, if requested.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
09/24/2008	2008 Department of Commerce	Sue Olson and John Peters presented at the Department of Commerce Building Safety Conference on Erosion Control and Stormwater Management.
03/26/2009	2009 NASECA-WI Dept. of COMM	John Peters spoke on local permitting requirements and enforcement at the Wausau training course.
03/27/2009	2009 WAPA/WI-ASLA	Sue Olson spoke on municipal stormwater management and post construction stormwater management at the Planners and Landscape Architects conference in Sheboygan.
04/23/2009	2009 Wild Ones Panel Discussion	Topic: The Sustainable Native Yard Location: Sheig Learning Center, Appleton Pete Neuberger participated in a panel discussion by sharing with attendees Appleton's experience in establishing and maintaining native landscapes in an urban setting.
05/08/2009	2009 Spring APWA Conference	Sue Olson spoke at the 2009 Spring APWA Conference on the NEWSOC organization and the NEWSOC Stormwater I & E program.

10/14/2009	2009 League Of Municipalities	In October 2009 Sue Olson and Lisa Remiker (Finance Director) spoke at the annual meeting of the League of Municipalities about implementing the city-wide stormwater management plan and the stormwater utility.
11/05/2009	2009 APWA Wisconsin Chapter Fall Conference	<p data-bbox="852 300 1476 394">Topic: Cost Effective Stormwater Facility Vegetation Management Location: Waupaca, Wisconsin</p> <p data-bbox="852 425 1476 555">Pete Neuberger presented a discussion sharing City of Appleton's experiences establishing and maintaining native vegetation at City stormwater facilities.</p>

1.7 Non-Residential Property Pollution Prevention

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Required Yes

Description

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.

Education Program / Public Outreach

In 2010 the City of Appleton Department of Public Works Engineering and Inspections Divisions will work with the City of Appleton Health Department and Fire Department to identify three types of businesses and activities that may pose a stormwater contamination concern. These three types of businesses or activities will be individually addressed in 2011 and 2012.

Goals

1.7.1 Develop and Implement Plan

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

In 2010, identify three types of businesses and activities that may pose a stormwater contamination concern. Address those business and activities that were identified in 2011 and 2012.

Planned: 2010 2011 2012

Complete:

Activity Date	Name	Description
04/14/2009	2009 Opportunities	In April of 2009 the City of Appleton used the NEWSC cover letter and informational flyers to address proper methods for concrete truck washout and carpet cleaner waste water discharge with the appropriate businesses.

1.8 Promote Environmentally Sensitive Land Development

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Required Yes

Description

Promote environmentally sensitive land development designs by developers and designers.

Education Program / Public Outreach

Community Development and Public Works staff meet with developers and designers on a project by project basis. Stormwater Plan reviews by the city's consultant provide not only items that are required by the ordinance, but also suggestions for optional environmentally friendly practices or designs that could be considered in their development. The City of Appleton will continue this practice. The hiring of the consultant for Stormwater Plan reviews is tracked under Construction Site Erosion Control and Post Construction Education.

Goals

1.8.1 Project meetings

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Community Development and Engineering staff meet with developers and owners on each project and include discussions on environmentally sensitive land development.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
12/31/2008	2008 meetings	Met with several developers during the year to discuss possible environmentally sensitive options for their projects. Most notable project is Riverheath.
12/31/2009	2009 meetings	Met with several developers and owners regarding environmentally sensitive designs for their projects. Notable projects include St. Elizabeth Hospital, Foremost Farms expansion and the Rennes Nursing Home.

1.9 Overall Public Education and Participation Program

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required No

Description

This is the written document that defines and explains both the Public Education and Outreach Program and the Public Involvement and Participation Program. These programs are documented together at the recommendation of WDNR staff (at the October 2007 workshop) and to address overlap between the two programs.

Education Program / Public Outreach

These are anticipated programs and cover the time from June 2008 through December 2012. The City of Appleton may modify the programs to take advantage of new opportunities that may become available or to address other unexpected circumstances that may occur.

Annual Reporting Items

Many of the goals of the plan are common to several of the plan elements. Those goals are documented in this section.

Goals

1.9.1 Review and Update Program

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Review the program annually and update it as needed.

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
06/04/2008	Original Approved Plan	The initial plan was reviewed by the Utilities Committee twice in May 2008 and approved by the Common Council on June 4, 2008. File Attachment <u>Public Education and Involvement April 2008.doc</u>
08/11/2009	2009 Education Opportunity	The City of Appleton contributed \$500 for public informational signs for the 2009-2011 Biofilter Research project by the WDNR, USGS, and area businesses.
11/24/2009	2009 Plan Review	City staff reviewed and discussed the existing plan. No changes are needed at this time.

1.9.2 Utilities Committee

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Provide Updates to the Utilities Committee four times per year on stormwater projects and regulations related to the WPDES permit.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
12/09/2008	2008 Meeting Dates	In 2008, Earth Tech, Inc. attended the Utilities Committee to provide updates on contracted stormwater projects and regulations. Meeting dates were January 22, April 22, August 12, and December 9. On February 26 there was a special presentation on the updated Stormwater Management Plan.
	File Attachment	UC 01-22-2008 Earth Tech Presentation.pdf
	File Attachment	UC 02-26-2008 Earth Tech Presentation.pdf
	File Attachment	UC 08-12-2008 Earth Tech Presentation.pdf
	File Attachment	UC 12-9-2008 Earth Tech Presentation.pdf
	File Attachment	UC update presentation 04-22-08 v2.pdf
11/10/2009	2009 Meeting Dates	AECOM, the City's stormwater consultant, attended four Utilities Committee meetings to provide updates on stormwater projects and potential regulation changes.
	File Attachment	UC update presentation 2-24-09 final.pdf
	File Attachment	UC update presentation 060909_final.pdf
	File Attachment	UC update presentation 082509_final.pdf
	File Attachment	UC update presentation 111009_final.pdf

1.9.3 AppleSource

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

The AppleSource newsletter is sent out twice per year. It contains a variety of information regarding Household Hazardous Waste, recycling, yard waste, etc. Beginning in 2009, engineering staff will submit an article to the Mayor's office for consideration of inclusion into the AppleSource. Article selection is the choice of the Mayor's office.

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
12/31/2008	2008 AppleSource	The 2008 AppleSource had a spring/summer and a fall/winter edition.
		File Attachment 2008 spring summer applesource.pdf
		File Attachment 2008 fall winter applesource.pdf
01/12/2009	2009 Article spring/summer	The spring AppleSource newsletter is mailed in March. Articles address events and issues from April through August. An article was submitted to the Mayor's office regarding sweeping up grass clippings that will co-incide with the NEWSC phosphorus campaign.
		File Attachment Applesource Jan 2008.docx
07/02/2009	2009 Article fall/winter	The fall/winter AppleSource newsletter is mailed on August 31 and covers activities for October through March. An article was submitted for consideration regarding fall fertilizing, in keeping with the NEWSC Phosphorus campaign.
		File Attachment 2009 AppleSource Article.docx

1.9.4 NEWSC Seasonal Messages

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Use the NEWSC Seasonal messages beginning in 2009.

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
11/30/2009	2009 Messages	In 2009 the NEWSC Seasonal messages were printed and distributed at the Public Works front desk and also distributed at a presentation given to the Lions Club.

1.9.5 Website

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Develop and maintain a Stormwater Page on the City of Appleton website.

Planned: 2009 2010 2011 2012

Complete:

Activity Date	Name	Description
12/31/2009	2009 Website	In 2009 the City of Appleton began a complete revision to the city website. Work on a stormwater page was delayed to 2010 to allow the base site

revisions to be completed first.

12/31/2009	2009 Website Use	In February 2009 the 2008 NR 216 Annual Report was posted on the city website for alderpersons and public review and comment prior to approval by the Council. The website was also used to post information, Q & A, and presentation materials for the proposed Pierce Park stormwater pond project.
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1.9.6 NEWSC Membership

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Continue membership and active participation in the Northeast Wisconsin Stormwater Consortium (NEWSC).

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
12/31/2008	2008 NEWSC	In 2008 the City of Appleton paid \$3000 in dues, served as Chair of NEWSC, and attended IDDE committee.
05/08/2009	2009 Presentation	Sue Olson presented the NEWSC I & E efforts at the APWA Spring Conference in West Bend.
12/31/2009	2009 NEWSC	In 2009 the City of Appleton paid \$3000 in dues, served as Past Chair, and served as Chair of the IDDE committee.

2 Public Involvement and Participation

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Each permitted community is required to implement a program to notify the public of activities required by this permit and to encourage input and participation from the public regarding these activities.

For the City of Appleton, this program is integrated with the Public Education and Outreach program at the recommendation of WDNR staff (at the October 2007 workshop) and to address overlap between the two programs. See Public Education and Outreach for additional measurable goals and related activities.

Best Management Practices

2.1 Public Notice of official meetings

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Required Yes

Description

All Utilities Committee and Common Council meetings will be properly noticed to the public per state statutes by the City Clerk. All committee and council meetings have a publicly posted agenda and an opportunity for any interested person to comment on the agenda items at the meeting.

Goals

2.1.1 Public Notice official meetings

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

All Utilites Committee and Common Council meetings will be properly noticed by the Clerk's office.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
12/31/2008	2008 meeting notices	All meetings in 2008 were properly noticed by the City Clerk.
12/31/2009	2009 Meeting Notices	All meetings in 2009 were properly noticed by the City Clerk.

2.2 Stormwater Advisory Committee

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Required No

Description

The city intends to update the city-wide stormwater management plan that addresses the 40% Total Suspended Solids removal goal in 2011 and 2012. Input on this plan update will be requested from the Utilities Committee and the Stormwater Advisory Committee that provided input on the original 2004-2005 plan and 2007-2008 update.

Goals

2.2.1 Stormwater Advisory Committee Meetings

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

The city will reconvene the Stormwater Advisory Committee during the 2011-2012 update of the city -wide plan to address the 40% TSS removal requirement.

Planned: 2012

Complete:

Activity Date	Name	Description
None		

3 Illicit Discharge Detection and Elimination

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

Recognizing the adverse effects illicit discharges can have on receiving waters, the permittee shall develop, implement and enforce a program to detect and remove illicit connections and discharges to the MS4. The program shall include measurable goals and include all of the following:

1. An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4.
2. Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented.
3. On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.
4. Procedures for responding to known or suspected illicit discharges.
5. The permittee shall take appropriate action to remove illicit discharges from its MS4 system as soon as possible. If it will take more than 30 days to remove an illicit connection, the Department shall be contacted to discuss an appropriate action and/or timeframe for removal.
6. In the case of an illicit discharge that originates from the permittee's permitted area and that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality, the permittee shall notify the affected municipality within one working day.
7. The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure and submitted to the Department in accordance with section 3.3.2 of the Permit.

Best Management Practices

3.1 IDDE Ordinance

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Required Yes

Description

An ordinance or other regulatory mechanism to prevent and eliminate illicit discharges and connections to the MS4. At a minimum, the ordinance or other regulatory mechanism shall:

1. Prohibit the discharge, spilling or dumping of non-storm water substances or materials into waters of the state or the MS4.
2. Identify non-storm water discharges or flows that are not considered illicit discharges. Non-storm water discharges that are not considered illicit discharges include water line flushing, landscape irrigation, diverted stream flows, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, fire fighting and discharges authorized under a WPDES permit unless identified by the permittee as significant source of pollutants to waters of the state.
3. Establish inspection and enforcement authority.

Goals

3.1.1 IDDE Ordinance and Updates

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

The City of Appleton "Illicit Discharges and Connections" ordinance became effective in March 2008. The ordinance follows the model ordinance developed by the Northeast Wisconsin Stormwater Consortium (NEWSWC) and is available as Article VII of Chapter 20 of the Municipal Code located on the city's website:

www.appleton.org/departments/attorney/forms/municode.pdf

The ordinance will be reviewed at least every five years and updated as needed.

The City of Appleton also has a "Fire Prevention and Protection" Ordinance. Section 6-63 specifically addresses the discharge of hazardous materials and can be found at the same website listed above. This ordinance was last updated in January 2009.

Planned: 2008 2012

Complete: 2008

Activity Date	Name	Description
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3.1.2 Enforce the IDDE Ordinance

Responsible Staff / Position: Kurt Craanen
 Inspections Supervisor
 (920) 832-6411

Description

The city will set up a mechanism for tracking complaints and follow up activities and enforce the ordinance.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
12/31/2008	2008 Track IDDE enforcement	In December 2008 a category for Illicit Discharges was added to the Customer Service Log to track enforcement activities under the ordinance.
12/31/2009	2009 IDDE Compliant Tracking	Attached is a list of illicit discharge complaints responded to by the Inspections Division in 2009. This report shows the complaint number, complaint date, address and specific complaint for each of the 42 complaints called in. Most of these were followed up with a verbal warning and education. Orders were issued for 3 cases and one citation was issued. All issues were resolved without the need to contact DNR.
	File Attachment	2009 IDDE Inspections Report.pdf

3.2 Initial Field Screening

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required Yes

Description

Initial field screening at all major outfalls during dry weather periods. At a minimum, field screening shall be documented and include:

1. Visual Observation - A narrative description of visual observations including color, odor, turbidity, oil sheen or surface scum, flow rate and any other relevant observations regarding the potential presence of non-storm water discharges or illicit dumping.
2. Field Analysis - If flow is observed, a field analysis shall be conducted to determine the presence of illicit non-storm water discharges or illicit dumping. The field analysis shall include sampling for pH, total chlorine, total copper, total phenol and detergents, unless the permittee elects instead to use detergent, ammonia, potassium and fluoride as the indicator parameters. Other alternative indicator parameters may be authorized by the Department in writing.

(1) Field screening points shall, where possible, be located downstream of any source of suspected illicit activity.

(2) Field screening points shall be located where practicable at the farthest manhole or other accessible location downstream in the system. Safety of personnel and accessibility of the location shall be considered in making this determination.

Goals

3.2.1 Initial Field Screening

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

The City of Appleton hired a consultant to complete the initial field screening.

Planned: 2008

Complete: 2008

Activity Date	Name	Description
12/01/2008	Initial Field Screening	In December 2007 the city contracted with OMNNI Associates to perform the Initial Field Screening. The completed report is dated December 1, 2008 and is on file in the Inspections Division of the Department of Public Works.

3.3 On-going Dry Weather Field Screening

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required Yes

Description

On-going dry weather field screening of outfalls during the term of the permit. Outfalls that will be evaluated on an on-going basis and the field screening frequency shall be identified. Consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types. A description of this on-going field screening program shall be submitted to the Department in accordance with section 3.3.4 of the Permit.

Goals

3.3.1 Develop On-Going Field Screening Program

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

In December 2008 the City contracted with OMNNI Associates, Inc. to work with city staff and budget limitations to develop an On-Going Field Screening Program.

Planned: 2009

Complete: 2009

Activity Date	Name	Description
12/31/2008	2008 contract	In December 2007 the City contracted with OMNNI Associates to work with city staff and budget limitations to develop an On-Going Field Screening Program.
11/11/2009	2009 Program Development	In 2009 OMNNI Associates completed the City of Appleton On-Going Field Screening Program. This program was approved by the Utilities Committee on June 9, 2009 and the Common Council on June 17, 2009. Limited funding for this new program was approved with the 2010 Budget adoption.

3.3.2 Implement On-Going Field Screening Program

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Implement the On-Going Field Screening Program.

Planned: 2010 2011 2012

Complete:

Activity Date	Name	Description
None		

3.4 Illicit Discharge Response

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Required Yes

Description

Procedures for responding to known or suspected illicit discharges. At a minimum, procedures shall be established for:

1. As soon as possible, investigating portions of the MS4 that, based on the results of field screening or other information, indicate a reasonable potential for containing illicit discharges or other sources of non-storm water discharges.
2. Responding to spills that discharge into and/or from the MS4 including tracking and locating the source of the spill if unknown.
3. Preventing and containing spills that may discharge into or are already within the MS4.
4. Notifying the Department immediately in accordance with ch. NR 706, Wis. Adm. Code, in the event that the permittee identifies a spill or release of a hazardous substance, which has resulted or may result in the discharge of pollutants into waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800-943-0003. The permittee shall cooperate with the Department in efforts to investigate and prevent such discharges from polluting waters of the state.
5. To the maximum extent practicable, eliminating leakage from sanitary conveyance systems into the MS4.
6. Providing the Department with advance notice of the time and location of dye testing within a MS4. (Because the dye may get reported to the Department as an illicit discharge or spill, the Department requires prior notification of dye testing.)

Goals

3.4.1 Illicit Discharge Response Procedures Manual

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

The City of Appleton Spill and Illicit Discharge Response Procedure Manual was developed using the template manual created by NEWSC. It will be reviewed annually and updated as needed.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
12/03/2008	2008 IDDE Response Procedures Manual	In 2008 the Response Procedures Manual was created with input from the Inspections Division and

the Fire Department. The Manual was reviewed and approved by the Utilities Committee and the Common Council.

File Attachment COA Illicit Discharge Manual October 2008.doc

10/30/2009	2009 IDDE Response Procedures Manual	Updates to the Response Procedures Manual that were identified in 2009 include the addition of Coast Guard phone numbers and listing of Federal Waterways within Appleton on the flow charts. It was also discovered that the city needed to provide copies of the manual to both our DNR review and our DNR enforcement staff, as they are different. These updates are considered administrative and do not require council approval.
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3.5 Overall IDDE Program

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Required No

Description

This document describes the City of Appleton Illicit Discharge Detection and Elimination (IDDE) Program as required in the Phase II Stormwater Permit from the Wisconsin Department of Natural Resources (WDNR).

The IDDE Program contains four (4) major elements to be developed and implemented at different times:

1. The Illicit Discharge Ordinance, due to WDNR December 15, 2008
2. The Illicit Discharge and Spill Response Procedures, due to WDNR December 15, 2008
3. The Initial Field Screening, to be complete by December 15, 2009
4. The On-Going Field Screening Program, due to WDNR by December 15, 2009 and implement by December 15, 2010

The overall IDDE Program document will be completed in 2009 and then reviewed annually and updated as needed.

Goals

3.5.1 Overall IDDE program and updates

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

The overall IDDE Program will be created in phases and then reviewed annually and updated as needed.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
12/03/2008	2008 IDDE program	In 2008 three of the four elements of the Overall IDDE program were developed and approved by the Common Council on December 3, 2008. File Attachment IDDE Overall Program November 3 2008.doc
11/19/2009	2009 IDDE Training	Attended APWA webinar on "Developing an Illicit Discharge Detection and Elimination (IDDE) Program" sponsored by OMNNI Associates and NEWSA.
11/30/2009	2009 IDDE Program	The Overall IDDE program was reviewed in late 2009 and needed updates were identified. The document will be updated in spring 2010, after the 2009 annual report is completed.

4 Construction Site Pollutant Control

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

Each permittee shall develop, implement and enforce a program to reduce the discharge of sediment and construction materials from construction sites. The program shall establish measurable goals and include the following elements:

1. An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance.
2. Procedures for construction site inspection and enforcement of erosion and sediment control measures.
3. Procedures for receipt and consideration of information submitted by the public.

The City of Appleton is authorized by the Department of Commerce to regulate erosion control at public buildings and places of employment.

Best Management Practices

4.1 Sediment and Erosion Control Ordinance

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Required Yes

Description

The City of Appleton Erosion and Sediment Control Ordinance was originally effective January 1, 1999 and an update was effective January 1, 2005. Both ordinances followed the model WDNR ordinance available at the time. The ordinance is available as Chapter 24 of the Municipal Code located on the city's website:

www.appleton.org/departments/attorney/forms/municode.pdf

The requirements of the ordinance are more stringent than the WDNR model ordinance, requiring permits for disturbed areas of two thousand (2,000) square feet or larger.

The City of Appleton is located in three counties: Outagamie, Winnebago, and Calumet. These counties also have Erosion Control ordinances that went into effect September 2004, September 2003, and October 2008, respectively. For properties that are annexed from these counties after the effective date of the applicable county ordinance, the City of Appleton enforces the most stringent requirements from the city and county ordinances.

Goals

4.1.1 Track enforcement actions

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

Work with Technology Services Department to improve the ability to track enforcement actions for future reporting purposes and report those actions.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
12/31/2008	2008 Reporting Capabilities	In 2008 the Inspections Division of Public Works worked with Technology Services to create tracking and reporting ability for Erosion Control inspections and Enforcement activities.
12/31/2008	2008 enforcement actions	In 2008 for residential sites there were 25 Verbal Notices, 141 Written Notices, 9 Stop Work Orders, and 1 citation. For projects under the ordinance, there were 20 verbal notices and 62 Written Notices.
12/31/2009	2009 Enforcement Actions	In 2009 for residential sites there were 50 Verbal Notices, 91 Written Notices, 8 Stop Work Orders, and 0 citations. For non-residential projects under the ordinance, there were 30 verbal notices, 32

Written Notices, and 1 stop work order.

File Attachment 2009 EC Inspection & Enforcement Report.doc

4.2 Construction Site Inspections

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Required Yes

Description

Procedures for construction site inspection and enforcement of erosion and sediment control measures. At a minimum, the procedures shall establish:

1. Municipal departments or staff responsible for construction site inspections and enforcement.
2. Construction site inspection frequency.
3. Construction site inspection documentation.
4. Enforcement mechanisms that will be used to obtain compliance.

This information is listed in the Overall Sediment and Erosion Control Program, attached in Item 4.4.5.

Goals

4.2.1 Track construction site inspections

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

Track the number of inspections by category of residential, ordinance related or complaint driven.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
12/31/2008	2008 Inspections	In 2008 there were 438 residential inspections, 322 ordinance related inspections, and 27 inspections that were complaint driven.
12/31/2009	2009 Inspections	In 2009 there were 368 residential inspections, 134 non-residential inspections, and 35 inspections that were complaint driven. This included multiple inspections at the 22 complaint sites.

4.3 Public Information Response Procedures

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Required Yes

Description

Procedures for receipt and consideration of information submitted by the public.

Goals

4.3.1 Customer Service Log

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

Work with Technology Services Department to add the necessary codes to the Customer Complaint Log to specifically identify Erosion Control Complaints and associated follow up and continue to use this system.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
06/30/2008	2008 Customer Service Log Setup	In June 2008 Technology Services added a code to the City of Appleton Customer Service Log to specifically track calls from the public or staff regarding erosion and sediment control issues. The Log tracks which staff person was assigned to follow-up on the call and any action taken.
12/31/2008	2008 Erosion Control Complaints	List of complaints regarding erosion control in 2008.
	File Attachment	2008 erosion control complaints.pdf
12/31/2009	2009 Erosion Control Compliants	In 2009 the Inspections Division tracked erosion control complaints throught the I-Series computer software. Attached is a report that shows the case number, date of complaint, address and complaint information for the 22 cases that were called into the division in 2009.
	File Attachment	2009 Erosion control Inspections.pdf

4.4 Overall Sediment and Erosion Control Program

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Required No

Description

The written program that defines and explains all aspects of the City of Appleton Erosion and Sediment Control Program and includes the measurable goals for Erosion and Sediment Control.

Goals

4.4.1 Track Costs

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Work with accounting staff to improve ability to track costs associated with this program.

Planned: 2008

Complete: 2008

Activity Date	Name	Description
08/31/2008	2008 Establish Work Orders	In mid-2008 four work orders were set up to assist with tracking staff costs associated with this program. The work orders track staff time for ordinances/codes/and policies, plan review, plan preparation, and inspection/enforcement.

4.4.2 Specifications

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Update the Erosion Control and Vegetative Restoration Specifications.

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
10/31/2008	2009 Specifications	Erosion control and vegetative restoration specifications were updated for 2009 construction projects. File Attachment Erosion Control Specs.pdf
12/01/2009	2010 Specifications	The Erosion Control and Vegetative Restoration Specifications were reviewed and no changes were needed for 2010.

4.4.3 NEWS

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Continue membership and active participation in the Northeast Wisconsin Stormwater Consortium. This item is tracked under Public Education and Outreach. Activities for this item are listed in Section 1.9.6 of this report

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
None		

4.4.4 Fund Erosion Control Inspector

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Continue to fund the Erosion Control Inspector position through the Stormwater Utility. Activities for this item are listed in Section 1.6.1 of this report.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
11/12/2008	2009 Budget	2009 Approved budget included funding for full time Erosion Control Inspector.
11/11/2009	2010 Budget	The 2010 approved budget included funding for the full time Erosion Control Inspector.

4.4.5 Program review

Responsible Staff / Position: Kurt Craanen
Inspections Supervisor
(920) 832-6411

Description

Review written program annually and update as necessary.

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
06/04/2008	2008 Original Approved Document	The written document approved by Council
	File Attachment	Erosion Control Program March 25 2008.doc

11/10/2009

2009 Program Review

The written erosion control program was reviewed with engineering and inspections staff and no changes were needed.

5 Post-Construction Storm Water Management

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

The permittee shall develop, implement and enforce a program to require control of the quality of discharges from areas of new development and redevelopment, after construction is completed. The program shall establish measurable goals and include:

1. An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment.
2. Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities.

Best Management Practices

5.1 Post Construction Ordinance

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required Yes

Description

An ordinance or other regulatory mechanism to regulate post-construction storm water discharges from new development and redevelopment. At a minimum, the ordinance or other regulatory mechanism shall establish or include:

1. Applicability and jurisdiction that shall apply to construction sites with one acre or more of land disturbance, and sites of less than one acre if they are part of a larger common plan of development or sale under the jurisdiction of the permittee.
2. Design criteria, standards and specifications equivalent to technical standards or the Wisconsin Storm Water Manual approved by the Department. The Department-approved technical standards shall take precedence over the Wisconsin Storm Water Manual. The Department-approved technical standards and the Wisconsin Storm Water Manual are available at <http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm>.
3. Post-construction performance standards equivalent to or more restrictive than those in ss. NR 151.12 and 151.24, Wis. Adm. Code.
4. Storm water plan requirements for landowners of construction sites equivalent to those contained in s. NR 216.47, Wis. Adm. Code.
5. Long-term maintenance requirements for landowners and other persons responsible for long-term maintenance of post-construction storm water control measures.
6. Inspection and enforcement authority.

The City of Appleton post construction stormwater management ordinance became effective January 1, 2004. The ordinance follows the model WDNR ordinance and also includes provisions for flood control. The ordinance is available as Article VI of Chapter 20 of the Municipal Code located on the city's website:

www.appleton.org/departments/attorney/forms/municode.pdf

The requirements of the ordinance are more stringent than the WDNR model ordinance, requiring 80% Total Suspended Solids removal for redevelopment sites over 5 acres.

The City of Appleton is located in three counties: Outagamie, Winnebago, and Calumet. These counties also have stormwater management ordinances that went into effect September 2004, September 2003, and October 2008, respectively. For properties that are annexed from these counties after the effective date of the applicable county ordinance, the City of Appleton enforces the most stringent requirements from the city and county ordinances.

Goals

5.1.1 Review and Update

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Review and update the ordinance as necessary per any code or permit changes. At a minimum, this will be done every 5 years, beginning in 2012.

Planned: 2012

Complete:

Activity Date	Name	Description
None		

5.1.2 Plan Review

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Contract with a qualified consultant to review commercial and subdivision stormwater management plans for compliance with the ordinance.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009 2010

Activity Date	Name	Description
01/02/2008	2008 Plan Review	In 2008 the City contracted with Earth Tech, Inc. to perform post construction stormwater management plan review for site plans and plats. The contract was known as the 2008A contract and was effective at the beginning of the year.
12/17/2008	2009 Plan Review	In 2009 the City contracted with AECOM (formerly Earth Tech, Inc.) to perform post construction stormwater management plan review for site plans and plats. The contract is known as the 2009A contract and was approved by the council in December 2008.
12/16/2009	2010 Plan Review	Council awarded contract to AECOM to review stormwater management plans for site plans and subdivisions in 2010.

5.2 Long-Term Maintenance Procedures

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required Yes

Description

Procedures that will be used by the permittee to ensure the long-term maintenance of storm water management facilities.

The Appleton City Attorney has developed two Operation and Maintenance Agreements -one for tax-exempt properties and one for non-exempt properties. The agreements are between property owners and the City of Appleton to ensure long term maintenance of stormwater facilities designed and constructed under the stormwater management ordinance.

Once a plan is approved, the agreements are signed by the property owner and the City of Appleton and recorded at the appropriate county.

Residential subdivisions are governed by development agreements that cover all aspects of the development, not just stormwater management. All residential subdivisions that developed since the effective date of the ordinance have used wet ponds to meet the ordinance requirements. Through the development agreements, the City of Appleton has taken over ownership and long term maintenance of these stormwater ponds after they have been constructed and stabilized per the approved vegetation plan. The details of the city's stormwater pond maintenance program are contained in the in the City of Appleton Pollution Prevention Program.

Goals

5.2.1 Audit private properties for Long Term Maintenance

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Audit 4 properties annually for compliance with the approved Operation and Maintenance Plan and recorded agreement.

When audits were to begin in 2009 it was realized that a significant amount of the stormwater management plans submitted since the start of the ordinance had not been finished or had not completed the conditions of permit approval. Standard conditions of permit approval are an as-built plan, a certification that stormwater features function as designed, and a recorded Operations and Maintenance Agreement.

The city delayed the start of the private site audits in order to complete an enforcement program of permit conditions.

Planned: 2009 2010 2011 2012

Complete:

Activity Date	Name	Description
12/31/2009	2009 Enforcement Activity	Starting in August 2009 all stormwater permit files since the start of the ordinance (January 2004) were opened and completed to the maximum extent practicable. Twenty-five (25) written Notices of Non-Compliance were issued and additional projects were completed without requiring official notices.

5.3 Overall Post-Construction SWM Program

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required No

Description

The written program that defines and explains the overall Post-Construction Stormwater Management Program for the City of Appleton.

Goals

5.3.1 Program Update

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Review the program annually and update as necessary.

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
06/04/2008	2008 Original approved plan File Attachment	The original written plan approved by Council. <u>Post Construction Program April 11 2008.doc</u>
11/20/2009	2009 Program Review	The written program was reviewed and no changes were needed.

5.3.2 NEWSC

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Continue membership and active participation in the Northeast Wisconsin Stormwater Consortium. This item is tracked under Public Education and Outreach, section 1.9.6 of this report.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
None		

6 Pollution Prevention

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Each permittee shall develop and implement a pollution prevention program that establishes measurable goals for pollution prevention. The program shall include:

1. Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency.
2. Routine street sweeping and cleaning of catch basins with sumps where appropriate.
3. Proper disposal of street sweeping and catch basin cleaning waste.
4. If road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety.
5. Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.
6. Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities.
7. Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests.
8. Education of appropriate municipal and other personnel involved in implementing this program.
9. Measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin's source water assessment program information is available at:
<http://www.dnr.state.wi.us/org/water/dwg/swap/index.htm>.

Best Management Practices

6.1 Routine Facility Inspection and Maintenance

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Required Yes

Description

Routine inspection and maintenance of municipally owned or operated structural storm water management facilities to maintain their pollutant removal operating efficiency.

This section is the responsibility of the Department of Public Works, Engineering and Operations Divisions. The Department of Public Works is currently responsible for:

- 28 wet stormwater ponds
- 5 dry ponds
- Numerous ditches and ravines
- One "Stormceptor" and
- Three eight (8) foot diameter manhole with sumps
 - One four (4) foot diameter manhole with a sump
 - One Nutrient Separating Baffle Box
 - One biofilter

This inventory is continually changing as the city and private developers construct new stormwater ponds, water quality manholes and inlets (with sumps) and other stormwater treatment devices. The City of Appleton typically takes ownership of stormwater ponds in residential developments after the pond site has been stabilized and the vegetation is established to ensure long term maintenance of the ponds.

Activities for pond maintenance are guided by "Adaptive Management Plans" developed for each pond. These plans are on file at the City of Appleton Department of Public Works located on the fifth floor of City Center, 100 N. Appleton Street, Appleton, WI 54911. Engineering and Operations staff inspect as many of the ponds for erosion and structural problems each spring as time permits, but no less than 50% annually. The biofilter will be inspected with the stormwater ponds.

Approximately half of the ditches and ravines are also inspected each year and are monitored for erosion and other damage. A prioritized spreadsheet is maintained that shows all needed repairs at ponds, ditches and ravines. City Operations staff performs most of the maintenance.

The City of Appleton contracts yearly for muskrat trapping that occurs each spring and fall. Muskrats are known to damage vegetation and embankments at stormwater ponds. City staff collapse the dens and repair the embankments. Vegetation is replanted as necessary. The city also contracts on a three-year basis with a qualified firm for native wetland and prairie vegetation management at the wet ponds.

Maintenance plans for the Stormceptor and water quality manholes and inlets provide measure down depths to determine when cleaning is needed. The City of Appleton Sewer Crew checks the large diameter manhole each year and removes sediment if the depth requirements have been reached. Cleaning of the Stormceptor is contracted with the Sewer TV and Clean

project.

The City of Appleton also cleans and televises the storm sewer system on approximately a 10-year cycle to ensure pipe integrity and monitor for improper connections.

Goals

6.1.1 Pond Inspections

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Inspect 50% of city-owned ponds annually

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
04/24/2008	2008 Pond Inspections	100% of the City owned and operated ponds were inspected on April 21-April 23. Attached is the list of needed repairs and maintenance by facility. The report file is maintained at the Department of Public Works, Engineering Division.
	File Attachment	Stormwater Maintenance List.xls
12/17/2008	2008 Completed Maintenance	Maintenance work was completed as staff and funding was available in 2008. Attached is a list of facilities, required maintenance, responsible party, priority, and dates of identification and completion.
	File Attachment	Stormwater Maintenance List.xls
04/17/2009	2009 Pond Inspections	100% of City owned and operated ponds were inspected April 16-17. Attached is a list of needed repairs and maintenance by facility for 2009. The report file is maintained at the Department of Public Works, Engineering Division.
	File Attachment	Stormwater Maintenance List 2009 for PermiTracker.xls
12/31/2009	2009 Completed Maintenance	Maintenance work was completed as staff and funding were available in 2009. Attached is a list of facilities, required maintenance, responsible party, priority, and dates of identification and completion.
	File Attachment	Stormwater Maintenance List 2009 for PermiTracker.xls

6.1.2 Proprietary Devices and Large Manholes

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Inspect city owned proprietary devices and water quality manholes for sediment and debris and remove as needed.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
06/04/2008	2008 Courthouse Water Quality Manhole	Manhole inspected by sewer crew on 06/04/08. Sediment depth was 3". Cleaning not needed per the Operation and Maintenance Plan.
10/16/2008	2008 MSB Stormceptor	Stormceptor inspected by Northern Pipe and Equipment on 10/16/2008. Cleaned 3"-6" of sludge/sediment/residue.
05/08/2009	2009 Courthouse Manhole	Manhole inspected by City sewer crew on 5/8/2009. Sediment depth was approximately 3". Sediment was not removed because of small amount.
07/06/2009	2009 MSB Stormceptor	Manhole inspected by Northern Pipe and Equipment on 7/6/2009. Sediment depth was approximately 13". Sediment was removed same day.

6.1.3 Ditches and Ravines

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Inspect 50% of city owned or maintained ditches and ravines annually for erosion and other damage and perform necessary maintenance.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
12/17/2008	2008 Inspections and Maintenance	100% of City owned or maintained ditches and ravines were inspected with the stormwater ponds on April 21-23, 2008. Attached is a list of facilities, maintenance needs, priorities, responsible party, dates of identification and completion. File Attachment Stormwater Maintenance List.xls
12/31/2009	2009 Inspections and Maintenance	100% of City owned or maintained ditches and ravines were inspected with the stormwater ponds on April 16-17, 2009. Attached is a list of facilities, maintenance needs, priorities, responsible party, dates of identification and completion. File Attachment Stormwater Maintenance List 2009 for PermiTracker.

6.1.4 Sewer Clean and TV

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Clean and televise approximately 10% of the storm sewer system annually.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
12/10/2008	2008 Contract	2008 Sewer TV and Clean awarded to Northern Pipe and Equipment on 6/4/2008. Televising and cleaning of 141,983 linear feet of pipe completed on 12/10/2008.
12/10/2009	2009 Contract	2009 Sewer TV and Clean awarded to Northern Pipe and Equipment on 5/20/2009. Televising and cleaning of 145,135 linear feet of pipe completed on 12/10/2009.

6.1.5 Parks & Recreation Department Bio-filters

Responsible Staff / Position: Marty Will
Deputy Director of Parks and Recreation
(920) 832-5910

Description

The Parks & Recreation Department owns and maintains biofilters at Telulah and Lutz Parks. The Department also owns and maintains a raingarden Green Meadows Park.

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
10/14/2009	2009 Green Meadows Park	Monthly inspections of the rain garden at Green Meadows Park were performed by the City Forester and/or Horticulturist from May through September. The Horticulturist used BMP in vegetative management and inspected/replaced wood chips as required.
11/18/2009	2009 Lutz Park	Construction activities in Lutz park in 200 and 2009 included the creation of a biofilter rain garden. File Attachment Lutz Bio Filter Rain Garden Verification 2009.pdf File Attachment O & M Stormwater Manual-Lutz 2009.pdf File Attachment 2009 Lutz Stormwater Inspections combined.pdf
11/25/2009	2009 Telulah Park	O & M documentation is attached. File Attachment 2009 Inspection Reports combined.pdf

6.2 Street Sweeping / Catch Basin Cleaning

Responsible Staff / Position: Wendy Lodholz
Deputy Director of Operations
(920) 832-6049

Required Yes

Description

Routine street sweeping and cleaning of catch basins with sumps where appropriate. In 2009 the Wisconsin Department of Transportation constructed the first street inlets with sumps in Appleton with the College Avenue Bridge and Street Reconstruction Project. Cleaning of those structures will begin in 2010.

Sweeping is the responsibility of the Department of Public Works, Operations and Parking Divisions.

The Department of Public Works Operations Division currently owns two(2) mechanical sweepers, one (1) high efficiency sweeper and one Vac-All. The City of Appleton Common Council has adopted a plan to replace the current sweepers with high efficiency sweepers when the equipment is due for replacement, subject to available funding. The sweeper owned by the Parking Division is smaller than a street sweeper, appropriately sized to operate inside the parking ramps.

All city streets are generally swept on a 4 to 5 week cycle, with the downtown swept twice a week, from approximately April to October. The first sweeping in the spring is completed prior to hydrant flushing activities. In 2012 the city will further evaluate changing to a high intensity spring street sweeping cycle to help meet Section 2.7 of the NR 216 Permit.

City parking ramps and public parking lots are swept two to three times per week. Parking lots in city parks are swept weekly and other department lots may be swept upon request, if staff and equipment are available.

All sweeping is subject to weather conditions and staff and equipment availability.

Goals

6.2.1 Hours of Street Sweeping

Responsible Staff / Position: Todd Nett
Sanitation Foreman
(920) 832-5580

Description

Provide 2500 broom hours of street sweeping annually.

Planned: 2008 2009 2010

Complete: 2008 2009

Activity Date	Name	Description
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10/10/2008	2008 Street Sweeping Hours	Broom Hours of Street Sweeping completed in 2008 were 3,881. A report is on file in the Operations Division of Public Works.
10/12/2009	2009 Street Sweeping Hours	Broom hours of street sweeping completed in 2009 were 4,226. A report is on file in the Operation's Division of Public Works.

6.2.2 Downtown Sweeping

Responsible Staff / Position: Todd Nett
Sanitation Foreman
(920) 832-5580

Description

Sweep downtown streets two times per week.

Planned: 2008 2009 2010

Complete: 2008 2009

Activity Date	Name	Description
10/10/2008	2008 Downtown Sweeping	2008 Downtown Sweeping was done twice per week during the sweeping season. Broom hours are included in the total sweeping hours.
12/31/2009	2009 Downtown Sweeping	2009 Downtown Sweeping was done twice per week during the sweeping season. Broom hours are included in the total sweeping hours.

6.2.3 Replace existing sweepers

Responsible Staff / Position: Wendy Lodholz
Deputy Director of Operations
(920) 832-6049

Description

Replace existing mechanical sweepers with high efficiency sweepers per established equipment replacement schedule, if funds are available.

Planned: 2009 2011 2012

Complete: 2009

Activity Date	Name	Description
04/15/2008	2008 Grant Application for Street Sweeper	2008 Applied for a NPS Grant from WDNR for upgrade to a high efficiency vacuum sweeper for a replacement of unit 113.
11/12/2008	2009 Budget Approval	2009 Budget Approval includes replacing a mechanical sweeper with a high efficiency vacuum sweeper, with the assistance of a WDNR grant.
11/16/2009	2009 Purchase of New Vacuum Sweeper	Purchased new vacuum sweeper Unit 109. Equipment specifications and purchase information are on file in the Operation's Division in Public Works.

6.2.4 Evaluate Program change

Responsible Staff / Position: Peter Neuberger
 Project Engineer
 (920) 832-6477

Description

In 2012, evaluate program change to intense spring sweeping schedule.

Planned: 2011 2012

Complete:

Activity Date	Name	Description
None		

6.2.5 Catch Basin Cleaning

Responsible Staff / Position: Erick Cardew
 Foreman
 (920) 832-5571

Description

In 2008 the City of Appleton Operations Division designed and installed inlet baskets in the downtown area to address a significant amount of cigarette butts generated from the city smoking ban. These inlets are cleaned on a regular basis.

In 2009 the Wisconsin Department of Transportation constructed 27 street inlets with sumps as part of the College Avenue Bridge and Street Reconstruction Project. The City will begin routine cleaning of these structures in 2010.

Planned: 2010 2011 2012

Complete:

Activity Date	Name	Description
None		

6.3 Sweeping and Basin Waste Disposal

Responsible Staff / Position: Todd Nett
Sanitation Foreman
(920) 832-5580

Required Yes

Description

Proper disposal of street sweeping and catch basin cleaning waste.

This section is the responsibility of the Department of Public Works, Operations Division.

Street sweeping and storm sewer cleaning waste is currently disposed of at the Outagamie County Landfill. Alternative methods of disposal are being evaluated to reduce the cost associated with tipping fees.

Goals

6.3.1 Disposal of Street Sweeping material

Responsible Staff / Position: Todd Nett
Sanitation Foreman
(920) 832-5580

Description

Maintain regular disposal practices as tracked by tipping fees.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
10/10/2008	2008 Sweeping Waste Disposal	In 2008 street sweeping waste was disposed of on a regular basis at the Outagamie County Landfill. A report is available in the Operations Divisions of Public Works.
12/31/2009	2009 Sweeping Waste Disposal	In 2009, street sweeping waste was disposed of on a regular basis at the Outagamie County Landfill. A report is available in the Operations Divisions of Public Works.

6.4 Deicer Application Management

Responsible Staff / Position: Wendy Lodholz
Deputy Director of Operations
(920) 832-6049

Required Yes

Description

If road salt or other deicers are applied by the permittee, no more shall be applied than necessary to maintain public safety.

This section is the responsibility of the Department of Public Works, Operations and Parking Divisions, Facilities Management and the Parks and Recreation Department.

The Department of Public Works Operations Division has a written "Snow and Ice Control Program" adopted by the Common Council to address winter street maintenance. This program does not commit to bare pavement, establishes proper use of chemicals, sets a guideline of 300 pounds of salt per lane mile on four-lane and primary roads, and sets a guideline of 150 pounds of salt per lane mile on residential streets. The equipment used to apply salt is kept in good working condition and calibrated regularly.

The City is reviewing the "Snow and Ice Control Program" to consider the use of pre-wetting solutions to further reduce salt usage.

A new salt shed was constructed in 2001 at the Municipal Services Building. It is inspected yearly by the State of Wisconsin.

The Parking Division applies deicer to the parking ramps and lots as needed to ensure pedestrian and vehicle safety. The smaller amounts needed in these areas have allowed city staff to try new, more environmentally friendly products and still monitor the sites for safety. Which products are used on a regular basis is determined by availability and cost.

The Parks and Recreation Department and Facilities Management apply deicers to parking lots, access roads and sidewalks at various city facilities to maintain pedestrian and vehicle safety. The Parks and Recreation Department also removes snow from some of the city trails and applies deicers as needed. The smallest effective amount of salt is used.

The Department of Public Works, Operations Division and the Parks and Recreation Department remove snow and apply deicers on approximately 18.4 miles of public sidewalk. The smallest effective amount of salt is used.

Goals

6.4.1 Fleet Maintenance

Responsible Staff / Position:

Wendy Lodholz
Deputy Director of Operations
(920) 832-6049

Description

Maintain fleet and equipment for properly calibrated application of salt.

Planned: 2008 2009 2010

Complete: 2008 2009

Activity Date	Name	Description
10/31/2008	2008 Winter Season Calibration	Fleet made ready for snow and ice control and salt applicators calibrated per vehicle history records.
11/20/2009	2009 Winter Season Calibration	Fleet made ready for snow and ice control and salt applicators calibrated per vehicle history records.

6.4.2 Annual Salt Shed Inspection

Responsible Staff / Position:

Wendy Lodholz
Deputy Director of Operations
(920) 832-6049

Description

Conduct annual salt shed inspection by WisDOT.

Planned: 2008 2009 2010

Complete: 2008 2009

Activity Date	Name	Description
06/02/2008	2008 Annual Salt Shed Inspection	Annual salt shed inspection conducted on June 2, 2008. Documentation is on file in the Operations Division of Public Works.
03/17/2009	2009 Annual Salt Shed Inspection	Annual salt shed inspection conducted on March 17, 2009. Documentation is on file in the Operations Division of Public Works.

6.5 Leaf and Grass Clipping Management

Responsible Staff / Position: Todd Nett
Sanitation Foreman
(920) 832-5580

Required Yes

Description

Proper management of leaves and grass clippings, which may include on-site beneficial reuse as opposed to collection.

This section is the responsibility of the Department of Public Works, Operations Division, Fire Department, Facilities Management and the Parks and Recreation Department. Facilities Management is responsible for yard care at the Wastewater and Water Treatment Plants. This work is currently contracted with the City of Appleton Parks and Recreation Department.

The Parks and Recreation Department uses mulching mowers in the parks, public terraces, and at other city facilities that they maintain. No leaves or grass clippings are removed from these sites.

Appleton has two yard waste drop off sites that collect grass clippings, brush, yard waste, and motor oil from residents. A fee is charged for each bag of grass clippings as an incentive to mulch grass or compost at home.

Leaves are collected by the Department of Public Works Operations Division in the fall in approximately three (3) cycles through the city. Some leaves are ground and made available to residents as mulch. Other leaves are used for berm construction at various city facilities. Grass clippings are currently mixed with other yard waste and taken to Performance Wood Products.

The Department of Public Works and Utilities Department are currently working on a pilot composting project with Outagamie County to determine the feasibility of a regional compost program.

The Parks and Recreation Department is responsible for yard care at Fire Station No. 6. Fire Stations 1 through 5 have mulching mowers and leaf collection is addressed under the city-wide leaf collection program.

Goals

6.5.1 Public leaf collection

Responsible Staff / Position: Wendy Lodholz
Deputy Director of Operations
(920) 832-6049

Description

Continue to budget for and perform the public leaf collection program.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
11/14/2007	2008 Budget	Program budgeted in 2008 per Council approval on November 14, 2007.
04/25/2008	2008 Spring Leaf Collection Program	2008 spring leaf collection due to early snowfall in 2007.
11/12/2008	2009 Budget	2009 Approved Budget includes annual Leaf Collection Program and was approved by the Common Council on November 12, 2008.
12/05/2008	2008 Fall Leaf Collection Program	Three and a half cycles around the city were completed prior to snowfall.
12/04/2009	2009 Fall Leaf Collection Program	Four complete cycles around the city were completed prior to snowfall. Work order documentation on file in the office of the Department of Public Works Operations Division.

6.5.2 Yard Waste Sites

Responsible Staff / Position: Todd Nett
Sanitation Foreman
(920) 832-5580

Description

Continue to fund and operate yard waste sites.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
11/14/2007	2008 Budget Approval	2008 Budget Approval to operate and staff two yard waste sites occurred on November 14, 2007.
11/12/2008	2009 Budget Approval	2009 Budget Approval to operate and staff two yard waste sites occurred on November 12, 2008.
12/31/2008	2008 Yard Waste Site Hours of Operation	In 2008 - two Yard Waste Sites were operated 5,400 hours. A copy of this report is on file in the Operations Division of Public Works.
12/31/2009	2009 Yard Waste Site Hours of Operation	In 2009 - two Yard Waste Sites were operated 5,400 hours. A copy of this report is on file in the Operations Division of Public Works.

6.5.3 Park and Rec Mulching Mowers

Responsible Staff / Position: Marty Will
Deputy Director of Parks and Recreation
(920) 832-5910

Description

The Parks and Recreation Department will continue to own, maintain, and operate mulching mowers.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
10/03/2008	2008 Inventory	The attached file list all of the Park & Recreation Departments mowing equipment by DPW Unit Number, model year, original cost, size, and life expectancy. All equipment have "recycler decks", mulching baffles and/or screens to keep grass clippings under mowing deck to maximize mulching action. File Attachment Parks Mowing Equipment Inventory Oct 2008.pdf
10/29/2009	2009 Inventory	The attached file list all of the 2009 Park & Recreation Departments mowing equipment by DPW Unit Number, model year, original cost, size, and life expectancy. All equipment have "recycler decks", mulching baffles and/or screens to keep grass clippings under mowing deck to maximize mulching action. File Attachment Parks Mowing Inventory 2009.doc

6.5.4 Fire Dept. Mulching Mowers

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

The Fire Department will continue to own, maintain, and operate mulching mowers.

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
12/31/2008	2008 equipment	Further review of the equipment revealed two mowers that were not equiped for mulching. 2009 funds were allocated to ensure that mulching kits are added to the mowers prior to the 2009 season.
05/08/2009	2009 Equipment	Two riding mowers were retrofitted to be mulching mowers. The Stormwater Utility paid \$310 for parts.

6.6 Municipal Facility SWPPPs

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Required Yes

Description

Storm water pollution prevention planning for municipal garages, storage areas and other sources of storm water pollution from municipal facilities. Appleton has 9 facilities covered under this section:

1. Municipal Services Building with Sandra Street Yard Waste Site
2. Whitman Avenue Yard Waste Site
3. Water Treatment Plant
4. Wastewater Treatment Plant
5. Valley Transit (main garage)
6. Fire Station Number 1
7. Fire Station Number 2
8. Parks and Recreation Main Office
9. Reid Municipal Golf Course

The first 5 plans were completed in 2005, including staff training. Each department is responsible for implementing the stormwater plan for their facilities, including: physical site changes, plan updates and amendments, facility inspections, and staff training. Earth Tech, Inc. provided training to each department on their completed plans.

Goals

6.6.1 Create SWPPP's for City facilities

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

The Department of Public Works contracted with Earth Tech Inc. to create the required plans and train staff within those departments to implement the plan.

Planned: 2008

Complete: 2008

Activity Date	Name	Description
06/30/2005	2005 SWPPP's	In 2005 SWPPP's were created for the following sites: Municipal Services Building with Sandra Street Yard Waste Site, Whitman Avenue Yard Waste Site, Water Treatment Plant, Wastewater Treatment Plant, and Valley Transit. The plans are available in each respective department.
06/16/2008	2008 SWPPP's	In 2007 SWPPP's were completed for Fire Stations 1 and 6, the Park and Recreation Department Main Office, and Reid Municipal Golf Course. The plans are available at each respective department. City

6.6.2 Implement SWPPP's

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Per Section 3.6 of the NR 216 permit, inspections required under the SWPPP's should begin by June 15, 2009. Each Department with a SWPPP is responsible for implementing the inspections per their respective plans.

Planned: 2009 2010 2011 2012

Complete:

Activity Date	Name	Description
04/14/2009	2009 Stormwater/Supervisory Orientation	Orientation sessions were held by the Deputy Director of Parks and Recreation and involved the Golf Superintendent and the Parks Operation Manager in March and April of 2009.
07/28/2009	2009 Wastewater Plant Inspections	Quarterly visual inspections occurred March 24, May 6, September 28, and November 29. Semi-annual dry weather inspections occurred June 3 and July 28.
08/25/2009	2009 Fire Department Inspection	Inspections at Fire Stations No. 1 occurred on May 16 and August 12. Inspections at Fire Station No. 6 occurred on March 30 and August 25. Personnel changes during the year limited staff availability for inspections. Additional inspections are expected for future years.
09/21/2009	2009 Water Plant Inspections	Quarterly Visual Field Inspection occurred on March 24, April 24, July 13, and September 21. Semi-annual dry weather inspections occurred on April 24 and September 21. Annual Site Inspection occurred on September 21.
10/14/2009	2009 Reid Golf Course SWPPP Inspections File Attachment	All reports with various dates are combined in the attached file. Reid 2009 SWPP reports combined.pdf
11/24/2009	2009 Appleton Memorial Park BMP Informaion	Spill kits were purchased and employees received training. Established no-mow areas to the southwest of the cold storage area to add protection from run off water. Fence post on pallets in the outdoor storage area are now covered with tarps.
12/01/2009	2009 Reid Golf Course Best Management 5.2.2	Proposed best management practices, P1 through P9 have been followed and/or implemented. Spill kits for AST have been provided and employees have been trained. P8-A rock trench with various size stones was installed on the north side of the maintenance builing to stabilize the drainage area.
12/15/2009	2009 Appleton Memorial Park Inspections/Reports	Reports are located in J:/Common/Parks/Stormwater management plans AMP and Reid/2009Information/Appleton Memorial Park Building SWPP/Reports and Information.

6.7 Nutrient Application Management

Responsible Staff / Position: Marty Will
Deputy Director of Parks and Recreation
(920) 832-5910

Required Yes

Description

Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over 5 acres each, in accordance with a site-specific nutrient application schedule based on appropriate soil tests.

City owned properties with over 5 acres of pervious area include most city parks, Reid Municipal Golf Course, the Water Treatment Plant (WTP) and the Wastewater Treatment Plant (WWTP). The city also owns property with over 5 acres of pervious surface that is leased by USA Youth Sports and the Gardens of the Fox Cities.

This section is the responsibility of Facilities Management, the Parks and Recreation Department, and the Fire Department. Facilities Management is responsible for yard care at the Wastewater and Water Treatment Plants. This work is currently contracted with the City of Appleton Parks and Recreation Department. Although the Fire Stations have less than 5 acres of pervious surface, they are included in this city-wide effort to manage municipal use of fertilizers.

The City of Appleton Parks and Recreation Department has a Turf Management Policy that serves as an umbrella for city facilities under their jurisdiction. They have also completed soil tests and prepared Nutrient Management Plans for all city parks, the city owned golf course, and the Water and Wastewater Treatment Plants. The site specific Nutrient Management Plans fall under the Turf Management Policy. Parks and Recreation Department staff are certified for the proper application of lawn and garden fertilizers and will follow the Nutrient Management Plans. The plans will be updated every five (5) years following new soil tests.

The Parks and Recreation Department will work with the City Attorney's office to amend the lease agreements with USA Youth Sports and the Gardens of the Fox Cities to address this requirement.

The Fire Stations currently use a low phosphorus fertilizer. When the existing stock is used, zero phosphorus fertilizer will be used. Fertilizers are only applied at the manufacturer's recommended rates and any amount spilled on to sidewalks, streets, or other hard surfaces are promptly swept up.

Goals

6.7.1 Turf Management Policy**Responsible Staff / Position:**

Marty Will
 Deputy Director of Parks and Recreation
 (920) 832-5910

Description

Review and update Turf Management Policy every 5 years.

Planned: 2008

Complete: 2008

Activity Date	Name	Description
01/16/2008	2008 Policy Update	The Parks & Recreation Department has updated the Turf Management Policy. The Parks & Recreation Committee approved the Policy on January 9, 2008, and the City Council approved the Plan on January 16, 2008. File Attachment Turf Management Policy 2008.pdf
12/16/2009	2009 Activity	Policy was reviewed with no adjustment being made. Records of all chemical purchases can be verified by queries in the City's J D Edwards computer program(s).

6.7.2 Nutrient Management Plans**Responsible Staff / Position:**

Marty Will
 Deputy Director of Parks and Recreation
 (920) 832-5910

Description

Review and Update Nutrient Management Plans every 5 years.

Planned: 2008

Complete: 2008

Activity Date	Name	Description
05/15/2009	2008 Nutrient Management Plans	In 2008 nutrient management plans were completed for all City properties that the Park Department maintains. The plans are on file at the City of Appleton Parks Department. J:Common/Parks/TurfManagement/Nutrient Management Plans
10/26/2009	2009 Activity	Plans were reviewed with no adjustments being made.

6.7.3 Follow Plans

Responsible Staff / Position: Marty Will
Deputy Director of Parks and Recreation
(920) 832-5910

Description

Follow Turf Management and Nutrient Management Plans.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
12/15/2009	2009 Parks Activity Report	All chemical applications to turf areas under the jurisdiction of the Parks & Recreation Department are recorded and kept in three-ring binders in the office of the Park Foreman. Application information includes name of product, mixing ratios if required, settings of application equipment, application rates, name of personnel, and day date and time of application.

6.7.4 Lease Agreements

Responsible Staff / Position: Marty Will
Deputy Director of Parks and Recreation
(920) 832-5910

Description

Amend lease agreements with the Gardens of the Fox Cities and USA Youth Sports to address development and implementation of Nutrient Management Plans on those sites.

Planned: 2009

Complete:

Activity Date	Name	Description
12/30/2009	2009 Lease Agreement Report	<p>Gardens of the Fox Cities-Initiatives to move forward with adjustments to the lease agreement have been favorable. Unfortunately the Director of the Gardens of the Fox Cities left the organization and the position has not be filled as of 12/30/09. We intend to alter our approach by working with our City Attorney in drafting a lease amendment that would address nutrient management plans. We will approach the Board of Directors directly for approval of lease amendments in 2010.</p> <p>USA Youth - The Board of Directors at USA Youth were presented a number of proposed changes to the lease agreement in March of 2009, one of which would address nutrient management requirements. Unfortunately the fabric of the Board framework has been torn and tattered in the second and third quarter of 2009. There is encouraging evidence that the Board is making progress in rebuilding it's framework and will provide a more positive</p>

environment to make lease amendments to address nutrient management requirements. We anticipate this action not later than 2011. Our City Attorney has all relevant information and will draft legal documents when the Board is in a position to act on them.

6.7.5 Monitor Gardens and USA Youth

Responsible Staff / Position: Marty Will
Deputy Director of Parks and Recreation
(920) 832-5910

Description

Monitor compliance with Nutrient Management Plans by the Gardens of the Fox Cities and USA Youth Sports.

Planned: 2010 2011 2012

Complete:

Activity Date	Name	Description
None		

6.8 Staff Training and Education

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Required Yes

Description

Education of appropriate municipal and other personnel involved in implementing this program.

Each Department impacted by this section of the Permit is required to provide training to their own personnel regarding the implementation of this plan. However, some of the topics may be applicable to multiple departments and combined training efforts will be used whenever the time and topic are appropriate. Training will be incorporated into existing training programs.

Goals

6.8.1 DPW Operations Staff (MSB) Training

Responsible Staff / Position: Wendy Lodholz
Deputy Director of Operations
(920) 832-6049

Description

Provide one Pollution Prevention training opportunity per year for DPW Operations (Municipal Services Building or MSB) staff.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
09/24/2008	2008 Pollution Prevention Posters	Seven posters created by the consultant developing Pollution Prevention Program were posted at the Municipal Service Building.
09/24/2008	Sidewalk Winter Maintenance Workshop	Four DPW employees attended the Sidewalk Winter Maintenance Workshop on 9/24/08 held at the Milwaukee County Sheriff's Training Academy. Jason Angotti, Matt Abba, Erick Cardew and Wendy Lodholz.
10/07/2008	2008 MSB Staff Training	2008 MSB Staff Training on the new pollution prevention program by SEH, Inc. consultants on October 7, 2008.
12/04/2008	De-icer Training	Joel Schilling, consultant from Minnesota, presented information on various de-icer methodologies and associated fleet management techniques to MSB staff.
09/29/2009	2009 MSB Staff Training	On Tuesday, September 29, 2009 MSB Operations staff had training from Joel Schilling Consultant, Inc. on blended mixes for snow & ice control operations and the effect on the storm water. Attendance sheets on file at MSB.

6.8.2 Park and Rec Training

Responsible Staff / Position:

Marty Will
Deputy Director of Parks and Recreation
(920) 832-5910

Description

Provide one Pollution Prevention Training opportunity for Parks and Recreation Department staff per year.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
09/24/2008	2008 Training	Parks & Recreation Department Foreman attended the Parking Lot & Sidewalk Winter Maintenance Workshop in Milwaukee on 9/24/08. Major topic includes -Salt Application Rates, Cost Saving Tips, A Cleaner Lake Michigan.
10/13/2008	2008 Training	Park and Recreation Operations staff was trained by the consultant on the City's Pollution Prevention Plan.
05/05/2009	2009 Pollution Prevention Training	Training provided for golf, parks, and forestry staff on May 5, 2009. Agenda and sign in sheets are attached. File Attachment 2009 Training Informationcombined.pdf

6.8.3 Facilities Management Training

Responsible Staff / Position:

Ross Buetow
City Engineer
(920) 832-6474

Description

Provide one Pollution Prevention training opportunity for Facilities Management staff per year.

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
05/05/2009	2009 Training	Facilities Management Staff attended training provided at the Park and Recreation Department on May 5.

6.8.4 Park and Rec posters

Responsible Staff / Position:

Marty Will
Deputy Director of Parks and Recreation
(920) 832-5910

Description

Acquire and post appropriate Pollution Prevention posters at Parks and Recreation facilities.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
10/31/2008	2008 Posters	In fall of 2008, pollution posters created by the city's consultant were posted at various locations throughout Park Department facilities.
10/02/2009	2009 Posters	Posters placed at high traffic areas at various locations. Files recorded 10/02/09 and combined in Jan 2010.
	File Attachment	2009 Posters Combined File.pdf

6.8.5 Municipal site SWMP Training

Responsible Staff / Position: Wendy Lodholz
Deputy Director of Operations
(920) 832-6049

Description

Provide annual training for site specific stormwater management plans created under permit section 2.6.6 for Public Works, Parks and Recreation Department, Utilities Department, Fire Department, and Valley Transit. Each Department is responsible for training their staff on their plan and its requirements.

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
05/19/2008	2008 DPW Training	2008 MSB and Whitman Site SWMP Training
03/19/2009	2009 DPW Training	2009 MSB and Whitman Yard Waste Site Stormwater Pollution Prevention Training for DPW staff. Erick Cardew was the instructor. Employee attendance sheets are on file within the Department of Public Works Operations Division.
09/10/2009	2009 Wastewater Plant SWMP Training	Staff at the Wastewater Treatment Plant recieved training on SWPP/SPCC on September 10.
12/29/2009	2009 Water Plant SWMP Training	Staff training occurred on September 10, October 13, November 10, and December 29. A list of attendees is available at the Water Plant.

6.8.6 Other staff training

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Description

Engineering and other staff not specifically listed in other goals may participate in training related to Pollution Prevention. Although this isn't required, the additional awareness will help the city in improving our Pollution Prevention activities.

Activity Date	Name	Description
05/14/2009	2009 Training	Sue Olson from Engineering attended an EPA/CWP webcast regarding Pollution Prevention, sponsored by NEWSOC and SEH, Inc.

6.9 Source Water Protection Measures

Responsible Staff / Position: Ross Buetow
City Engineer
(920) 832-6474

Required Yes

Description

Measures to reduce municipal sources of storm water contamination within source water protection areas. Wisconsin's source water assessment program information is available at:

<http://www.dnr.state.wi.us/org/water/dwg/swap/index.htm>.

Small portions of the city are tributary to a Freedom municipal well, a Town of Menasha municipal well, and Lake Winnebago. The city will continue current practices within known source water protection areas.

Goals

6.9.1 Maintain existing structural devices

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Maintain existing structural stormwater practices in source water protection areas.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
12/31/2008	2008 Maintenance	All existing practices tributary to source water protection areas were maintained, as listed earlier in this section. No practices were abandon.
12/31/2009	2009 Maintenance	All existing practices tributary to source water protection areas were maintained, as listed earlier in this section. No practices were abandon.

6.9.2 Maintain sweeping

Responsible Staff / Position: Todd Nett
Sanitation Foreman
(920) 832-5580

Description

Maintain existing street sweeping practices in source water protection areas.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
12/31/2008	2008 Sweeping	The 2008 street sweeping in source water protection areas was maintained and is documented earlier in this section.
12/31/2009	2009 Sweeping	The 2009 street sweeping in source water protection areas was maintained and is documented earlier in this section.

6.10 Overall Pollution Prevention Program

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required No

Description

The written document that explains and defines the Pollution Prevention Plan for the City of Appleton.

Goals

6.10.1 Update and Maintain written document

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Starting in 2011, meet with all departments included in this program on a two year cycle to update the master document.

Planned: 2011

Complete:

Activity Date	Name	Description
10/01/2008	Create Initial document	Initial document as approved by Council in September 2008.
	File Attachment	<u>Pollution Prevention Program August 2008 Mary.doc</u>

7 Storm Water Quality Management

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

The permittee shall develop and implement a municipal storm water management program. This program shall achieve compliance with the developed urban area performance standards of s. NR 151.13(2), Wis. Adm. Code, for those areas of the municipality that were not subject to the postconstruction performance standards of s. NR 151.12 or 151.24. The program shall include:

1. To the maximum extent practicable, implementation of storm water management practices necessary to achieve a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls, by March 10, 2008. The permittee may elect to meet the 20% total suspended solids standard on a watershed or regional basis by working with other permittee(s) to provide regional treatment that collectively meets the standard.
2. Evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase total suspended solids removal from runoff.
3. Assessment of compliance with s. NR 151.13(2), Wis. Adm. Code, by conducting a pollutant-loading analysis using a model such as SLAMM, P8 or equivalent methodology approved by the Department. At a minimum, the average annual total suspended solids and phosphorus loads to the MS4 shall be determined for the cumulative discharge from all outfalls for the controls and no controls conditions. For purposes of evaluating the modeling, pollutant loads from grouped drainage areas as modeled shall be reported. The modeling shall calculate the theoretical annual average mass of total suspended solids generated for the entire area served by a MS4 within the permittee's jurisdiction with no controls or BMPs applied. Modeling to reflect the current state of controls and BMPs shall be judged against the no controls condition to determine the percent of reduction. A storm water infiltration system is considered to be a control or BMP. Controls and BMPs that exist at the time of permit issuance may be used to achieve this reduction. This pollutant level reduction applies to total suspended solids only.

Best Management Practices

7.1 City-Wide Stormwater Management Plan

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Required Yes

Description

The City of Appleton completed a comprehensive city-wide stormwater management plan addressing the items listed in the permit as well as water quantity control. The original plan was completed in 2004-2005.

After that time, additional guidance was released for the SLAMM modeling efforts. In 2007-2008 the city updated this plan. Both plans are on file at the Department of Natural Resources NE Region office and are also available for review at the City of Appleton Department of Public Works.

The City intends to update the plan again in 2011-2012.

The City of Appleton does not drain to any outstanding resource waters or exceptional resource waters. However, the city does drain to the following impaired waters: Lower Fox River, Mud Creek, Apple Creek, Bear Creek, Lake Winnebago.

The City of Appleton continues to implement the stormwater management plan prepared in 2004-2005 and updated in 2008, as documented throughout this report.

The city is not aware of any water quality improvements in the receiving waters during the reporting period.

The city is not aware of any water quality degradation in the receiving waters during the reporting period.

Goals

7.1.1 City-wide SWMP Update

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

In 2007-2008 an update to the June 2005 city-wide stormwater management plan was completed.

The city will update the plan again in 2011-2012 to incorporate new technology and other new information into the plan in an effort to achieve the goal of 40% TSS removal.

Planned: 2008 2011 2012

Complete: 2008

Activity Date	Name	Description
11/04/2008	2007-2008 City-wide Plan Update	The plan was approved by the Common Council in March of 2008 and submitted to DNR for grant approval that same month. In October 2008 grant approval was received. The final document was submitted to the DNR NE Region in November 2008. The plan is on file in the Engineering Division of the Department of Public Works and at the DNR NE Region office.

7.2 Implementation of Stormwater Treatment Practices

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Required No

Description

The City will continue to construct and implement stormwater treatment practices identified in the City-wide Stormwater Management Report in an effort to reach the 40% TSS removal goal.

Goals

7.2.1 Structural Practices

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Structural Practices identified in the City-wide stormwater management plan include stormwater ponds, Hydrodynamic Separating Devices, and biofilters.

Planned: 2009 2010 2011 2012

Complete: 2009

Activity Date	Name	Description
04/02/2009	2009 Agency Cooperation Meetings	On March 10, 2009 the City met with Outagamie County representatives to discuss ways to work together to meet the 40% TSS reduction goals. A similar meeting was held with Calumet County on April 2, 2009. No specific projects were identified. Opportunities will be explored if they occur.
11/20/2009	2009 HSD's and inlet sumps	In 2009 three HSD's were installed on Olde Oneida Street and 27 street inlets with sumps were installed with the College Avenue Street reconstruction by WDOT.
12/31/2009	2009 Ponds	In 2009 the Kensington Pond Retrofit was constructed, the Conkey Pond was bid, the Memorial Park South Pond went to final design and permitting, concepts plans and public meetings occurred for Pierce Park Pond, and contracts were awarded to AECOM to begin looking at Reid Municipal Golf Course for a stormwater pond.
12/31/2009	2009 biofilters	The Wisconsin Department of Transportation constructed 3 biofilters with the College Avenue bridge and street reconstruction that will be turned over to the city upon completion.

7.2.2 Non-Structural Practices

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Non-structural practices that may be implemented include street sweepers and street sweeping and ordinance or policy changes.

Planned: 2009 2011

Complete: 2009

Activity Date	Name	Description
12/11/2009	2009 Street Sweeper	The City replaced a mechanical sweeper with a high efficiency street sweeper per the 2008 updated stormwater management plan.

8 Storm Sewer System Map

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

The permittee shall develop and maintain a MS4 map.

Best Management Practices

8.1 Storm Sewer System Map Requirements

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Required Yes

Description

The municipal storm sewer system map shall include:

1. Identification of waters of the state, name and classification of receiving water(s), identification of whether the receiving water is an ORW, ERW or listed as an impaired water under s. 303(d) of the Clean Water Act, storm water drainage basin boundaries for each MS4 outfall and municipal separate storm sewer conveyance systems.
2. Identification of any known threatened or endangered resources, historical property and wetlands, as defined in sections 1.6 through 1.8 of this permit, which might be affected.
3. Identification of all known MS4 outfalls discharging to waters of the state and other MS4s. Major outfalls shall be uniquely identified.
4. Location of any known discharge to the MS4 that has been issued WPDES permit coverage by the Department. A list of WPDES permit holders in the permittee's area may be obtained from the Department.
5. Location of municipally owned or operated structural storm water management facilities including detention basins, infiltration basins, and manufactured treatment devices. If the permittee will be taking credit for pollutant removal from privately-owned facilities, they must be identified.
6. Identification of publicly owned parks, recreational areas and other open lands.
7. Location of municipal garages, storage areas and other public works facilities.
8. Identification of streets.

Goals

8.1.1 Storm Sewer System Maps

Responsible Staff / Position: Peter Neuberger
Project Engineer
(920) 832-6477

Description

Create initial maps, review them annually and update them as needed.

Planned: 2008 2009 2010 2011 2012

Complete: 2008 2009

Activity Date	Name	Description
12/15/2008	2008 Storm Sewer System Maps	All required maps were created by the City of Appleton GIS staff with information supplied by consultants, engineering staff and other city departments and submitted to the DNR per the required permit schedule.
12/31/2009	2009 Storm Sewer System Maps	Changes and new information that occurred in 2009 were gathered and submitted to Technology Services for map updates. Updating will occur in early 2010 and any maps that have changed will be submitted to DNR with the 2009 Annual Report in March 2010.

9 Annual Report and Storm Water Management Program Funding

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

The permittee shall submit an annual report to the Department in accordance with section 3.10 of the Permit. The permittee shall invite the municipal governing body, interest groups and the general public to review and comment on the annual report.

The Stormwater Utility for the City of Appleton is set up as an enterprise fund. A fee is charged to users for services and that fee must be used to meet operations, debt and/or cost recovery criteria for the Utility. The charge is based on an equivalent runoff unit (ERU). An ERU is defined as 2,368 square feet of impervious area and represents the runoff impact of an average home. Rates are monitored on an annual basis for adjustment based on actual results and projected future costs. The current rate is \$108.88 per ERU and became effective March 1, 2006. The rate will increase to \$125/ERU/year July 1, 2010. The new rate is expected to cover necessary costs through 2013 at this time.

An accurate cost breakdown for each section of the permit is not available. The table attached to the annual report provides a best estimate of the breakdown for the Department of Public Works. Data is not available for the efforts from other city departments. As each of the six plans were developed in 2008 the city established work orders to better track costs. City staff continue to work on use of the work order system by various city staff and development of a usable reporting system.

Best Management Practices

9.1 Annual Reports

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Required Yes

Description

This section contains copies of the City of Appleton Annual Reports. Annual reports are taken to the Utilities Committee and then to the Common Council for review, input and approval prior to sending to the DNR. Committee and Council meetings are publicly noticed per statutes and include opportunity for public input and comment.

Goals

9.1.1 Annual Reports

Responsible Staff / Position: Sue Olson
Staff Engineer
(920) 832-6473

Description

Copies of annual reports are available at the Department of Public Works.

Planned: 2008 2009 2010 2011 2012

Complete: 2008

Activity Date	Name	Description
03/31/2008	2007 Annual Report	The 2007 Annual Report was prepared on the form supplied by WDNR. It was taken to the Utilities Committee and Common Council for review, input and approval and submitted to WDNR by March 31, 2008. File Attachment 2007 Annual Report.pdf
03/24/2009	2008 Annual Report	The 2008 Annual Report included the WDNR Form as well as the document prepared by this application. It was approved by the Common Council on March 18, 2009 and submitted to the WDNR on March 24, 2009. A letter was received from the WDNR on May 18, 2009 stating that the report satisfies the permit requirements. File Attachment 2008 Annual Report Form.doc File Attachment 2008 Annual Report to UC.pdf
