VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

Public Utilities Committee

Tuesday, October 20, 2020 **6:00 PM** **McFarland Municipal Center**
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:
https://us02web.zoom.us/j/84013121206

Or by Telephone: +1 (312) 626-6799

Webinar ID: 840 1312 1206

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.

3. APPROVAL OF MINUTES.
   a. Discussion and action regarding the minutes from the Public Utilities meeting held on September 15, 2020.

4. BUSINESS.
   a. Discussion and action to make a recommendation to the Village Board regarding the 2021 Budget for the Utilities Fund (600).

   b. Discussion and action to make a recommendation to the Village Board regarding the 2021 Budget for the Stormwater Utility Fund (605).

   c. Update regarding the conventional water rate case for test year 2021.

   d. Discussion regarding sewer rates and possible increase starting January 1, 2021 including a MMSD pass through charge.

   e. Discussion and possible action to make a recommendation to the Village Board regarding Ordinance 2020-22, An Ordinance Amending Various Sections of the McFarland Municipal Code Including Chapter 47 Public Utilities, Chapter 56 Subdivisions, and Chapter 62 Zoning Relating to the Provisions of Storm and Sanitary Sewer Service.

   f. Update the DNR's Notice of Intent (NOI) Satellite Sewage Collection System permit.

   g. Presentation of the Public Works Monthly Report

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday November 17, 2020 at 6:00 p.m.

b. Discussion and proposal to adjust scheduled date for Public Utilities December meeting from December 15, 2020 to December 8, 2020.

6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND

Public Utilities Committee Minutes

Tuesday September 15, 2020 – 6:00 P.M.

1. CALL TO ORDER, ROLL CALL

   The meeting was called to order by Village Trustee and Chairperson Eric Kryzenske at 6:00 p.m.

   Members present: Chris Fredrick, Marc Nielsen, Mary Pat Lytle, Village Trustee Carolyn Clow. Absent: Pauline Boness

   Staff present: Matt Schuenke (Village Administrator), Jim Hessling (Director of Public Works), Aimee Irwin (Assistant to the Director), Brian Berquist (Town & Country Engineering), Tim Stieve (Town & County Engineering), Lee Igl (Streets & Utilities Superintendent), Andrew Bremer (Community & Economic Development Director)

2. PUBLIC APPEARANCES

   None.

3. APPROVAL OF MINUTES
   a. Discussion and action regarding the minutes from the joint Public Works and Public Utilities meeting held on August 10, 2020.
      - Motion by Eric Kryzenske to approve the minutes as presented. Seconded by Mary Pay Lytle. Motion passed 5-0-0
   b. Discussion and action regarding the minutes from the Public Utilities Committee held on August 18, 2020.
      - Marc Nielsen recommended an edit to item 4b regarding the necessity of the pathway along the Eastside Interceptor.
      - Motion by Eric Kryzenske to approve the minutes with the recommended edit. Seconded by Carolyn Clow. Motion passed 5-0-0
4. BUSINESS
   a. Discussion and action to make a recommendation to the Village Board regarding the final plat of Rosewood Fields Final Plat including public improvements.
      - Dan Day provided a presentation of the Veridian Rosewood Fields Final Plat. The presentation detailed the additional work that has occurred along with work yet to be completed.
      - Brian Berquist reviewed the recommendation letter included in the packet. The recommendation letter included minor edits as well as more in depth edits related to stormwater management and data depicting a 150 year storm map. Town & Country would issue their approval contingent on the recommendations contained in the letter.
      - Committee members discussed the proposed Final Plat. Chris Fredrick asked for clarification on the plan with outlots. Dan Day reviewed the lots

that would be for the Village, public and homeowners association. Carolyn Clow if any road adjustments were made from the original plat presented. Dan Day stated no adjustments were made. Chris Fredrick asked about discussions with Dane County in relation to the intersection of County Highway AB. Dan Day stated that Veridian has a condition of approval and continuing to work on the design for this intersection. Committee members discussed the addition of bike lanes and members recommended for bike lanes to be included.

- Motion by Carolyn Clow to recommend acceptance to the Village Board of the Rosewood Fields Final Plat with recommendations from Town & Country. Seconded by Chris Fredrick. Motion passed 5-0-0

b. Discussion and action to make a recommendation to the Village Board regarding the final design and authorize the Eastside Interceptor project for bidding.
    - Tim Stieve provided background regarding the Eastside Interceptor final design. Matt Schuenke recommended that the project be split into two phases due to future development plans and the process of obtaining easement access. Schuenke also provided that cash flow is sufficient to support the project until the borrowing begins per the auditor. Brian Berquist reviewed the provided cost estimate which is similar to previous data.
    - Committee members discussed the final design. Brian Berquist included that the design would include design for Highway MN but physical construction would stop north of the railroad tracks. Matt Schuenke stated that the expense to upsize the pipe through the Rosewood Fields Veridian development would be paid for by the Village. Eric Kryzenske asked if it is common practice to reimburse for the upsizing costs. Brian Berquist responded yes it is common practice. Mary Pat Lytle asked when the assessments would take place on applicable development properties. Matt Schuenke responded that this would occur at the time of permitting. Chris Fredrick asked what the pavement restoration allowance is for. Brian Berquist responded this is for a construction roadway that may be required during the project. Matt Schuenke stated that the asphalt pathway would be split funded by assessments and the capital project fund. Schuenke stated that existing sewer customers would not be paying for the expense of the asphalt pathway. Jim Hessling stated that the pathway is a proactive step for future access to the pipe. Marc Nielsen asked if bike lanes are anticipated on County Highway AB. Brian Berquist does not believe bike lanes are planned at this time by the county.
    - Motion by Chris Fredrick to recommend to the Village Board to move forward with the Eastside Interceptor project. Seconded by Carolyn Clow. Motion passed 5-0-0
c. Discussion regarding special assessments and cost recovery method(s) for the Eastside Interceptor project.

- Brian Berquist provided background regarding the cost estimate and recovery method options for the Eastside Interceptor. Matt Schuenke stated that the data provided in the packet is the entire project not the phased approach that is being recommended.
- Committee members discussed the proposed cost recovery provided. Eric Kryzenske asked if it is normal practice to include developments that are well in the future. Brian Berquist responded that it is normal to include reasonable developments. Carolyn Clow clarified what the typical bonding length is. Brian Berquist stated the popular bonding length is ten years and refinancing may occur if necessary. Carolyn Clow asked if notification occurs to the owners of the properties that may be assessed with future developments. Brian Berquist stated that this information is provided during the developer agreement process and properties cannot be assessed until they are included in the Village. Matt Schuenke provided that a specific procedure does not exist currently for notification however, the developments in process are aware.

d. Discussion and action to make a recommendation to the Village Board regarding a request for a private septic and well for a single family residence located on Lot 2 CSM #14495, 3365 Siggelkow Road.
    - Eric Kryzenske stated this item was included with the agenda in the event the Village Board recommended the committee to review. The Village Board approved this item and did not recommend for committee review.
    - Motion by Carolyn Clow to indefinitely postpone discussion and action regarding the private septic and well for 3365 Siggelkow Road. Seconded by Eric Kryzenske. Motion passed 5-0-0

e. Presentation of the Public Works Monthly Report from the Director.
    - Jim Hessling provided an update on public works activities in the Village for the month of August 2020.

5. SCHEDULE NEXT MEETING DATE
    a. Tuesday October 20, 2020 at 6:00 p.m.
6. ADJOURNMENT
    a. Motion to adjourn by Carolyn Clow at 7:21 p.m. Seconded by Chris Fredrick. Motion passed 5-0-0.

Respectfully submitted by Aimee Irwin

VILLAGE OF McFarland
Naturally Connected

2021 ANNUAL BUDGET

Utilities

Fund #600

VILLAGE OF McFarland
Naturally Connected

2021 ANNUAL BUDGET

Utilities

Fund #600

Summary

Village of McFarland

2021 Utility Fund Operating Budget

SUMMARY of SEWER SERVICE

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
REVENUES							
42000	Special Assessments	376,801	150,000	52,918	150,000	140,000	-6.67%
43000	Intergovernmental Revenues	0	0	0	3,750	0	----------
46000	Public Charges for Services	1,118,009	1,147,750	501,625	1,172,500	1,353,750	17.95%
48000	Miscellaneous	40,904	40,250	9,403	12,750	10,250	-74.53%
49000	Other Financing Sources	0	68,500	0	68,500	766,250	1018.61%
	Total SEWER SERVICE Revenues	1,535,714	1,406,500	563,946	1,407,500	2,270,250	61.41%

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
EXPENSES							
53610	ADMINISTRATION	277,395	248,500	177,696	355,430	304,250	22.43%
53611	METER READING	6,013	32,000	1,342	27,500	33,250	3.91%
53612	MISCELLANEOUS	154,296	21,000	1,080	1,500	20,250	-3.57%
53613	DEBT SERVICE	22,750	194,500	9,725	194,450	195,750	0.64%
53614	CAPITAL PROJECTS	1,584	68,500	0	68,500	818,750	1095.26%
53615	TRANSPORTATION	718,822	747,750	195,768	750,000	784,000	4.85%
53616	SYSTEM MAINTENANCE	107,990	94,250	53,189	105,304	114,000	20.95%
	Total SEWER SERVICE Expenses	1,288,850	1,406,500	438,800	1,502,684	2,270,250	61.41%
	Difference in SEWER Rev over Exp	**246,864**	**0**	**125,146**	**(95,184)**	**0**	

SUMMARY of WATER SERVICE

REVENUES							
42000	Special Assessments	301,603	130,000	57,487	130,000	115,000	-11.54%
46000	Public Charges for Services	1,095,676	1,069,500	535,104	1,078,000	1,290,000	20.62%
48000	Miscellaneous	40,706	40,250	9,612	12,750	10,250	-74.53%
49000	Other Financing Sources	0	710,000	0	988,000	233,500	-67.11%
	Total WATER SERVICE Revenues	1,437,985	1,949,750	602,203	2,208,750	1,648,750	-15.44%
EXPENSES							
53710	ADMINISTRATION	282,489	334,500	207,214	346,314	372,500	11.36%
53711	METER READING	8,425	27,500	2,121	26,500	33,250	20.91%
53712	MISCELLANEOUS	579,119	292,500	1,099	255,250	305,500	4.44%
53713	DEBT SERVICE	49,418	292,750	39,815	303,029	441,500	50.81%
53714	CAPITAL PROJECTS	21,299	766,000	0	988,000	233,500	-69.52%
53715	SUPPLY	23,171	5,000	3,572	6,250	5,250	5.00%
53716	PUMPING	75,068	74,500	34,361	71,582	76,000	2.01%
53717	TREATMENT	35,772	29,500	7,593	31,000	35,000	18.64%
53718	TRANSMISSION AND DISTRIBUTION	78,617	127,500	41,986	128,508	146,250	14.71%
	Total WATER SERVICE Expenses	1,153,378	1,949,750	337,760	2,156,433	1,648,750	-15.44%
	Difference in WATER Rev over Exp	**284,607**	**0**	**264,442**	**52,317**	**0**	

SUMMARY of UTILITY FUND

Difference in UTILITY FUND Rev over Exp	**531,471**	**0**	**389,588**	**(42,867)**	**0**	

VILLAGE OF McFarland
Naturally Connected

2021 ANNUAL BUDGET

Utilities

Fund #600

Revenues

REVENUES

UTILITY FUND - FUND 600

Budget Summary

SEWER SERVICE

Special Assessments							
42000		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
42104	Sewer: Contributed Cap Revenue	236,464	0	0	0	0	----------
42201	Sewer Impact Fees	0	0	0	0	0	----------
42202	Sewer Assessments (Holscher)	140,337	150,000	52,918	150,000	140,000	-6.67%
	Total SPECIAL ASSESSMENTS Rev	**376,801**	**150,000**	**52,918**	**150,000**	**140,000**	**-6.67%**

Intergovernmental Revenue							
43000		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
43560	State - COVID Reimbursement	0	0	0	3,750	0	----------
	Total INTERGOV REVENUES Rev	**0**	**0**	**0**	**3,750**	**0**	----------

Public Charges for Services							
46000		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
46410-101	Residential Use Charges	897,571	939,250	422,880	975,000	1,145,750	21.99%
46410-102	Commercial Use Charges	140,911	140,000	69,983	165,000	170,750	21.96%
46410-103	Multi-Family Use Charges	17,400	34,750	0	0	0	-100.00%
46410-104	Public Authority	24,402	26,000	7,799	27,000	31,750	22.12%
46410-105	Forfeited Discounts	7,760	5,500	627	5,500	5,500	0.00%
46410-106	Residential Fixed Charges	22,760	2,000	294	0	0	-100.00%
46410-107	Commercial Fixed Charges	7,205	250	43	0	0	-100.00%
	Total PUBLIC CHARGES Rev	**1,118,009**	**1,147,750**	**501,625**	**1,172,500**	**1,353,750**	**17.95%**

Miscellaneous Revenue							
48000		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
48025	Miscellaneous Revenue	85	250	138	250	250	0.00%
48125	Interest	40,818	40,000	9,265	12,500	10,000	-75.00%
48325	Gain/Loss on Sale	0	0	0	0	0	----------
	Total MISC REVENUE Rev	**40,904**	**40,250**	**9,403**	**12,750**	**10,250**	**-74.53%**

Other Financing Sources							
49000		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
49125	Borrowing Proceeds	0	0	0	0	766,250	----------
49225	Transfers from Other Funds	0	0	0	0	0	----------
49325	Fund Balance Applied	0	68,500	0	68,500	0	-100.00%
	Total OTHER FINAN SOURCES Rev	**0**	**68,500**	**0**	**68,500**	**766,250**	**1018.61%**
	Total SEWER SERVICE Revenues	**1,535,714**	**1,406,500**	**563,946**	**1,407,500**	**2,270,250**	**61.41%**

REVENUES

UTILITY FUND - FUND 600

Budget Summary

WATER SERVICE

Special Assessments 42000		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
42101	Water Impact Fees	53,300	60,000	27,302	60,000	55,000	-8.33%
42102	Water Assessments (Holscher)	58,071	70,000	30,185	70,000	60,000	-14.29%
42103	Water: Contributed Cap Revenue	190,232	0	0	0	0	----------
	Total SPECIAL ASSESSMENTS Rev	**301,603**	**130,000**	**57,487**	**130,000**	**115,000**	**-11.54%**

Public Charges for Services 46000		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
46450-101	Residential Use Charges	514,420	500,000	240,453	500,000	665,000	33.00%
46450-102	Commercial Use Charges	63,598	57,000	27,222	55,000	75,750	32.89%
46450-103	Multi-Family Use Charges	39,175	37,000	17,676	37,000	49,250	33.11%
46450-104	Public Authority	15,877	15,250	3,428	8,500	20,250	32.79%
46450-105	Forfeited Discounts	4,143	3,250	(271)	2,500	3,250	0.00%
46450-108	Public Fire Protection	325,092	335,000	167,500	325,000	325,000	-2.99%
46450-109	Private Fire Protection	35,527	30,000	17,554	32,000	34,000	13.33%
46450-110	Other Water Revenues	94,439	90,000	59,643	115,000	115,000	27.78%
46450-111	Unmetered Sales to Gen Cust	3,405	2,000	1,899	3,000	2,500	25.00%
	Total PUBLIC CHARGES Rev	**1,095,676**	**1,069,500**	**535,104**	**1,078,000**	**1,290,000**	**20.62%**

Miscellaneous Revenue 48000		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
48050	Miscellaneous Revenue	231	250	347	250	250	0.00%
48150	Interest	40,762	40,000	9,265	12,500	10,000	-75.00%
48350	Gain/Loss on Sale	(287)	0	0	0	0	----------
	Total MISC REVENUE Rev	**40,706**	**40,250**	**9,612**	**12,750**	**10,250**	**-74.53%**

Other Financing Sources 49000		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
49150	Borrowing Proceeds	0	710,000	0	645,000	0	-100.00%
49250	Transfers from Other Funds	0	0	0	0	0	----------
49350	Fund Balance Applied	0	0	0	343,000	233,500	----------
	Total OTHER FINAN SOURCES Rev	**0**	**710,000**	**0**	**988,000**	**233,500**	**-67.11%**
	Total WATER SERVICE Revenues	**1,437,985**	**1,949,750**	**602,203**	**2,208,750**	**1,648,750**	**-15.44%**
	Total Budget Revenues	***2,973,699***	***3,356,250***	***1,166,148***	***3,616,250***	***3,919,000***	***16.77%***

VILLAGE OF McFarland
Naturally Connected

2021 ANNUAL BUDGET

Utilities

Fund #600

Expenses

SEWER SERVICE
UTILITY FUND - FUND 600

MISSION STATEMENT:
To provide efficient and high quality sanitary sewer service to the Village Utility customers while holding costs and minimizing impacts to the residents.

PROGRAM DESCRIPTION:
The Sewer Service provides sanitary sewer services to residential and commercial properties within the Village. The sewer mains connect to nearly every building throughout the Village in order to convey the wastewater to the Madison Metropolitan Sewerage District for treatment. The Utility has 1/3 of the main lines cleaned and televised on a yearly basis with the intent of keeping the sewer lines clean and functional for all users.

PROGRAM OBJECTIVES:

- Continue to improve efficiency through billing and collection system in online program.

- Review and consider options for management and mitigation of wastewater treatment standards.

SEWER SERVICE BUDGET SUMMARY

REVENUES

	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Allocated Revenues	**1,288,850**	**1,406,500**	**438,800**	**1,502,684**	**2,270,250**	**61.41%**

Notes:

42202 Each time a building permit is taken out for new home construction in Juniper Ridge or Prairie Place Subdivision, an assessment is collected by the Village in order for each new home built to pay a share of the cost to reconstruct Holscher Road from a rural to urban cross section. New home construction has been very high the last several years which has increased collections during this time. The assessment also includes a share of the cost for a lift station that was constructed to support these developments.

46410 101-103 106, 107 These are the main categories for user charges that customers of the utility pay for sanitary sewer service in order to treat wastewater. They are billed based upon water usage which increased in 2019. This budget is presented with the rate increase that was approved in 2020 as well.

49325 Fund balance is suggested to cover the Sewer Service share of capital expenses in Fund 400. There are no large capital sewer projects and this would avoid the need to borrow for these funds or raise rates higher than is necessary next year.

SEWER SERVICE (continued)

UTILITY FUND - FUND 600

EXPENDITURES

ADMINISTRATION		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53610							
110	Salaries	88,046	60,750	49,424	90,000	100,000	64.61%
120	Part-Time	4,142	5,750	6,375	75,000	7,750	34.78%
130-135	Employee Pensions and Benefits	24,607	29,250	18,460	33,250	38,250	30.77%
210	Support Services	12,171	25,000	21,242	40,000	25,000	0.00%
211	Consultant Services	11,979	15,000	9,828	15,000	15,000	0.00%
221	Communication	0	0	421	1,200	1,500	----------
310	Office Supplies	5,533	6,500	2,245	4,000	5,000	-23.08%
311	Postage	2,590	2,750	1,606	2,750	2,750	0.00%
320	Dues and Subscriptions	0	500	175	500	500	0.00%
321	Printing/Publication	1,742	3,000	636	1,000	1,500	-50.00%
330	Meeting Expenses	126	500	(50)	250	500	0.00%
331	Training Expenses	1,395	1,250	(192)	250	1,500	20.00%
340	Operating Supplies	49	250	796	2,500	1,000	300.00%
510	Insurance	41,991	42,000	43,730	43,730	44,000	4.76%
515	Retiree Contribution	1,315	10,000	0	0	10,000	0.00%
530	Rent	81,707	46,000	23,000	46,000	50,000	8.70%
	Total ADMINISTRATION Exp	**277,395**	**248,500**	**177,696**	**355,430**	**304,250**	**22.43%**

Notes:

110-120 These include expenses generally applied from salaries from those positions that oversee general operations and administration of sanitary sewer services.

130-135 The proportionate rate of benefit costs are also applied to these line items including Health Insurance, Retirement, Social Security, and Other Fringe Benefits.

210 Includes funds for a share in the expenses of the network administration, accounting software, auditing, diggers hotline, equipment leases, attorney bills, PSN, and other similar service drive needs.

211 The funding for the engineer is included within this line item for assistance they provide on sanitary projects.

321 Printing charges associated with the preparation of utility bills and various subscriptions.

340 This account contains funding for the daily operations related to the sewer. Such items include nuts and bolts, wood, rentals, tool repairs, rags, degreasers, chemicals, floor dry and other miscellaneous supplies.

METER READING		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53611							
110	Salaries	4,303	8,500	0	7,000	10,000	17.65%
120	Part-Time	459	13,750	110	12,000	12,500	-9.09%
130-135	Employee Pensions and Benefits	690	1,500	8	5,000	7,250	383.33%
210	Support Services	25	6,500	0	1,500	1,500	-76.92%
311	Postage	536	1,500	494	1,000	1,000	-33.33%
340	Operating Expenses	0	250	731	1,000	1,000	300.00%
	Total METER READING Exp	**6,013**	**32,000**	**1,342**	**27,500**	**33,250**	**3.91%**

Notes:

110 Some funding from the Administration Department is allocated to this line to account for their assistance in the meter reading process including billing and collections.

120 A portion of the cost for the Utility Clerk and Meter reader are provided within this line item.

SEWER SERVICE (continued)

UTILITY FUND - FUND 600

EXPENDITURES (continued)

MISCELLANEOUS

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53612							
390	Miscellaneous	5,915	20,000	1,080	1,500	20,000	0.00%
391	Programming	0	1,000	0	0	250	-75.00%
540	Depreciation	151,152	0	0	0	0	----------
541	Amortization	(2,771)	0	0	0	0	----------
	Total MISCELLANEOUS Exp	**154,296**	**21,000**	**1,080**	**1,500**	**20,250**	**-3.57%**

Notes:

390 Formerly referred to as the "Operating Contingency", this account is used to address expenses that were not expected or anticipated.

391 New for 2019, this line item is presented to provide some money for the Department to create programs, provide education, and otherwise interact with the public regarding the sewer service such as public events.

DEBT SERVICE

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53613							
610	Principal Payment	0	175,000	0	175,000	180,000	2.86%
620	Interest Payment	22,750	19,500	9,725	19,450	15,750	-19.23%
690	Other Debt Service	0	0	0	0	0	----------
	Total DEBT SERVICE Exp	**22,750**	**194,500**	**9,725**	**194,450**	**195,750**	**0.64%**

Notes:

610-620 There was no borrowing in 2018 and no borrowing is projected in 2019. This represents the Sewer's share of the current debt expense within the Utilities Fund.

CAPITAL PROJECTS

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53614							
590	Facility Reserve - Collection System	0	0	0	0	30,500	----------
593	Equipment Reserve - Replacement	0	0	0	0	22,000	----------
822	Capital - Sewer	1,584	68,500	0	68,500	766,250	1018.61%
	Total CAPITAL PROJECTS Exp	**1,584**	**68,500**	**0**	**68,500**	**818,750**	**1095.26%**

Notes:

590 Early in 2020 a rate increase was approved to also allow for reserve allocations to go towards future collection system replacements. The number targeted at the time was $125,000 annually to be assigned for this purpose; however, what is projected in 2021 is short of that number based on the projected availability of funds and expenses. The creation and growth of this fund balance will help to limit future debt service.

593 The rate increase also provided an allocation for future equipment replacement savings. The number included in the budget is what was projected in the analysis. The creation and growth of this fund balance will help to limit future debt service.

822 The main capital project for 2021 includes the Eastside Interceptor Project that is scheduled to begin construction in January. Also includes funds for normal shares in applicable equipment and vehicles.

SEWER SERVICE (continued)
UTILITY FUND - FUND 600

EXPENDITURES (continued)

TRANSPORTATION

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53615							
130-135	Employee Pensions and Benefits	54	9,000	0	10,000	11,000	22.22%
210	Support Services	708,445	721,000	191,109	730,000	760,500	5.48%
220	Utilities	8,328	9,500	3,974	8,000	9,500	0.00%
240	Equipment Maintenance	414	1,500	175	250	1,000	-33.33%
340	Operating Supplies	268	750	18	250	500	-33.33%
341	Fuel	1,314	6,000	493	1,500	1,500	-75.00%
	Total TRANSPORTATION Exp	**718,822**	**747,750**	**195,768**	**750,000**	**784,000**	**4.85%**

Notes:

210 This represents the charges for treatment services paid to MMSD. They set the rates which are then passed on to our customers through the billing process. Their rates are projected to increase around 5.5% in 2021 with our projection slightly higher than that for the coming year.

240 This account covers such items as pump repairs and other services related to sewerage pumping.

340 Welding supplies, pump parts, oil/grease, nuts/bolts, and other items needed for maintenance.

SYSTEM MAINTENANCE

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53616							
110	Salaries	49,709	39,500	25,062	50,124	52,500	32.91%
124	Seasonal	0	1,750	0	1,500	1,500	-14.29%
130-135	Employee Pensions and Benefits	18,927	12,000	9,590	19,180	22,500	87.50%
220	Utilities	0	0	0	0	0	----------
241	Vehicle Maintenance	5,533	5,000	6,455	12,000	10,000	100.00%
242	Facility Maintenance	13,419	25,000	8,963	15,000	20,000	-20.00%
340	Operating Supplies	17,969	8,000	2,133	5,000	5,000	-37.50%
341	Fuel	2,434	3,000	987	2,500	2,500	-16.67%
	Total SYSTEM MAINTENANCE Exp	**107,990**	**94,250**	**53,189**	**105,304**	**114,000**	**20.95%**

Notes:

110 Maintenance is conducted by Village Staff for the infrastructure and equipment that moves the wastewater through the system. Time is spent to clean, check, monitor, and make adjustments in order to make sure the flow is consistent and steady to the treatment plant.

242 Charges to this account include cleaning supplies, HVAC work, light bulbs, minor repairs, roof repairs, plumbing, and other items needed to maintain facilities containing sanitary infrastructure.

Total SEWER SERVICE Expenses	**1,288,850**	**1,406,500**	**438,800**	**1,502,684**	**2,270,250**	**61.41%**

WATER SERVICE

UTILITY FUND - FUND 600

MISSION STATEMENT:

To provide efficient and high quality water service to the Village Utility customers while holding costs and minimizing impacts to the residents.

PROGRAM DESCRIPTION:

The Water Utility provides drinking water service to the residents of the Village. The Utility tests the water on a daily, weekly, monthly, and yearly basis as required by the Department of Natural Resources. The water mains connect to nearly every building throughout the Village. The Utility flushes all water mains throughout the Village on a year basis, turns one third of all the water main valves annually, and monitors condition of the pipes in order to provide quality drinking water to its customers.

PROGRAM OBJECTIVES:

- Continue to improve efficiency through billing and collection system in online program.

- Limit or prevent all service outages as available and practicable through the capital improvement program and responsive service to main breaks.

WATER SERVICE BUDGET SUMMARY

REVENUES	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Allocated Revenues	**1,153,378**	**1,949,750**	**337,760**	**2,156,433**	**1,648,750**	**-15.44%**

Notes:

42101 The Water Service charges an impact fee on new home construction to help fund future water infrastructure needs including wells, mains, and water towers as applicable.

42102 Each time a building permit is taken out for new home construction in Juniper Ridge or Prairie Place Subdivision, an assessment is collected by the Village in order for each new home built to pay a share of the cost to reconstruct Holscher Road from a rural to urban cross section. New home construction has been very high the last several years which has increased collections during this time. The assessment also includes a share of the cost for a lift station that was constructed to support these developments.

46450 These are the main categories for user charges that customers of the utility pay for drinking water service. They are billed based upon water usage collected at the water meter which did increase in 2019. The Public Utilities Committee is in the middle of a full rate case of our water rates in late 2020 which will likely increase these numbers for 2021 based on when its implemented.

WATER SERVICE (continued)

UTILITY FUND - FUND 600

EXPENDITURES

ADMINISTRATION		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53710							
110	Salaries	82,531	60,750	44,074	88,149	100,000	64.61%
120	Part-Time	4,142	5,500	6,375	12,750	7,750	40.91%
130-135	Employee Pensions and Benefits	16,774	49,500	15,783	31,565	38,250	-22.73%
210	Support Services	30,860	50,000	27,831	50,000	42,500	-15.00%
211	Consultant Services	9,316	15,000	12,799	23,000	25,000	66.67%
221	Communication	0	500	421	1,000	1,500	200.00%
240	Equipment Maintenance	0	0	0	0	0	----------
310	Office Supplies	6,408	4,750	2,245	4,000	4,500	-5.26%
311	Postage	1,872	1,250	1,606	3,000	3,000	140.00%
320	Dues and Subscriptions	0	500	175	500	500	0.00%
321	Printing/Publication	5,750	7,500	3,145	5,500	6,000	-20.00%
330	Meeting Expenses	126	250	(50)	350	500	100.00%
331	Training Expenses	2,166	2,250	(192)	2,500	2,500	11.11%
340	Operating Supplies	49	250	814	2,500	2,500	900.00%
341	Fuel	2,533	7,500	987	2,500	3,000	-60.00%
510	Insurance	72,648	73,000	68,201	73,000	75,000	2.74%
515	Retiree Contribution	1,315	10,000	0	0	10,000	0.00%
530	Rent	46,000	46,000	23,000	46,000	50,000	8.70%
	Total ADMINISTRATION Exp	**282,489**	**334,500**	**207,214**	**346,314**	**372,500**	**11.36%**

Notes:

110-120 These include expenses generally applied from salaries from those positions that oversee general operations and administration of water services.

130-135 The proportionate rate of benefit costs are also applied to these line items including Health Insurance, Retirement, Social Security, and Other Fringe Benefits.

210 Includes funds for a share in the expenses of the network administration, accounting software, auditing, diggers hotline, equipment leases, attorney bills, PSN, and other similar service drive needs.

211 The funding for the engineer is included within this line item for assistance they provide on water projects.

METER READING		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53711							
110	Salaries	4,174	8,500	0	8,500	10,000	17.65%
120	Part-Time	2,084	13,750	721	12,500	12,500	-9.09%
124	Seasonal	0	0	0	0	0	----------
130-135	Employee Pensions and Benefits	1,477	2,000	176	2,000	7,250	262.50%
210	Support Services	25	1,500	0	1,500	1,500	0.00%
311	Postage	677	1,500	494	1,000	1,000	-33.33%
340	Operating Expenses	(12)	250	731	1,000	1,000	300.00%
	Total METER READING Exp	**8,425**	**27,500**	**2,121**	**26,500**	**33,250**	**20.91%**

Notes:

110 Some funding from the Administration Department is allocated to this line to account for their assistance in the meter reading process including billing and collections.

120 A portion of the cost for the Utility Clerk and Meter reader are provided within this line item.

WATER SERVICE (continued)

UTILITY FUND - FUND 600

EXPENDITURES (continued)

MISCELLANEOUS

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53712							
390	Miscellaneous	5,087	42,000	1,099	5,000	40,000	-4.76%
391	Programming	0	500	0	250	500	0.00%
540	Depreciation	314,832	0	0	0	0	----------
541	Amortization	(4,485)	0	0	0	0	----------
591	Tax Equivalency	263,685	250,000	0	250,000	265,000	6.00%
	Total MISCELLANEOUS Exp	**579,119**	**292,500**	**1,099**	**255,250**	**305,500**	**4.44%**

Notes:

390 Formerly referred to as the "Operating Contingency", this account is used to address expenses that were not expected or anticipated.

391 New for 2019, this line item is presented to provide some money for the Department to create programs, provide education, and otherwise interact with the public regarding the water service to promote proper waterworks operations and usage.

591 The Water Service pays a tax equivalency to the general fund which amounts to a payment in lieu of taxes for what the value of their land and improvements would be if they were not tax-exempt.

DEBT SERVICE

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53713							
610	Principal Payment	0	240,000	0	240,000	385,000	60.42%
620	Interest Payment	34,016	52,750	29,580	52,794	56,500	7.11%
690	Other Debt Service	15,402	0	10,235	10,235	0	----------
	Total DEBT SERVICE Exp	**49,418**	**292,750**	**39,815**	**303,029**	**441,500**	**50.81%**

Notes:

610-620 There is a borrowing anticipated in 2020 similar to what was borrowed in 2020. This represents the Water's share of the current debt expense within the Utilities Fund.

CAPITAL PROJECTS

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53714							
822	Capital - Water	21,299	766,000	0	988,000	233,500	-69.52%
	Total CAPITAL PROJECTS Exp	**21,299**	**766,000**	**0**	**988,000**	**233,500**	**-69.52%**

Notes:

822 There are 2 water main replacement projects completed in 2020. These costs also represent a share in equipment and vehicle purchases in 2020. Proposed to be offset with borrowed money and revenue generated within the operating year.

WATER SERVICE (continued)
UTILITY FUND - FUND 600

EXPENDITURES (continued)

SUPPLY

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53715							
110	Salaries	0	0	0	0	0	----------
130-135	Employee Pensions and Benefits	22,058	0	0	0	0	----------
210	Support Services	1,113	2,500	3,559	6,000	5,000	100.00%
340	Operating Supplies	0	2,500	13	250	250	-90.00%
	Total SUPPLY Exp	**23,171**	**5,000**	**3,572**	**6,250**	**5,250**	**5.00%**

Notes:

210 Expenses related to PSN charges and chemical testing.

340 Expenses mainly provided for various testing and monitoring of the water supply.

PUMPING

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53716							
110	Salaries	12,749	17,500	4,582	9,164	10,000	-42.86%
124	Seasonal	0	0	0	0	0	----------
130-135	Employee Pensions and Benefits	5,948	8,000	1,459	2,918	5,000	-37.50%
220	Utilities	37,807	40,000	21,154	45,000	45,000	12.50%
242	Facility Maintenance	4,334	3,500	2,755	6,000	6,000	71.43%
340	Operating Supplies	14,230	5,500	4,411	8,500	10,000	81.82%
	Total PUMPING Exp	**75,068**	**74,500**	**34,361**	**71,582**	**76,000**	**2.01%**

Notes:

110 Village Staff monitors and maintains pumping equipment to ensure water is distributed from the water supply to the piping system through the high capacity wells.

220 Associated energy costs to keep the wells operating non-stop for continuous water supply throughout the Village.

TREATMENT

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53717							
110	Salaries	16,475	7,500	0	7,500	11,500	53.33%
124	Seasonal	0	0	0	0	0	----------
130-135	Employee Pensions and Benefits	6,984	7,500	0	7,500	7,500	0.00%
242	Facility Maintenance	587	2,000	174	1,000	1,000	-50.00%
340	Operating Supplies	11,726	12,500	7,419	15,000	15,000	20.00%
	Total TREATMENT Exp	**35,772**	**29,500**	**7,593**	**31,000**	**35,000**	**18.64%**

Notes:

340 Supplies include chemicals added to the water by Village Staff as part of the distribution within the system.

WATER SERVICE (continued)
UTILITY FUND - FUND 600

EXPENDITURES (continued)

TRANSMISSION AND DISTRIBUTION

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53718							
110	Salaries	7,509	14,000	14,352	28,704	30,000	114.29%
124	Seasonal	0	3,250	0	0	0	-100.00%
130-135	Employee Pensions and Benefits	12,720	17,000	8,533	17,066	20,000	17.65%
241	Vehicle Maintenance	5,533	5,000	6,629	13,000	15,000	200.00%
340	Operating Supplies	1,265	4,000	1,017	2,000	2,500	-37.50%
341	Fuel	1,223	1,250	493	1,250	1,250	0.00%
590	Facility Reserve (Water Tower)	0	27,500	0	27,500	27,500	0.00%
822-101	Maintenance - Mains	28,315	30,000	2,963	5,925	30,000	0.00%
822-102	Maintenance - Services	8,359	5,000	2,158	4,316	5,000	0.00%
822-103	Maintenance - Meters	6,356	6,500	1,201	2,402	5,000	-23.08%
822-104	Maintenance - Hydrants	7,337	14,000	4,639	9,279	10,000	-28.57%
	Total TRANS & DISTR Exp	**78,617**	**127,500**	**41,986**	**128,508**	**146,250**	**14.71%**

Notes:

110 A bulk of the Village Staff time is devoted to making sure the water is delivered to the home. This line accounts for their time regarding responsibilities for transmission and distribution.

241 Funds to repair and maintain vehicles used in the operation of the water utility.

341 Fuel for the vehicles used in the operation of the transmission and distribution system.

590 Annually the Village reserves funds from its operating budget towards future replacement and/or maintenance of the water tower.

822 101-104 These are the expenses for specifically repairing, replacing, and generally maintaining the main infrastructure within the system including the mains, services, meters, and hydrants.

Total WATER SERVICE Expenses	**1,153,378**	**1,949,750**	**337,760**	**2,156,433**	**1,648,750**	**-15.44%**

VILLAGE OF McFarland
Naturally Connected

2021 ANNUAL BUDGET

Stormwater Utility

Fund #605

VILLAGE OF McFarland
Naturally Connected

2021 ANNUAL BUDGET

Stormwater Utility

Fund #605

Summary

Village of McFarland

2021 Stormwater Utility Fund Operating Budget

SUMMARY of REVENUES

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
42000	Special Assessments	146,778	20,000	9,152	18,000	18,000	-10.00%
43000	Intergovernmental Revenues	0	0	0	14,250	0	----------
44000	Licenses and Permits	28,440	30,250	11,700	30,000	27,750	-8.26%
46000	Public Charges for Services	512,801	524,250	246,278	530,240	565,750	7.92%
48000	Miscellaneous Revenue	24,029	25,500	5,099	7,000	5,500	-78.43%
49000	Other Financing Sources	0	123,500	0	123,500	186,750	51.21%
	Total Budget Revenue	**712,047**	**723,500**	**272,228**	**722,990**	**803,750**	**11.09%**

SUMMARY of EXPENDITURES

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
STORMWATER SERVICE							
100	PERSONAL SERVICES	122,974	225,500	74,064	148,128	213,250	-5.43%
200	CONTRACTUAL SERVICES	75,993	95,250	81,070	117,950	116,750	22.57%
300	SUPPLIES AND EXPENSES	33,978	39,000	25,524	48,050	39,250	0.64%
500	FIXED CHARGES	193,666	74,000	25,368	69,000	80,000	8.11%
600	DEBT SERVICE	14,190	166,250	5,550	166,100	167,750	0.90%
800	CAPITAL OUTLAY	2,463	123,500	9,743	126,000	186,750	51.21%
	Total STORMWATER SERVICE Exp	443,264	723,500	221,319	675,228	803,750	11.09%
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	----------
	Total Budget Expenditures	**443,264**	**723,500**	**221,319**	**675,228**	**803,750**	**11.09%**
	Difference in Revenues over Expenditures	**268,783**	**0**	**50,909**	**47,763**	**0**	

VILLAGE OF McFarland
Naturally Connected

2021 ANNUAL BUDGET

Stormwater Utility

Fund #605

Revenues

REVENUES

STORMWATER UTILITY FUND - FUND 605

Budget Summary

Special Assessments 42000		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
42401	Stormwater Impact Fees	0	0	0	0		----------
42402	Stormwater Assessments (Holscher)	17,108	20,000	9,152	18,000	18,000	-10.00%
42403	STW: Contributed Cap Revenue	129,670	0	0	0	0	----------
	Total SPECIAL ASSESSMENTS Rev	**146,778**	**20,000**	**9,152**	**18,000**	**18,000**	**-10.00%**

Intergovernmental Revenues 43000		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
43560	State - COVID Reimbursement	0	0	0	14,250	0	----------
	Total INTERGOV REVENUES Rev	**0**	**0**	**0**	**14,250**	**0**	**----------**

Licenses and Permits 44000		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
44300	Erosion Control Permits	28,300	30,000	11,700	30,000	27,500	-8.33%
44900	Yard Waste Permits	140	250	0	0	250	0.00%
	Total LICENSES AND PERMITS Rev	**28,440**	**30,250**	**11,700**	**30,000**	**27,750**	**-8.26%**

Public Charges for Services 46000		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
46320	Stormwater Unit Charge	510,133	521,750	246,022	527,740	563,250	7.95%
46900	Forfeited Discounts	2,668	2,500	255	2,500	2,500	0.00%
	Total PUBLIC CHARGES FOR SERVICES Rev	**512,801**	**524,250**	**246,278**	**530,240**	**565,750**	**7.92%**

Miscellaneous Revenues 48000		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
48000	Miscellaneous Revenue	575	500	354	500	500	0.00%
48100	Interest	23,454	25,000	4,745	6,500	5,000	-80.00%
48200	Rent	0	0	0	0	0	----------
48300	Property Sales	0	0	0	0	0	----------
	Total MISCELLANEOUS REVENUES Rev	**24,029**	**25,500**	**5,099**	**7,000**	**5,500**	**-78.43%**

Other Financing Sources 49000		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
49100	Borrowing Proceeds	0	0	0	0	0	----------
49200	Transfers from Other Funds	0	0	0	0	0	----------
49300	Fund Balance Applied	0	123,500	0	123,500	186,750	51.21%
	Total OTHER FINANCING SOURCES Rev	**0**	**123,500**	**0**	**123,500**	**186,750**	**51.21%**
	Total Budget Revenues	***712,047***	***723,500***	***272,228***	***722,990***	***803,750***	**11.09%**

VILLAGE OF McFarland
Naturally Connected

2021 ANNUAL BUDGET

Stormwater Utility

Fund #605

Expenses

STORMWATER SERVICE

STORMWATER UTILITY FUND - FUND 605

MISSION STATEMENT:

The Stormwater Utility strives to properly manage the conveyance and treatment of stormwater for the protection of property and the environment as may be necessary and feasible.

PROGRAM DESCRIPTION:

The Stormwater Utility provides an infrastructure through out the Village with the goal of obtaining maximum water quality clean up before the water enters our lakes, rivers, and streams. The Utility also evaluates the system to try to improve the management of storm water quantity, as it effects the lands through out the Village.

PROGRAM OBJECTIVES:

- Review and study opportunities to improve stormwater conveyance.

- Review all new developments to ensure compliance with Village Ordinance on stormwater management.

STORMWATER SERVICE BUDGET SUMMARY

REVENUES

	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Allocated Revenues	**443,264**	**723,500**	**221,319**	**675,228**	**803,750**	**11.09%**

EXPENDITURES

PERSONAL SERVICES

53440		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
110	Salaries	81,225	143,750	52,725	105,449	135,000	-6.09%
120	Part-Time	2,389	13,500	3,298	6,595	10,000	-25.93%
124	Seasonal	1,076	3,500	0	0	3,000	-14.29%
130-135	Employee Pensions and Benefits	38,285	64,750	18,042	36,083	65,250	0.77%
	Total PERSONAL SERVICES Exp	**122,974**	**225,500**	**74,064**	**148,128**	**213,250**	**-5.43%**

Notes:

110-124 These include expenses generally applied from salaries from those positions that oversee general operations and administration of stormwater services.

130-135 The proportionate rate of benefit costs are also applied to these line items including Health Insurance, Retirement, Social Security, and Other Fringe Benefits.

STORMWATER SERVICE (continued)

STORMWATER UTILITY FUND - FUND 605

EXPENDITURES (continued)

CONTRACTUAL SERVICES

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53440							
210	Support Services	20,167	22,500	21,884	40,000	35,000	55.56%
211	Consultant Services	13,509	12,500	8,224	12,500	13,500	8.00%
214	Yard Waste Services	19,089	27,500	36,700	45,000	47,500	72.73%
221	Communication	0	0	245	750	1,000	----------
240	Equipment Maintenance	5,292	3,000	1,844	3,200	3,250	8.33%
241	Vehicle Maintenance	7,590	7,500	9,572	11,000	10,000	33.33%
242	Facility Maintenance	10,346	22,250	2,602	5,500	6,500	-70.79%
	Total CONTRACTUAL SERVICES Exp	**75,993**	**95,250**	**81,070**	**117,950**	**116,750**	**22.57%**

Notes:

210 This includes expenses associated with the services needed to support its operations including legal expenses, adaptive management through MMSD, and other related functions.

211 The charges for the auditor and engineer are included within this line item as needed to support the operations of the service.

214 The Village contracts for curbside chipping and yard waste collection as well as the transport of yard waste materials collected at the Public Works site. This is done on a limited basis in the Spring and Fall. The contract is split between this fund and the Solid Waste Fund.

SUPPLIES AND EXPENSES

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53440							
310	Office Supplies	2,197	1,000	1,702	3,000	3,000	200.00%
311	Postage	2,055	3,000	1,884	3,500	3,500	16.67%
320	Dues and Subscriptions	3,985	5,500	4,338	4,500	4,750	-13.64%
321	Printing/Publication	2,308	5,000	1,564	2,750	2,750	-45.00%
330	Meeting Expenses	129	250	(50)	300	500	100.00%
331	Training Expenses	845	750	(142)	900	750	0.00%
340	Operating Supplies	17,041	14,000	14,743	30,000	17,500	25.00%
341	Fuel	3,764	7,000	1,480	2,600	4,000	-42.86%
390	Miscellaneous	1,655	2,000	4	250	2,000	0.00%
391	Programming	0	500	0	250	500	0.00%
	Total SUPPLIES AND EXPENSES Exp	**33,978**	**39,000**	**25,524**	**48,050**	**39,250**	**0.64%**

Notes:

320 Our annual membership fee for the Madison Area Municipal Stormwater Partnership (MAMSWaP) which puts together a joint permit for stormwater discharge on behalf of its members.

321 This is the share of the newsletter expense to cover costs for stormwater subject materials.

341 Fuel for the street sweeper.

STORMWATER SERVICE (continued)

STORMWATER UTILITY FUND - FUND 605

EXPENDITURES (continued)

FIXED CHARGES

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53440							
510	Insurance	24,071	25,000	13,259	25,000	25,000	0.00%
515	Retiree Contribution	12,711	5,000	0	0	5,000	0.00%
520	Loan Principal	0	0	0	0	0	----------
530	Rent	24,242	24,000	12,109	24,000	30,000	25.00%
540	Depreciation	134,008	0	0	0	0	----------
541	Amortization	(1,366)	0	0	0	0	----------
591	Vehicle Reserve (Sweeper)	0	20,000	0	20,000	20,000	0.00%
	Total FIXED CHARGES Exp	**193,666**	**74,000**	**25,368**	**69,000**	**80,000**	**8.11%**

Notes:

530 Includes the utilities share of facility and equipment costs.

591 Annually funds are set aside to be put towards a new street sweeper when replacement comes due.

DEBT SERVICE

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53440							
610	Principal Payment	0	155,000	0	155,000	160,000	3.23%
620	Interest Payment	14,190	11,250	5,550	11,100	7,750	-31.11%
690	Other Debt Service	0	0	0	0	0	----------
	Total DEBT SERVICE Exp	**14,190**	**166,250**	**5,550**	**166,100**	**167,750**	**0.90%**

Notes:

610-620 There was no borrowing in 2018 and no borrowing in 2019. This represents the Sewer's share of the current debt expense.

CAPITAL OUTLAY

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
53440							
810	Capital - General	0	2,500	0	2,500	2,500	0.00%
823	Capital - Stormwater	2,463	121,000	9,743	123,500	184,250	52.27%
	Total CAPITAL OUTLAY Exp	**2,463**	**123,500**	**9,743**	**126,000**	**186,750**	**51.21%**

Notes:

810 Some funds are provided for small capital items that are general in nature.

823 No large projects are anticipated in 2019. These costs represent a share in equipment and vehicle purchases in 2019. Proposed to be offset equally with fund balance fueled, to some extent, by a surplus in 2018.

Total STORMWATER SERVICE Expenses	**443,264**	**723,500**	**221,319**	**675,228**	**803,750**	**11.09%**

TRANSFERS TO OTHER FUNDS
STORMWATER UTILITY FUND - FUND 605

MISSION STATEMENT:
To allow for the ability to transfer money to other funds as needed and/or approved by the Village Board.

PROGRAM DESCRIPTION:
Occasionally, other funds within the Village require money to be transferred to them. This line item is included for accounting purposes as the Auditor typically identifies when this is a necessary action according to applicable accounting standards or approved budget actions.

PROGRAM OBJECTIVES:

- Reduces the need to amend the budget if a transfer between funds is needed.

- Transfers from will be identified within the annual audit.

TRANSFERS TO OTHER FUNDS BUDGET SUMMARY

REVENUES

	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Allocated Revenue	**0**	**0**	**0**	**0**	**0**	----------

EXPENDITURES

		2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
	59200						
390	Miscellaneous	0	0	0	0	0	----------
	Total TRANSFERS Exp	**0**	**0**	**0**	**0**	**0**	----------

Notes:

390 None anticipated at time of budget approval. To be used as needed and/or approved by the Village Board.

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Tuesday, October 20, 2020**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Aimee Irwin, Assistant to the Public Works Director**

AGENDA ITEM: **Update regarding the conventional water rate case for test year 2021.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
Jodi Dobson with Baker Tilly will provide an update regarding the conventional water rate case for test year 2021. Baker Tilly has been compiling the data and information necessary to complete the PSC conventional rate case during 2020. The last conventional rate case was completed in 2001. Apart from the conventional rate case, a simplified rate case was recently completed in 2019 and prior to that in 2010.

Included in the packet is a chart showing current rates and a handout that Baker Tilly will review based on their compilation of the conventional rate case thus far.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
1. Rate Chart 2020
2. meeting handout

Utility Rates

The current Water Utility, Sewer Utility and Stormwater Utility rates are summarized below.

	Water Rates	Sewer Rates		Stormwater Utility Rates
	Current Rates	New Rate	Old Rate	Current Rates
Meter Size	Nov. 13, 2019	Aug. 5, 2020	Jan. 1, 2016	
Volume Charge per 1,000 Gallons	$1.99	$ 4.00	$3.14	Per ERU
Volume Charge over 67,000 Gallons	$1.35	$ 4.00		Annual Rate
				$88.98
5/8 Inch Meter	$14.33	$ 33.00	$28.05	
3/4 Inch Meter	$14.33	$ 33.00	$28.05	Per ERU
1 Inch Meter	$25.46	$ 47.89	$40.71	Bi-Monthly
1.25 Inch Meter	$33.95	$ 57.78	$49.11	$14.83
1.5 Inch Meter	$37.13	$ 71.78	$61.01	
2 Inch Meter	$62.59	$ 101.31	$86.11	
3 Inch Meter	$114.58	$ 168.21	$142.98	
4 Inch Meter	$165.50	$ 264.45	$224.78	
6 Inch Meter	$225.97	$ 506.45	$430.48	
8 Inch Meter	$308.72			
10 Inch Meter	$355.40			
12 Inch Meter	$424.36			

McFarland Water Utiltiy
Test Year 2021 Rate Application
Preliminary Results

	TY2021	Prior full study (2001)	Average annual increase
Revenue Requirement			
Operation & maintenance expenses	622,847	336,200	4%
Depreciation expense	241,523	153,700	3%
Taxes (including PILOT)	318,595	146,800	6%
Return on investment in plant *	356,744	204,336	4%
Total revenue required	1,539,709	841,036	
Investment in capital assets	7,134,882	2,818,423	8%
Rate of return	5.00%	7.25%	
Return on investment in plant *	356,744	204,336	
Operating revenues	1,160,017	841,036	2%
Total revenue required	1,539,709	841,036	4%
Increase suggested	379,692		
	36%		2%

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Tuesday, October 20, 2020**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Aimee Irwin, Assistant to the Public Works Director, Jim Hessling, Public Works Director**

AGENDA ITEM: **Discussion regarding sewer rates and possible increase starting January 1, 2021 including a MMSD pass through charge.**

PREVIOUS ACTION:
None

ISSUE SUMMARY:
Previously the Public Utilities Committee approved the increase in sewer rates on February 19, 2020 with the Village Board approving this increase on February 24, 2020. The rate increase was set to take effect on April 7, 2020. Due to the pandemic, the start date of the increase was postponed to August 5, 2020. Both August and September billings involved prorated rates given that usage and base rates fall before and after the effective rate increase date. October 2020 will be the first month billing at the new sewer rates.

Town & Country has compiled data through the end of third quarter 2020 to review where the utility is at related to the projections that were provided to the committee.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
1. 2019 User Charge System - 2020 partial true up

VILLAGE OF McFARLAND - SEWER UTILITY
CASH FLOW PROJECTION - Projected rate increase

ASSUMPTIONS

INTEREST INCOME RATE ASSUMED	0.50%
O&M ANNUAL INCREASE	3.00%
MMSD ANNUAL INCREASE	3.00%

BUDGET ITEM	2018	2019	2020 Planned	2020 Actual (extrapolated)	2021	2022	2023	2024	2025	2026	2027	2028
EXPENSES	Actual											
Loans												
2015 Notes	$ 155,187	$ 143,744	$ 154,788	$ 154,788	$ 156,988	$ 154,088	$ 156,333	$ 158,333	$ -	$ -	$ -	$ -
2017 Notes	$ 7,177	$ 32,631	$ 39,663	$ 39,663	$ 38,875	$ 38,088	$ 37,300	$ 41,600	$ 40,800	$ -	$ -	$ -
Proposed Lift Station Upgrade ($1M, 10yr, 4%)	$ -	$ -	$ -	$ -	$ -	$ 123,291	$ 123,291	$ 123,291	$ 123,291	$ 123,291	$ 123,291	$ 123,291
O&M												
Annual Operation and Maintenance	$ 404,455	$ 416,589	$ 429,086	$ 475,625	$ 489,894	$ 504,591	$ 519,728	$ 535,320	$ 551,380	$ 567,921	$ 584,959	$ 602,508
Annual MMSD Charge	$ 665,562	$ 685,529	$ 706,095	$ 769,854	$ 792,950	$ 816,738	$ 841,241	$ 866,478	$ 892,472	$ 919,246	$ 946,824	$ 975,228
Other Expenses												
Capital Lease (17.5% Share, 50/50 with water)	$ 2,102	$ 2,388	$ 2,388	$ 2,388	$ 2,388	$ 2,388	$ 2,388	$ 2,388	$ 2,388	$ 2,388	$ 2,388	$ 2,388
Proposed Replacement Funds												
Equipment Replacement Fund Deposit	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Collection System Replacement Fund Deposit	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL ANNUAL EXPENSES	**$ 1,234,483**	**$ 1,280,880**	**$ 1,332,019**	**$ 1,442,317**	**$ 1,481,094**	**$ 1,639,182**	**$ 1,680,280**	**$ 1,727,409**	**$ 1,610,330**	**$ 1,612,846**	**$ 1,657,461**	**$ 1,703,414**
REVENUES												
User Charge Revenues	$ 1,074,576	$ 1,133,403	$ 1,134,904	$ 1,467,614	$ 1,469,444	$ 1,511,817	$ 1,513,698	$ 1,565,771	$ 1,567,713	$ 1,569,656	$ 1,608,068	$ 1,610,056
Forfeited Discounts Revenue	$ 7,901	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Non-Operating Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Interest Income		$ 5,974	$ 5,266	$ 9,895	$ 4,307	$ 4,446	$ 3,832	$ 3,018	$ 2,225	$ 2,023	$ 1,817	$ 1,579
~$400K Restricted Replacement Account [Not used as revenue]	$ 25,800	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
$78K Depreciation Reserve Account [Not used as revenue]	$ -											
TOTAL ANNUAL REVENUE	**$ 1,082,477**	**$ 1,139,377**	**$ 1,140,170**	**$ 1,477,509**	**$ 1,473,752**	**$ 1,516,264**	**$ 1,517,530**	**$ 1,568,789**	**$ 1,569,938**	**$ 1,571,679**	**$ 1,609,885**	**$ 1,611,635**
Cash and Equivalents - Beginning of Year	$ 1,346,763	$ 1,194,757	$ 1,053,254	$ 861,405	$ 896,598	$ 889,255	$ 766,337	$ 603,587	$ 444,967	$ 404,575	$ 363,408	$ 315,832
Annual Excess Revenue (Shortfall)	$ (152,006)	$ (141,503)	$ (191,849)	$ 35,192	$ (7,342)	$ (122,919)	$ (162,750)	$ (158,620)	$ (40,392)	$ (41,167)	$ (47,576)	$ (91,780)
Total Available Carryover	$ 1,194,757	$ 1,053,254	$ 861,405	$ 896,598	$ 889,255	$ 766,337	$ 603,587	$ 444,967	$ 404,575	$ 363,408	$ 315,832	$ 224,053
REVENUE DETAILS												
Equivalent Meters (EM) Added		13	5	63.4	5	5	5	5	5	5	5	5
Gallons/Year Added/EM @ 3500 gal/mo/EM (1000 gal)		546	210	2663.009626	210	210	210	210	210	210	210	210
Monthly Usage Per EM	3,641											
Estimated Number of Equivalent Meters	3490	3503	3508	3572	3577	3582	3587	3592	3597	3602	3607	3612
Estimated Annual Sewer Usage (1000 gallons)*	172,633	173,179	173,389	190,100	190,310	190,520	190,730	190,940	191,150	191,360	191,570	191,780
ESTIMATED BI-MONTHLY USER CHARGES												
Fixed Charges on Debt												
Bi-Monthly Fixed Charge per EM Implemented	$ 28.05	$ 28.05	$ 28.05	$ 33.00	$ 33.00	$ 34.00	$ 34.00	$ 35.00	$ 35.00	$ 35.00	$ 35.80	$ 35.80
Annual Fixed Charge Revenue Generated	$ 587,433	$ 589,621	$ 590,463	$ 707,216	$ 708,206	$ 730,687	$ 731,707	$ 754,278	$ 755,328	$ 756,378	$ 774,741	$ 775,815
Variable Charges - O, M & R Costs (Cost per 1000 gallons)												
Variable Charge per 1000 Gallons Implemented	$ 3.14	$ 3.14	$ 3.14	$ 4.00	$ 4.00	$ 4.10	$ 4.10	$ 4.25	$ 4.25	$ 4.25	$ 4.35	$ 4.35
Annual Variable Charge Revenue Generated	$ 542,067	$ 543,781	$ 544,441	$ 760,398	$ 761,238	$ 781,130	$ 781,991	$ 811,493	$ 812,385	$ 813,278	$ 833,327	$ 834,241
TOTAL BI-MONTHLY USER CHARGE PER EM	**$ 50.92**	**$ 50.92**	**$ 50.92**	**$ 62.13**	**$ 62.13**	**$ 63.86**	**$ 63.86**	**$ 65.95**	**$ 65.95**	**$ 65.95**	**$ 67.48**	**$ 67.48**
REVENUE GENERATED BY RATES	**$ 1,129,500**	**$ 1,133,403**	**$ 1,134,904**	**$ 1,467,614**	**$ 1,469,444**	**$ 1,511,817**	**$ 1,513,698**	**$ 1,565,771**	**$ 1,567,713**	**$ 1,569,656**	**$ 1,608,068**	**$ 1,610,056**
DEBT COVERAGE RATIO	**76.1%**	**75.6%**	**72.7%**	**80.6%**	**80.1%**	**81.0%**	**80.6%**	**80.7%**	**96.0%**	**100.0%**	**100.0%**	**100.0%**

J:\TCDead\McFarland\MC-162-W1 Sewer Rate Analysis\Data\2019 User Charge System - 2020 partial true up

PLAN COMMISSION SUMMARY SHEET

MEETING DATE: **Tuesday, October 20, 2020**

SECTION: **Business**

DEPARTMENT: **Community Development**

CONTACT: **Andrew Bremer, Comm & Eco Dev Director**

AGENDA ITEM: **Discussion and possible action to make a recommendation to the Village Board regarding Ordinance 2020-22, An Ordinance Amending Various Sections of the McFarland Municipal Code Including Chapter 47 Public Utilities, Chapter 56 Subdivisions, and Chapter 62 Zoning Relating to the Provisions of Storm and Sanitary Sewer Service.**

PREVIOUS ACTION:

ISSUE SUMMARY:

Including within the packet is Ordinance 2020-22. A redline copy of the ordinance is presented to assist in tracking the proposed ordinance amendments. These amendments address various sections within Chapter 47 Public Utilities, Chapter 56 Subdivisions, and Chapter 62 Zoning. The purpose of these ordinance amendments are to update and clarify various ordinances to conform to current state and Madison Metropolitan Sewerage District charging systems and Village growth; and to include regulatory approval costs in the cost of sewer service extensions charged to benefitted properties. The Village Attorney and Village Engineer collaborated with the Community & Economic Development Director on the review and creation of Ordinance 2020-22.

Chapter 47 Amendments

These amendments primarily address/clarify the terms under which connections to the Village's sanitary sewer system are allowed and payment of connection fees, including CARPC and MMSD fees, to the Village. These amendments address code deficiencies Village staff have noticed over the past year while working on various CARPC, MMSD and Village sewer expansion projects. The amendments also include a revision to a portion of Chapter 47 which addresses stormwater utility credits. The circumstances related to this ordinance amendment where brought to Village staff's attention by a property owner. Avant Gardening and Landscaping, 3055 Siggelkow Road, annexed their properties to the Village as part of Ordinance 2019-13, approved on November 25, 2019. The Village established a stormwater utility in 2008, to which Avant's properties are now subject.

The utility generates revenue from customer fees to pay the costs of stormwater management. The amount of the fees charged by the stormwater utility for an individual property depends upon the amount of impervious, hard-surfaced areas that causes stormwater run-off from that property. Impervious surfaces include rooftops, parking lots, driveways, sidewalks, and areas of compacted gravel. The fee structure is based on the concept of an Equivalent Residential Unit (ERU), which has been determined to be 3,456 square feet of impervious

surface. Single-family residential properties are charged one ERU (currently $14.3 per billing cycle).

Non-residential properties are typically charged more than one ERU, as they have more impervious surfaces than single-family homes. The total square footage of impervious surface in a non-residential property is divided by the Village's ERU (3,456 square feet) to determine the overall storm-water charge.

For the three Avant Gardening parcels annexed into the Village located at 3055 Siggelkow Road, the total square footage of impervious surface was calculated to be just under 130,000 square feet. This results in an ERU charge of 37.5 units, or a charge of $556.13 per two-month billing cycle.

Sec. 47.272 provides various methods by which a property owner may receive a reduction of the stormwater fee chargeable to a given parcel. One such instance is for direct discharge if more than 50 percent of the parcel area drains directly to Lake Waubesa or Upper Mud Lake without passing through any portion of the stormwater collection and conveyance system operated or maintained by the Village or without crossing any public rights-of-way.

As the Village's municipal boundary continues to expand it stands to reason that Sec. 47-272(e) would be amended to include other significant waterways within the Village that would qualify for eligibility for a similar type of credit. Ordinance 2020-22 would add Lower Mud Lake, Yahara River, and Door Creek to the list of eligible waterways for which a credit may be applied for.

Per Sec. 47-272(i), the maximum available credit shall be applied only against the Variable Cost component of the stormwater fee. No credit is available against the Fixed Cost component of the stormwater fee. In no event may a credit reduce the stormwater fee below the charge for one ERU per year.

The proposed revision to Sec. 47-272(e) would then be applicable to Avant Gardening and Landscaping if they can demonstrate they qualify under the revised ordinance. The proposed revision would also remove a potential barrier for other property owners considering annexation to the Village and would generally be more equitable as it would include the other significant waterways in or near the Village.

Chapter 56 Amendments
These amendments primarily address/clarify the terms of payment for public improvements and dedication of easements for public utilities related to land divisions. These amendments also address changes in state law that limit a municipality's ability to impose any public improvement requirements under its extraterritorial subdivision review jurisdiction.

Chapter 62 Amendments
Sec. 62-68, Statement of Purpose, provides purpose statements for each of the Village's Zoning Districts. The lead-in paragraph provides that "public utility services are required as a prerequisite to development in all districts within the Village." This language conflicts with other code provisions that allow for consideration of the ability of the Village Board to approve private development on septic systems. It also conflicts with General Land Use Policy #4 and Figure 4.1, page 37, of the Village's Comprehensive Plan, which provides that within the Agricultural Preservation Future Land Use Category development may be served by private well and

septic. In addition, the location of this statement within the broader context of Sec. 62-68 seems oddly placed and the term "development" within the statement is so broadly defined within the Zoning Code to suggest any structure on a parcel of land requires public utility services even if the development in question does not require public services.

FINANCIAL/BUDGET IMPACT:

The Ordinance clarifies that regulatory approvals costs related to Village, CARPC and MMSD approvals necessary to serve lands proposed for annexation within these agency service areas shall be reimbursed by the applicant unless the Village Board determines to specially assess the costs against benefitted properties or to fund the costs through other available revenues. The Ordinance expands opportunities for non-single family or duplex properties that may be eligible for a stormwater utility fee credit. Under Sec. 47-272(e), in the event the Village grants any stormwater fee credits, the cost of any credits may be reallocated across other Village properties by increasing the amount of a single ERU so that the total revenue available to the Stormwater Utility shall not be reduced by the amount of the credits allowed.

VILLAGE PLAN REFERENCE:

Comprehensive Plan, General Land Use Policies #4, and Figure 4.1.

ORDINANCE REFERENCE:

Chapter 47 Public Utilities
Chapter 56 Subdivisions
Chapter 62 Zoning

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Ordinance 2020-22 is being presented to the Plan Commission and Public Utility Commission for recommendation to the Village Board.

ATTACHMENTS:

1. Ordinance 2020-22 Amendments to Chapters 47, 56, and 62 (redline 10-8-20)

ORDINANCE 2020-22

AN ORDINANCE AMENDING VARIOUS PROVISIONS OF THE McFARLAND MUNICIPAL CODE INCLUDING CHAPTER 47 PUBLIC UTILITIES, CHAPTER 56 SUBDIVISIONS, AND CHAPTER 62 ZONING RELATING TO THE PROVISION OF STORM AND SANITARY SEWER SERVICE.

Purpose: To update and clarify various ordinances to conform to current state law and Madison Metropolitan Sewerage District policies; to include regulatory approval costs in the cost of sewer service extensions charged to benefitted properties;

Sponsor: Andrew Bremer, Community & Economic Development Director

Recommended Referral: Plan Commission (required); Public Utilities Committee

Public Hearing: Required (preceded by Class 2 notice)

WHEREAS, the Village Staff have identified a number of provisions in the McFarland Municipal Code which require updating due to changes in state agency designations, Madison Metropolitan Sewerage District charging systems and Village growth as well as provisions which require clarification; and

WHEREAS, the extension of sanitary sewerage service into new development areas requires amendment of the Village's sewer service area by the Capital Area Regional Planning Commission and the Wisconsin Department of Natural Resource, and the annexation of the new lands into the Madison Metropolitan Sewerage District boundaries, all of which involve significant costs to the Village; and

WHEREAS, it is the policy of the Village to impose the cost of new development on the benefitting developers rather than paying those costs with general tax revenues; and

WHEREAS, the Village Board finds the proposed amendments to be in the public interest;

NOW, THEREFORE, the Village Board of the Village of McFarland, does ordain as follows:

Section 1. Section 47-104(c) of the McFarland Municipal Code is created to read as follows:

(c) *Service Area.* No connection shall be made to serve any property located outside of the corporate limits of the Village. No person shall allow the discharge of wastes generated outside the Village limits to be discharged into the Village's sanitary sewer system.

Section 2. Section 157 of the McFarland Municipal Code is amended to read as follows:

47-157. ~~– Additions to Madison Metropolitan Sewerage District.~~Acquisition of Real Property Interests.

Whenever any real estate or any easement therein or use thereof shall in the judgment of the Public Utilities Committee be necessary to the sewer system, and whenever for any reason an agreement for purchase from the owners cannot be made, the Public Utilities Committee, after approval of the Village Board, shall proceed with all necessary steps in the name of the Village to ~~take~~ acquire such ~~real estate~~ easement or ~~use~~ other interest by condemnation in accordance with the Wisconsin Statutes and any other applicable federal or state provisions.

Section 3~~2~~. Section 47-159 of the McFarland Municipal Code is amended to read as follows:

47-159. - Connection fees.

~~(a) Madison Metropolitan Sewerage District charges. For each connection of a building sewer to a public sewer within the Village, there shall be paid a connection charge as determined pursuant to Section 4.7 of the Madison Metropolitan Sewerage District ordinance, as amended from time to time.~~

~~(b) Utility charges.~~ For each connection of a building sewer to a public sewer within the Village there shall be paid connection charges. Such connection charges shall be assessed to the person seeking the connection and shall be paid as a condition precedent to the actual connection. The ~~following connection charges shall apply: The~~ amount of the connection charge shall be established by the Village Board from time to time and provided in Appendix A to this Code. ~~for sewer hookup and lateral for new buildings.~~

~~(c) Failure to pay violation of Article. For purposes of this Article, the connection charges described in Subsections (a) and (b) of this Section are collectively referred to as "connection fees." The failure to pay any connection fee is a violation of this Article, and the Public Utilities Committee may pursue all rights and remedies provided for herein.~~

Section 4~~3~~. Section 47-241 of the McFarland Municipal Code is amended to read as follows:

47-241. - Application and approval.

The extension of public sewer system to serve new customers/users is subject to the prior review and approval of the Public Utilities Committee and Village Board and any other governmental agency having appropriate jurisdiction. Any person seeking to ~~develop real property and requiring~~have sewer service ~~in connection with~~ extended to serve new lands ~~such development,~~shall make application to the Village ~~for a public sewer main extension, if so required, in order to serve such development.~~ ~~Such~~ The application shall be in writing and shall set forth the following information:

(a) The name of development, the legal description of the property involved, the owner of the property if different than the applicant, and written consent of the owner must accompany application;

(b) The plat map or Certified Survey Map or other map showing street layout and lot sizes;

(c) The proposed plans and specifications for the sewers;

(d) The name and address of the consulting engineer;

(e) The number of housing units and/or other units to be constructed;

(f) Such additional information as the Public Utilities Committee or Village Board may require.

Section 54. Section 47-243 of the McFarland Municipal Code is amended to read as follows:

47-243. - Contract for sewer improvements.

The Public Utilities Committee or Village may require the person filing an application pursuant to Section 47-241 to enter into a written development agreement with the Village as a condition of the approval of the public sewer system extension. Such agreement shall define the scope of the work, the obligations of the applicant to construct the sewer facilities, the requirement of security for performance of the applicant's obligations set forth therein, and such other matters as the Public Utilities Committee and/or Village may reasonably determine. The applicant shall reimburse the Public Utilities Committee or Village for all attorneys' and engineering fees incurred ~~hereunder~~in connection with the preparation and approval of such agreements.

Section 65. Section 47-244 of the McFarland Municipal Code is amended to read as follows:

47-244. - Village sewer extension.

The ~~Public Utilities Committee or~~ Village may, on its own, cause any public sewer system to be extended at such time and under such conditions as the ~~Public Utilities Committee or~~ Village deems appropriate. The total cost of any extension project, including the costs identified in §47-245, may be levied against the benefitted properties by special assessments in accordance with applicable law. The Village Board may in its discretion, and as part of its assessment resolution, provide for deferral of such assessments against undeveloped properties until such time as development occurs or sanitary sewer service is provided.

Section 76. Section 47-245 of the McFarland Municipal Code is created to read as follows:

47-245. – Conditions on all Sewer Extensions.

(a) Urban Service Area. No sanitary sewers shall be extended to serve any lands not included in the designated sewer service area under the applicable water quality plans adopted pursuant to the Federal Clean Water Act. The costs incurred by the Village in obtaining approval of any map amendments or other approvals necessary to allow such service shall be deemed costs of the sewer system extension project authorized by such approval and shall be reimbursed to the Village by the applicant unless the Village Board determines to specially assess the costs against benefitted properties or to fund the costs through other available revenues.

(b) MMSD Annexation. No sanitary sewers shall be extended to serve any lands until such lands have been annexed into the Madison Metropolitan Sewerage District service area. All costs of such annexation shall be deemed costs of the sewer system extension for such lands and reimbursed to the Village by the applicant unless the Village Board determines to specially assess the costs against benefitted properties or to fund the costs through other available revenues.

(c) MMSD Charges. All connection charges, capacity charges or other charges (other than periodic collection, transmission and treatment charges) imposed on the Village by the Madison Metropolitan Sewerage District attributable to lands serviceable by any sanitary sewer extension shall be reimbursed to the Village by the property owner on or before the due date for payment to MMSD.

Section 87. Section 47-272(e) of the McFarland Municipal Code is amended to read as follows:

47-272. – Credits

(e) Direct discharge. Owners of developed parcels having impervious area with greater than one ERU assigned to such parcels and not containing single-family or duplex units may receive a credit against the stormwater fee calculated in accordance with Subsection (i) of this Section, arising from the portion of the stormwater fee related to impervious areas that are in excess of one ERU if the owner demonstrates as set forth in the Stormwater Credit Manual that more than 50 percent of the parcel area drains directly to Lake Waubesa~~, or~~Upper Mud Lake, Lower Mud Lake, Yahara River, or Door Creek without passing through any portion of the stormwater collection and conveyance system operated or maintained by the Village or without crossing any Village-owned public rights-of-way.

Section 98. Section 56-103(a) of the McFarland Municipal Code is amended to read as follows:

56-103. - Required.

(a) Payment for public improvements. The public improvements prescribed in this Chapter are required as a condition of approval of a land division. The required improvements described in this Chapter shall be installed, furnished and financed

at the sole expense of the subdivider. However, in ~~the~~ any case ~~of~~ where the required improvements ~~in a commercial, institutional or industrial area,~~provide special benefits to a substantial area of land outside of the land division, the cost of such improvements may, at the sole discretion of the Village Board, be financed through special assessments.

Section 10~~9~~. Section 56-103(c)(4) of the McFarland Municipal Code is amended to read as follows:

(4) That the subdivider dedicate easements for any public utilities installed on private lands and for the purpose of assuring the unobstructed flow of solar energy across adjacent lots in the ~~Subdivision of land~~land division.

Section 11~~0~~. Section 56-109 of the McFarland Municipal Code is amended to read as follows:

56-109. - Sanitary sewerage system.

~~(a) There shall be provided a sanitary sewerage system in conformity with the Village Comprehensive Plan of sewers as approved by the Village Board.~~

(~~b~~a) The subdivider shall make adequate sewage disposal systems available to each lot within the Subdivision or Certified Survey Map parcel.

~~(c)~~ Subdivisions and Certified Survey Map parcels within the Village shall be served by public sewer facilities unless a variance allowing a private on-site waste disposal system is approved by the Village Board under Article VII of this Chapter. The size, type, and installation of all sanitary sewers proposed to be constructed shall be in accordance with plans and specifications approved by the Village. ~~No land~~ lot ~~shall be subdivided~~ developed ~~for residential use where~~ an ~~individual lift stations are~~ is ~~required for connection to public sewer or where on-site sewage disposal systems are required for the disposal of wastewater, except that on-site sewage disposal systems will be permitted in the extraterritorial area where land is being divided for the construction of housing for members of families of active farmers or for employees of active farmers~~.

(~~d~~b) ~~The Village Board shall require the installation of~~The subdivider or individual lot owner shall install, own and maintain sanitary sewer laterals to the ~~street lot line~~public main connection.

(c~~e~~) The subdivider shall ~~assume~~ be responsible for the cost of installing all sanitary sewers, eight inches in diameter or less in size, including the bringing of the sanitary sewer from where it exists to the Subdivision or Certified Survey Map in question, as well as providing all sanitary sewer ~~work~~ facilities within the Subdivision or Certified Survey Map. If greater than eight inch diameter sewers are

required to handle the contemplated sewage flows from outside of the land division, the costs of such larger sewers shall be prorated in proportion to the ratio which the total area of the proposed Subdivision or Certified Survey Map is to the total drainage area to be served by such larger sewer and the excess cost either borne by the Village or assessed against the total tributary drainage area.

(d~~f~~) The subdivider shall install sanitary sewers in accordance with this Code and specifications of the Village Engineer where it is determined that the proposed Subdivision or Certified Survey Map lies within a public sanitary sewer service area and sanitary sewer facilities are programmed to be extended to the proposed Subdivision or Certified Survey Map within six years. Until such time as the public sewers within the Subdivision or Certified Survey Map can be connected to the community public sewer system, they shall be temporarily capped. No private or public use shall be connected to the sewers within the Subdivision or Certified Survey Map until such sewers are connected to the larger community system. ~~The subdivider shall indicate on the face of the plat or Certified Survey Map that t~~The owner of private uses within the Subdivision or Certified Survey Map shall connect such uses to the sewers in the Subdivision or Certified Survey Map at the time such sewers are connected to the community sewer system, and ~~that~~ the Village shall be held harmless for any damages or costs incurred to disconnect and abandon any on-side sanitary sewer disposal system then in place and any costs associated with connection to the public sewer mains~~.~~ and a notation thereof shall be included on the face of the plat or Certified Survey Map.

Section 1~~2~~1~~1~~. Section 62-68 (intro) of the McFarland Municipal Code is amended to read as follows:

Sec. 62-68. - Statement of purpose.

The district regulations are intended to govern the location intensity and method of development. The regulations of each district are designed to provide protection to the character of existing development while allowing new growth in accordance with specific development standards and objectives. ~~Public utility services are required as a prerequisite to development in all districts within the Village.~~

Subsections (a) through (r) remain unchanged.

Section 1~~3~~3~~1~~. This Ordinance shall take effect on the day after publication hereof, or of an appropriate notice hereof, as provided by law.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ___ day of _____, 2020.

APPROVED:

_____

Brad Czebotar, Village President

ATTEST:

_____

Cassandra Suettinger, Village Clerk-Treasurer

ORDINANCE 2020 – 22	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Rupert -	Kryzenske -
Brassington -	Flaherty -
Czebotar -	Utter -
Clow -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Tuesday, October 20, 2020**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Jim Hessling, Public Works Director**

AGENDA ITEM: **Update the DNR's Notice of Intent (NOI) Satellite Sewage Collection System permit.**

PREVIOUS ACTION:

ISSUE SUMMARY:
Within the Village of McFarland, we have five sanitary sewer lift stations. Through our sanitary sewer system, we send domestic strength waste water to the Madison Metropolitan Sewerage District for treatment thus making the village a satellite sewage collection system. As part of our operations, we are required to have a Wisconsin Pollutant Discharge Elimination System (WPDES) permit, number WI-0047341-06-0, for the operation of satellite sewage collection systems within the State of Wisconsin. This permit is regulated by Chapters NR 200 and 205 of the Wis. Adm. Code,

The purpose of this permit is to ensure the public that our operations are current and provide proper operation, maintenance, and funding of our satellite sewage collection system.

This permit is renewed on a five year basis and is required by November 1, 2020 in order to stay incompliance. The new permit will expire on October 31, 2025.

This permit along with the requested documentation was submitted to the WI DNR on 9/22/20.

The village received notice on 10/6/20 that the submitted permit has been approved and granted.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

VILLAGE OF
McFarland

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Letter from DNR about NOI
2. NOI Submitted Copy to the DNR 2020
3. WPDES permit
4. Coverage Letter_McFarland

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
Oshkosh Service Center
625 E County Rd Y STE 700
Oshkosh WI 54901-9731

Rec'd 8/20/20

Tony Evers, Governor
Preston D. Cole, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711

WISCONSIN DEPT. OF NATURAL RESOURCES

August 17, 2020

Jim Hessling
McFarland Village
5915 Milwaukee St
P O Box 110
McFarland, WI 535580110

Subject: Final Determination to Reissue WPDES General Permit No. WI-0047341-06-0
Permittee Name: McFarland Village
Facility Name: McFarland Sewage Collection System
Facility Site Address: McFarland, WI
Site ID (FIN): 30905
FID: 113341470

Dear Permittee:

The Wisconsin Department of Natural Resources (Department) has made a final determination to reissue the *Satellite Sewage Collection System* Wisconsin Pollutant Discharge Elimination System (WPDES) General Permit No. WI-0047341-06-0. The WPDES general permit will be effective on **November 1, 2020.** The reissued permit and fact sheet can be found here: http://dnr.wi.gov/topic/wastewater/GeneralPermits.html. Our records indicate that the satellite sewage (sanitary sewer) collection system for your facility/municipality was covered under the expired WPDES General Permit No. WI-0047341-05-0. The Department requires that you reapply for coverage under General Permit No. WI-0047341-06-0 to continue to operate the satellite sewage collection system before or by **October 1, 2020.**

To Reapply: Please submit a Notice of Intent (NOI) form (Form 3400-243) to the Department. The NOI can be accessed here: http://dnr.wi.gov/topic/wastewater/GeneralPermits.html. To find the NOI on the webpage:

(a) Scroll through the list of general permits under the "General permits" tab;

(b) Click on "Satellite Sewage Collection System (WI-0047341-06-0)" from the list; and

(c) A list of documents will appear and click on the document titled "Notice of Intent (Form 3400-243)" from the list and download the forms to your computer.

Please contact the Department if you need to have a paper copy of the NOI forms emailed or sent in the US mail to your facility.

Please complete the form and signature page and submit by email to Trevor.Moen@Wisconsin.gov before or by **October 1, 2020.**

If you are having trouble accessing the above forms, please follow the PDF troubleshooting tips below:

Some internet browsers use a PDF viewer that does not support fillable PDF forms. In particular, Google Chrome, Safari, or Microsoft Edge generally use their own version of PDF viewers rather than Adobe's. Using Microsoft Internet Explorer version 10 or higher will usually resolve the issue. If you have Windows 10, use

Internet Explorer (search for Internet Explorer in the "Start" menu of your desktop) instead of the default Microsoft Edge browser. Other possible solutions are:

- Save a copy of the PDF file to the computer for offline use and then open it on your computer.
    - There are three ways to download the file:
        - (1) right-click on its form link, then select "Save link as" or "Save target as";
        - (2) Click on the form link then right-click and select "Save as..."; or
        - (3) Click on the form link then click on the download button (down arrow with bar) in the upper right-hand corner;
    - Make a note of the file name and the location where it is saved.
    - Then browse to the location where the PDF file is saved on your computer and click on the form to open.
- Configure Internet Explorer to use the Acrobat or Adobe Reader plug-in to open PDF files online. Instructions are available at: https://helpx.adobe.com/acrobat/using/display-pdf-in-browser.html.
- Reconfigure other browsers that support ActiveX plug-ins to work with the Acrobat or Adobe Reader plug-in. Instructions are available at: https://helpx.adobe.com/acrobat/kb/pdf-browser-plugin-configuration.html.

The notice of final determination to reissue the general permit is attached to this letter. This notice summarizes the significant public comments received during the public notice period on the proposed reissuance and the Department responses to those comments.

Please contact me by email: Trevor.Moen@Wisconsin.gov if you have any questions regarding this letter.

Sincerely,

Trevor Moen
Wastewater Engineer
Bureau of Water Quality

Cc: Permit File(s)

STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES

NOTICE OF FINAL DETERMINATION TO REISSUE A WISCONSIN POLLUTANT DISCHARGE ELIMINATION SYSTEM (WPDES) GENERAL PERMIT NO. WI-0047341-06-0

General Permit Name: Satellite Sewage Collection System

Receiving Water and Location: Groundwater or surface water in the state of Wisconsin from the wastewater treatment system that receives the wastewater from the satellite sewage collection system.

Brief Description of Facilities Covered under General Permit: This permit is applicable to municipally-owned satellite sewage collection systems. All municipally owned satellite sewage collection systems shall be operated under the authorization of this general permit or an individual WPDES permit issued by the department. The department may require privately-owned satellite sewage collection systems to be operated under the authorization of this general permit if the department determines that this permit is necessary to assure compliance with the requirements in ch. NR 210, Wis. Adm. Code pursuant to s. NR 210.20, Wis. Adm. Code. Satellite sewage collection system means a municipally owned or a privately-owned sewage collection system that conveys wastewater to another satellite sewage collection system or to another sewerage system that provides wastewater treatment and discharges under a separate WPDES permit as defined in s. NR 205.03(31r), Wis. Adm. Code. Examples of privately-owned satellite sewage collection systems include mobile home parks, hospitals, motels and hotels, or golf courses. This general permit was created to regulate satellite sewage collection system and provide proper operation, maintenance, and funding of satellite sewage collection systems.

Permit Drafter's Name, Address, Phone and Email: Trevor J. Moen, DNR, 625 E County Rd Y STE 700, Oshkosh WI 54904-9731, phone: (920) 424-7883 and email: Trevor.Moen@Wisconsin.gov.

Date Permit Signed/Issued: August 14, 2020
Date of Effectiveness: November 1, 2020
Date of Expiration: October 31, 2025

Following the public notice period, the Department has made a final determination to reissue the WPDES General Permit No. WI-0047341-06-0. The information from the WPDES permit file, comments received on the proposed permit and applicable Wis. Adm. Codes were used as a basis for this final determination.

The Department has the authority to issue, modify, suspend, revoke and reissue or terminate WPDES permits and to establish effluent limitations and permit conditions under ch. 283, Wis. Stats.

Any minor corrections to typographical errors, updating page numbers and headers/footers, adding and updating the Table of Contents and titles, correcting formatting, renumbering headings, and web links are not included in this summary document. The following is a summary of significant comments and any significant changes which have been made in the terms and conditions set forth in the draft permit:

Comments Received from the Applicants, Individuals or Groups

No public comments were received.

Comments Received from EPA or Other Government Agencies

No comments were received from EPA or any other government agencies.

As provided by s. 283.63, Wis. Stats., and ch. 203, Wis. Adm. Code, persons desiring further adjudicative review of this final determination may request a public adjudicatory hearing. A request shall be made by filing a verified petition for review with the Secretary of the Department of Natural Resources within 60 days of the date the permit was signed (see permit signature date above). Further information regarding the conduct and nature of public adjudicatory hearings may be found by reviewing ch. NR 203, Wis. Adm. Code, s. 283.63, Wis. Stats., and other applicable law, including s. 227.42, Wis. Stats.

Information on file for this permit action, including the draft permit and fact sheet may be reviewed on the internet at the above web link or may be inspected and copied at the permit drafter's office during office hours. Information on this permit may also be obtained by calling the permit drafter or by writing to the Department. Reasonable costs (usually 20 cents per page) will be charged for copies of information in the file other than the public notice, permit and fact sheet. Pursuant to the Americans with Disabilities Act, reasonable accommodation, including the provision of informational material in an alternative format, will be made to qualified individuals upon request.

State of Wisconsin
Department of Natural Resources
Bureau of Water Quality
PO Box 7921, Madison WI 53707-7921
dnr.wi.gov

Notice of Intent (NOI)
Satellite Sewage Collection Systems
WPDES Permit No. WI-0047341-06-0

Form 3400-243 (R 08/20)

Notice: Pursuant to chs. NR 200 and 205, Wis. Adm. Code, this notice of intent (NOI) is required to request coverage under the Wisconsin Pollutant Discharge Elimination System (WPDES) Permit No. WI-0047341-06-0 for the operation of satellite sewage collection systems within the state of Wisconsin. Failure to complete this form in its entirety may result in a returned NOI or a denied NOI. Personal information collected will be used for administrative purposes and may be provided to requestors to the extent required by Wisconsin Public Records law [ss. 19.31-19.39, Wis. Stats.].

SECTION I: WPDES PERMITTEE RESPONSIBLE FOR COLLECTION SYSTEM

WPDES Permittee Name (Name of Municipality, Industry, Company or Other)			
Village of McFarland			
Permittee Authorized Representative (First and Last Name) Jim Hessling	Title Director of Public Works	Company	
Mailing Address (i.e. PO BOX, Street, or Route) 5915 Milwaukee Street	Municipality McFarland	State WI	ZIP Code 53558
Email Address jim.hessling@mcfarland.wi.us	Phone No. (include area code) (608) 838-7287	Alternative Phone No. (608) 838-3153	

SECTION II: APPLICANT INFORMATION ☒ Check if same as authorized representative

Applicant Name (First and Last Name) Jim Hessling	Title Director of Public Works	Company	
Mailing Address (i.e. PO Box, Street, or Route) 5915 Milwaukee Street	Municipality McFarland	State WI	ZIP Code 53558
Email Address jim.hessling@mcfarland.wi.us	Phone No. (include area code) (608) 838-7287	Alternative Phone No. (608) 838-3153	

SECTION III: DISCHARGE MONITORING CONTACT ◉ Check if the same as authorized representative ○ Check if same as applicant but different from authorized representative

Collection System Operator (First and Last Name) Jim Hessling	Title Director of Public Works	Company	
Mailing Address (i.e. PO Box, Street, or Route) 5915 Milwaukee Street	Municipality McFarland	State WI	ZIP Code 53558
Email Address jim.hessling@mcfarland.wi.us	Phone No. (include area code) (608) 838-7287	Alternative Phone No. (608) 838-3153	

SECTION IV: CONTRACTOR INFORMATION ☒ Check if not applicable and skip this section

Role: ○ Consultant ○ Contractor ○ Other — Specify:

Contact Name (First and Last Name)	Title	Company	
Mailing Address (i.e. PO Box, Street, or Route)	Municipality	State	ZIP Code
Email Address	Phone No. (include area code)	Alternative Phone No.	

Consultant or Contractor means a person or business under a contract with the permittee to perform any permit actions on behalf of the permittee. Consultant and contractor are not employees of the permittee.

SECTION V: SEWER UTILITY/DEPARTMENT INFORMATION

Sewer Utility/Department Name:	County
McFarland Sewer Utility	Dane
Mailing Address (i.e. Street, Road, Route, or other)	○ City ○ Town ◉ Village
5915 Milwaukee Street	of McFarland

Regional Wastewater Treatment Facility that Receives the Wastewater from the Satellite Sewage Collection System:
Madison Metropolitan Sewerage District

Please list any satellite sewage collection systems not under your control and operation that send wastewater to or receive wastewater from your collection system (if none, please state None):
Sender - Queen Cole LLC - 5311 Terminal Drive, McFarland, WI

Please list any other satellite sewage collection systems that are under your control and operation (if none, please state None):
None

SECTION VI: COLLECTION SYSTEM OPERATING INFORMATION

1. Sanitary Sewer Overflows (SSOs)

A. Please specify each receiving water (including groundwater) that may be impacted if an SSO were to occur within the satellite sewage collection system below then **proceed to question 1B.**

Receiving Water Name
Lake Waubesa
Lower Mud Lake
Yahara River
Unnamed water - A.K.A. Penitto Creek
Groundwater

Receiving Water Name: The applicant shall provide the name of each surface water that may be impacted by an SSO. Surface waters can be identified on the Surface Water Data Viewer here: https://dnr.wi.gov/topic/surfacewater/Swdv/.

Note: SSOs are not authorized by the general permit and are prohibited from satellite sewage collection systems covered under the general permit. If an SSO does occur from a satellite sewage collection system covered under the general permit, please follow the SSO reporting procedures in Section 4 of the general permit.

B. Permittees are required to provide accurate rainfall data for reporting SSOs to the department. Do you maintain a rain gauge in the vicinity of the satellite sewage collection system?

○ Yes. **Proceed to question 1D.**

◉ No. **Proceed to question 1C.**

C. Please specify the nearest official rain gauge station that you obtain rainfall data then **proceed to question 1D.**

NWS Madison WI, INFOS Yahara Madison WI, NOAA at the Dane County Regional Airport and/or TV station data

D. Please provide a map of the satellite sewage collection system that indicates most likely SSO locations based on previous overflows or other knowledge about the sewage collection system and the location of any rain gauges (if applicable) and attach it to this NOI.

◉ The map is attached to this NOI. **Proceed to question 2.**

○ The map is not attached to this NOI. **This NOI will be considered incomplete and returned to you.**

2. Sanitary Sewer Overflow Structures

A. Does the satellite sewage collection system have any installed sanitary sewer overflow structure(s) or known bypass locations that discharge to a water of the state? These known bypass locations would include constructed permanent overflow structures or identified locations with recurring overflows (via portable pump or hose) to alleviate basement backups or bottleneck areas.

○ Yes. **Proceed to question 2B.**

◉ No. **Proceed to question 3.**

Note: Sanitary sewer overflow structure means the physical structure, hydraulic mechanisms, and piping specifically constructed to convey a sanitary sewer overflow pursuant to s. NR 110.03(27m), Wis. Adm. Code.

B. Please specify the discharge location, discharge method, and receiving point of each installed sanitary sewer overflow structure or known bypass location within the satellite sewage collection system below then **proceed to question 2C:**

Outfall # (e.g.001, 002, etc.)	Discharge Point Description	Discharge Method	Receiving Point Description
Example 001	Manhole at 4th & Main Street	☐ Valved overflow ☐ Overflow pipe (no valve) ☒ Portable pump ☐ Permanent pump ☐ Other Specify:	Roadside ditch runs south 200 ft along Main to unnamed tributary; tributary flows 800 ft east to Clear Creek.
#		☐ Valved overflow ☐ Overflow pipe (no valve) ☐ Portable pump ☐ Permanent pump ☐ Other Specify:	
#		☐ Valved overflow ☐ Overflow pipe (no valve) ☐ Portable pump ☐ Permanent pump ☐ Other Specify:	

C. Please describe the monitoring system used to detect and alert the operator when a sanitary sewer overflow (SSO) has occurred from the sanitary sewer overflow structure(s) then **proceed to question 2D:**

D. Please specify type and location of flow monitoring or sampling devices used at the sanitary sewer overflow structure(s) within the satellite sewage collection system then **proceed to question 3.**

Outfall # (001, 002, etc.)	Flow Monitoring System Type	Flow Monitoring Location	Overflow Sampling System Type	Overflow Sampling Location
#				
#				

3. Removed Debris and Material – Please specify the disposal location of all debris, solid wastes, and/or liquid waste removed from cleaning sanitary sewers and/or lift stations then **proceed to question 4:**

- ○ Licensed Solid Waste Landfill
- ◉ Hauled to a permitted wastewater treatment facility
  - Facility Name: Madison Metropolitan Sewerage District
  - WPDES Permit No. WI- 0024597-09-0
- ○ Other - Specify:

4. Capacity, Management, Operation and Maintenance (CMOM) Program

A. Have you prepared and implemented a CMOM program?

- ◉ Yes. **Proceed to question 4B.**
- ○ No. **Preparation and implementation of a CMOM program is required to operate under this general permit and by s. NR 210.23, Wis. Adm. Code for any owner of a satellite sewage collection system.** Check one of the following options.
  - ○ New permittee applying for this general permit for first time and will submit to the Department written verification that a CMOM program for the satellite sewage collection system has been developed which is consistent with the requirements of s. NR 210.23, Wis. Adm. Code within 3 years of being granted coverage under this permit. Additional information regarding CMOM is available at: https://dnr.wisconsin.gov/topic/Wastewater/CMOM.html. **Proceed to Section VII.**
  - ○ Existing permittee (had coverage under the previous permit). Please contact and work with your department general permit contact to prepare and implement a CMOM program for the satellite sewage collection system as soon as possible. Additional information regarding CMOM is available at: https://dnr.wisconsin.gov/topic/Wastewater/CMOM.html. **Proceed to Section VII.**

B. **Please provide a copy of the written documentation of the CMOM program or prepare a written summary of the CMOM program (e.g. cover page and table of contents, executive summary, or CMOM annual report) and attach it to this NOI.**

- ◉ The CMOM program documentation or written summary of the CMOM programs is attached to this NOI. **Proceed to Section VII.**
- ○ The CMOM program documentation or written summary of the CMOM programs is not attached to this NOI. **This NOI will be considered incomplete and returned to you.**

SECTION VII: ELIGIBILITY CHECKLIST

1. Does the satellite sewage collection system collect and convey only domestic wastewater or municipal wastewater?

- ◉ Yes. **Proceed to question 2.**
- ○ No. **The collection system is not eligible for this General Permit.** *Collection systems that convey industrial wastewater and are associated with an industrial wastewater treatment or pretreatment facility are not eligible for this General Permit. Instead, these collection systems may be regulated under the individual WPDES Permit for an industrial wastewater treatment system or pretreatment program of a municipality or state pretreatment notification.*

Note: **Domestic wastewater** means the type of wastewater normally discharged from plumbing facilities in private dwellings or commercial domestic establishments and includes, but is not limited to, sanitary, bath, laundry, dishwashing, garbage disposal and cleaning wastewaters pursuant to s. NR 205.03(14), Wis. Adm. Code. **Municipal wastewater** means the mixture of domestic, process and other wastewater tributary to any given municipal sanitary sewer or treatment system pursuant to s. NR 205.03(19), Wis. Adm. Code.

2. Is the sewage collection system owned and operated by the same entity as the wastewater treatment facility that receives the wastewater from the sewage collection system?

- ○ Yes. **The collection system is not eligible for this General Permit.** *The collection systems would be regulated under the individual WPDES Permit for the wastewater treatment facility.*
- ◉ No. **Proceed to Section VIII.**

SECTION VIII: COMMENTS

Section VI-1D - Map is attached. There are no SSO's listed on the map. We have had only one SSO and that occurred in May 2018 due to a contractor hitting a pipe.

SECTION IX: CERTIFICATION

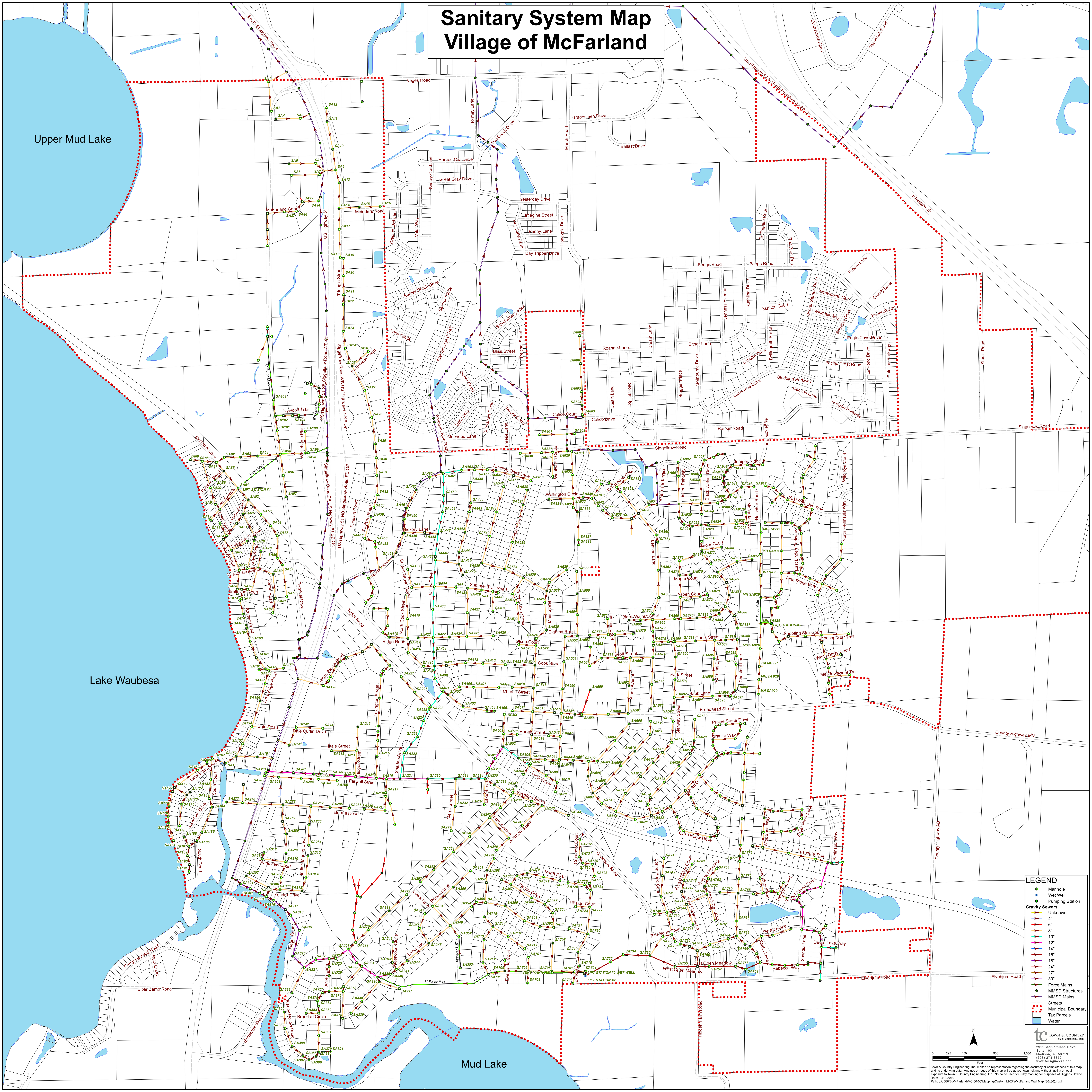
This form must be signed by a responsible executive or municipal officer, manager, partner or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager, partner or proprietor that has been delegated signature authority pursuant to s. NR 205.07(1)(g)2., Wis. Adm. Code. To delegate signatory authority to a duly authorized representative, please complete and attach a Delegation of Signature Authority (DSA) form (Form 3400-220) to this NOI.

I certify under penalty of law that these documents and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Authorized Representative Print Name James R. Hessling	Title Director of Public Works
Authorized Representative Signature James R Hessling	Date Signed 9-22-2020
Applicant Print Name (If different from Authorized Representative)	Title
Applicant Signature	Date Signed

Please print and sign this certification page. Scan and email the completed form, certification page and any other supporting information to the department regional general permit contact at least thirty (30) business days prior to the operation of the satellite sewage collection system. The contact information for the department regional general permit contacts can be found at Wastewater General Permits webpage: http://dnr.wi.gov/topic/wastewater/GeneralPermits.html. Please click on the "Contacts" tab and select the general permit name to see the contacts.

Sanitary System Map
Village of McFarland



VILLAGE OF McFarland Public Works

Capacity

Management

Operation

Maintenance

SANITARY SEWER COLLECTION SYSTEM

TOWN & COUNTRY ENGINEERING, INC.

SANITARY SEWER COLLECTION SYSTEM
CMOM

Village of McFarland, Wisconsin
October 2020

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*Document revised September 2020

1. INTRODUCTION

Sanitary sewer collection systems have a finite capacity to carry wastewater based on the size of the system components. The size of the components is based upon an analysis of the contributory flows into the system plus a factor for growth. The analysis considers residential, commercial and industrial sources of flow plus a designed leakage rate for the system components. With time, the design basis for the system may change resulting in flows in excess of the designed flow. Changes can include population increases beyond the growth factor used in the design basis, integrity deterioration resulting in a leak rate greater than the design basis, and inappropriate storm water connections. These factors can lead to overflows of the system as the increased flows exceed the ability of the collection system or lift stations to convey the wastewater.

Likewise, failing to maintain the collection system can result in overflows irrespective of any flow increases. Materials such as grease, rags, roots and other foreign objects can create blockages within the system. Regular maintenance and cleaning regiments can eliminate these occurrences, particularly grease and root development.

Overflows, regardless of the cause, release untreated sewage to surface waters, at times leading to substantial negative impacts on the receiving body. The majority of impaired waters as recorded by States in their 303d lists are impaired due to nutrients, sediment, pathogens, metals and organic enrichment. Sewage overflows contribute to these impairments and can have acute impacts such as fish kills and beach closures.

2. GOALS

The Village of McFarland has developed this Capacity, Management, Operation and Maintenance Plan to put into place the ideas, concepts and procedures to be used to prevent sewer overflows to the extent possible and practicable. The goals of the plan are:

- Prevent overflows from the sanitary sewer to the extent possible and practicable.
- Manage the assets of the Village Public Works Department, including personnel and equipment, to effect a regular maintenance program and to be able to respond to emergency overflows of the system.
- Promote safety by verifying all workers have the required equipment prior to any work performed.
- Keep the Public Works staff members up to date with all safety procedures through continuing education classes.
- Prioritize maintenance, rehabilitation and replacement activities for the collection system.
- Annually complete sewer cleaning and televising on 33% of the sanitary sewers in the collection system
- Annually remove manhole covers and inspect the condition of the manholes on 33% of the manholes in the collection system.

- Enforce Ordinance Chapter 47 to help manage the performance of the collection system, including inspections for private sump connections and infiltration and inflow reduction. Review those sections annually and update as necessary.
- Work together with the Public Utilities Committee and the Village Board to ensure there is ample funds budgeted for any projected projects in the wastewater collection system.
- Educate the public on the importance of an efficient wastewater collection system through mailings, handouts, newsletter announcements or information on the Village's website once a year and as an as needed basis.
- Upgrade the system GIS map so that the locations of the manholes are spatially accurate, manhole rim elevations are shown and the material of which the sanitary sewers are made are accurately represented.
- Develop a maintenance record-keeping system and integrate it into the system GIS map.
- Train the Public Works staff on the input of data into Microsoft Access so that the system GIS map can show maintenance activities, condition, etc.

3. COLLECTION SYSTEM MANAGEMENT

Management of the Public Works Facility will be a proactive endeavor so that we are able to meet the goals of this plan as well as to provide our customers with fiscally, technically and environmentally sound operations of the system. An overview of our system along with our management approach is contained in the following sections.

3.1 Organization and System Parameters

3.1.1 System Profile

The Village of McFarland sanitary sewer system consists of gravity and force main components. The entire system drains to the Madison Metropolitan Sewage District (MMSD) collection system that is owned by the Commission of MMSD. MMSD is responsible for the sewage once it leaves the Village's boundaries. Maps of the Village's system are on a GIS system and maintained by the utility at Village Hall and the Public Works Office. The system profile is as follows:

Table 3-1: System Profile System Name & Address

System Name & Address	Village of McFarland 5915 Milwaukee Street McFarland, WI 53558 Village's Public Works Garage/Office 5115 Terminal Drive McFarland, WI 53558

Wastewater Treatment Plant	Commission of MMSD 1610 Moorland Road Madison, WI 53713
Population of Village of McFarland	8700 (U.S. Census Bureau 2019)
Annual Precipitation	34.5 inches
Director of Public Works	Jim Hessling 608-838-7287 Fax: 608-838-6823 Jim.hessling@mcfarland.wi.us
McFarland's Average Daily Wastewater Volume	.574 MGD (number based on well water pumped in 2019 PSC report)
Miles of Gravity Sewers (as of 1/1/20)	4-inch diameter – 451 feet 6-inch diameter – 2,594 feet 8-inch diameter – 165,690 feet 10-inch diameter – 8,043 feet 12-inch diameter – 6,005 feet 15-inch diameter – 3,840 feet 18-inch diameter – 1,787 feet
Miles/feet of Force Main (as of 1/1/20)	8,340 feet
Number of Lift Stations (as of 1/1/20)	5
Number of Manholes (as of 1/1/20)	867

3.1.2 Critical Components

In general, the collection system meets the needs of the Village of McFarland. There are some areas that have had a history of backups due to either old sewer, flat slopes, intrusion of roots, obstructions or other unique factors. These areas are noted and inspected.

The Village of McFarland has two main interceptors – Farwell Interceptor and Yahara Interceptor. The Farwell Interceptor runs beneath Valley Drive and then underneath Farwell Street while serving the northern 2/3 of the Village. The Yahara Interceptor approximately serves the southern 1/3 of the Village sewage flows.

The system has five lift stations. Lift Station #2 & #3 are located in the southern portion of the Village. Lift stations #1 & #4 are located in the western portion of the Village. Lastly, lift station #5 is located in the newest development on the eastern portion of the Village. Periodic loss of power may occur due to storms and electrical grid equipment failures. All of the Village's lift stations are monitored with either a SCADA Alarm System, an on-site light and alarm or both. The Village has two portable generators kept at the Lift Station #5 which can provide back-up power to the stations. The use of a portable pump is also possible to keep the stations in service during a power outage.

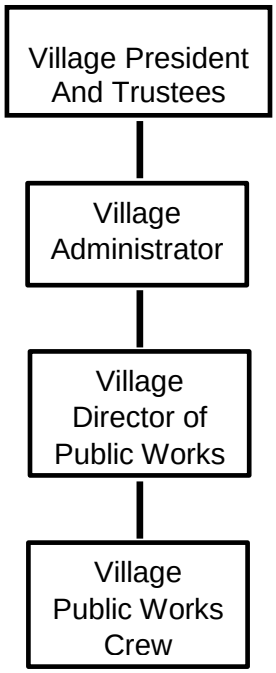
The Village receives no sewage flow from satellite areas that are outside the Village.

3.1.3 Organizational Structure

The Village is governed by an elected president. There is a six-member Village Board of Trustees that is the official governing body of the Village and establishes operating budgets for all departments.

The Public Works Department is run on a day to day basis by a Public Works Director. S/He oversees a staff, all of whom will be involved with sanitary sewer collection system maintenance activities at some time.

The organizational structure for the Village is as follows:



3.2 Job Descriptions

Job descriptions lay out the foundation for the requirements and responsibilities of each person within the organizational structure. Employees are expected to comply with the elements of the job descriptions including any requirements for professional licenses and continuing education. Failure to meet the basic elements of an employee's assigned job description may be reason for termination, demotion or other disciplinary action deemed appropriate.

3.3 Training

Each employee is required to periodically attend safety training courses. Training may be in the form of formal off-site or on-site training, on-the-job training, technical course work or other appropriate venue. The training must be directly relevant to the employee's duties as described in his/her job description. Certified Operators are also required to obtain continuing education units (CEUs) for his/her license.

Before being employed, most public work employees are required to be CDL certified and have a water and sewer license. Once hired, all public works crew attend training courses that are approved by the Director of Public Works or his/her designee. Some of the courses include:

- Bloodborne Pathogens
- Confined Space Entry
- Control of Hazardous Energy
- Excavation
- Emergency Action Plan
- Hazard Communication
- Hearing Conservation
- Personal Protective Equipment
- Respiratory Protection

Manuals for all courses are kept in the Director of Public Work's Office.

Potential course topic areas include:

- CPR and first aid
- Routine line maintenance – jet cleaning
- Traffic control
- Environmental/safety regulations
- Pump theory, operation including speed control, and maintenance
- Laboratory procedures, equipment calibration, sample collection and handling
- Public relations
- Sewer overflow response and reporting
- Collection system evaluation including smoke testing
- Pipe repair

- Collection system rehabilitation including pipe bursting, cured in place, slip lining, and trenching/shoring

The operating budget shall contain a line item sufficient to provide a mix of on and off site training such that each employee can obtain professional/trades development training per year inclusive of continuing education needed for license requirements. The line item funding will be inclusive of course cost, travel, lodging and meals and incidental expenses consistent with typical costs for the location.

3.4 Public Information and Education

The public has a direct impact on the condition and maintenance of the collection system. The Village of McFarland makes every effort to educate the public through newsletters, postings on the Village website, and mailing letters. For example, many blockages in the sewer system are caused by grease. The Village encourages users to avoid disposing of fats, oil and grease into the sewer system. The Village also offers information to help residents understand why basement backups happen, how they can be prevented and what steps citizens should take if a sewer backup affects their property.

In addition, the Village will try to notify affected customers prior to any scheduled maintenance work that affects their sewer service.

3.5 Legal Authority

The Village of McFarland has taken steps in order to enforce the legal authority necessary to regulate the flow entering the collection system from residential, commercial and industrial customers by passing Sewer Ordinance Chapter 47 and updating when needed. A summary of those elements included are as follows:

1) Inflow/Infiltration – “Stormwater, groundwater, rainwater, street drainage, roof runoff and subsurface drainage shall not be discharged into community sewers without prior approval of the community and the District or into intercepting sewers without prior approval of the District. Such approval shall be granted only when no reasonable alternative method of disposal is available.”
2) Sewer Design, Installation, Testing & Inspection Standards – “The applicant shall agree to install the building sewer in accordance with sewer utility and District specifications. No building sewer may be connected to a community sewer unless the community sewer is adequately sized to transport the additional flow. The size and kind of pipe for the building sewer shall be subject to the approval of the Director of Public Works, but in no case shall a pipe of less than four-inch diameter be used. The slope of the building sewer shall be no less than one-eighth-inch per foot. Such sewers shall be backfilled in the manner for water laterals as set forth in this Code. Prior to connection, each building sewer shall be inspected and approved by the Village Plumbing Inspector. All applications for disposal of industrial waste shall be on forms provided by the District and shall be approved by the Director of the District prior to connection to any community sewer.”
3) Controlling Flow from Satellite Systems – The Village of McFarland does not receive flow from satellite systems.

4) Utility Access – “Every user shall permit the duly authorized agent of the Village or Public Utilities Committee, at all reasonable times, to enter their premises or building to examine the pipes and fixtures, and the manner in which the drains, and sewer connections operate; and the user must at all times, frankly and without concealment, answer all questions put to them relative to its use, all in accordance with this Section and Wis. Stats. § 196.171, to the extent applicable.”
5) Pretreatment – “Upon promulgation of National Categorical Pretreatment Standards for a particular industrial user subcategory, the federal standards, if more stringent than the limitations imposed under this Article, shall immediately supersede the limitations imposed under this Article, and such industrial user shall comply with said federal standards. The District shall notify all affected users of the applicable requirements under 40 CFR 403.12.”
6) Grease Controls – “The installation of grease, oil and sand interceptors at repair garages, gasoline stations, car washes and other industrial or commercial establishments shall be required, where necessary in the opinion of the Director of the District, to prevent discharge of sand, flammable wastes, oil and grease in amounts exceeding the limits of Sections 47-106—47-108. All such traps shall be constructed and maintained by the owner at the owner's expense, in accordance with the Wisconsin Plumbing Code and the specifications of the Village, and shall be readily accessible for cleaning and inspection.”
7) Violations & Penalties – Chapter 47 describes the penalties for any person found to be in violation of any provisions of the ordinance. A copy of the ordinance may be obtained at Village Hall.

3.6 Asset Management

The ability of the Village of McFarland to effectively manage its collection system is directly related to its ability to maintain access to the most current information concerning the sanitary sewer system. Maintenance of this information is an effort involving all members of the Village staff, from the staff answering the telephone to the worker in the street. Operational information informs and clarifies financial planning and budgeting. This will make the financial information more useful for the policy makers, leading to better decisions. The system should be kept current with accurate information. A satisfactory management information system should supply the Village with the following advantages:

- Maintain preventive maintenance and inspection schedules
- Offer budgetary justification
- Track repairs – Kept in GIS data base
- Organize capital replacements plans
- Manage tools and equipment inventories
- Record customer service inquiries, complaints or requests
- Provide measurement of effectiveness of program and O&M activities

The assets of the Village of McFarland sanitary sewerage system include the collection system, lift stations, portable generator, vehicles, garage and office facilities and all related appurtenances. Both paper and computer-based records for these assets are located at the Village Public Works Department office.

3.7 Condition Assessment

The condition of an asset is dependent upon a number of factors including its overall condition, maintenance requirements, whether it is over or under capacity for its intended service and how well the asset is performing the job it was designed to perform. All of these factors are subjective in nature so the condition assessment is meant to be an estimate and not an exact analysis. Following is the assessment criteria that the Village of McFarland will use to assess the condition of the Public Works Department's assets.

Table 3-2: Condition Assessment

			Score
Performance Assessment			
0	New		
1	Excellent	No failures, no I&I	
2	Good	Rare failure, minor infiltration, no inflow	
3	Average	Failures typical of like equipment, infiltration exceeds design, minor inflow	
4	Poor	Frequent failures, substantial I&I but no overflows	
5	Salvage	Needs substantial maintenance to keep operational, overflows occur	
Capacity Assessment			
0	Oversized +25	Meets current need plus more than 25%	
1	Oversized <25%	Meets current needs plus up to 25% more	
2	Full sized	Meets current need	
3	Undersized	Current need exceeds capacity but able to control through operational means	
4	Undersized <25%	Current need exceeds capacity by up to 25%, can't control	
5	Undersized +25%	Current need exceeds capacity by more than 25%, can't control	
Non-PM Maintenance Assessment			
0	None	No non-PM maintenance requirements	
1	Normal	Normal requirements	
2	Minor	More than normal but not significant	
3	Significant	Requires frequent maintenance	
4	Renew	Substantial including frequent component	
5	Replace	Nearly unserviceable	
Non-PM excludes routine items such as greasing, cleaning, oil changes or Other consumable part replacements at normal intervals			
Total Score			
0		New or like new	
1-3		Excellent	
4-6		Good	
7-9		Average	
10-12		Poor	
any component score of 5		Replace	

4. COLLECTION SYSTEM OPERATION AND MAINTENANCE

Collection system operation and maintenance (O&M) consists of inspection, evaluation, preventative maintenance, and cleaning of sewer main and laterals, manholes and lift stations to maintain flow and mitigate inflow and infiltration. O&M varies by the equipment type, condition, age and operating history with equipment identified as critical receiving maintenance at greater frequencies. Section 3.1.2 described the Village of McFarland critical components. Periodic factors may necessitate a more frequent O&M schedule for individual components. Appropriate corrective actions or temporary mitigation measures are initiated based upon the findings of the routine O&M activities.

4.1 Collection System

Proper collection system cleaning is important for several reasons.

- Reduces opportunities for sewer system blockages, basement back-ups, and sewer system overflows.
- Increases sewer system capacity.
- Increases pipeline flow velocity which helps to keep wastewater from becoming septic and odorous. Septic wastewater gives off hydrogen sulfide which deteriorates concrete pipes and manholes. It also causes a higher oxygen demand.

Preventative sewer system cleaning is achieved by flushing sewer lines with high pressure water and vacuuming the debris at the manhole with a jetter/vacuum truck. This is the most common and cost effective method for cleaning the size and type of sewer lines which make up the McFarland system. A nozzle at the end of the hose discharges high pressure water at a 15º to 30º angle. The proper cleaning technique begins at the downstream manhole. The water pressure propels the hose in an upstream direction to the next manhole, scouring the pipe on its way through. The nozzle then flushes debris back to the downstream manhole as the hose is reeled back in.

Debris is typically removed at the manhole by the vacuum truck. The material removed is then disposed of properly at a landfill.

During cleaning, air velocity develops in the sewer pipe because of the fast rushing water. This will cause a vacuum in front of the cleaning nozzle and a positive pressure behind the nozzle. Sometimes this pressure mistakenly enters the lateral pipe. This is referred to as a "blow-back". Cleaning equipment operators are all trained to choose proper nozzle size and pressure adjustment when cleaning various size pipes. Unfortunately, even with proper operation, this pressure can occasionally cause water in a homeowner's drain trap or toilet to either vacuum down or blow-back. The venting system on a home should be capable of releasing this positive pressure without affecting the home plumbing.

However, sometimes home plumbing is affected. Known causes of this problem have usually been found to be:

- Improper or plugged venting in the home's plumbing.
- Sag or other defect in the main sewer pipe.
- Sewer main full or nearly plugged with debris.
- Lateral connection to the main without enough downstream slope.

Some sewer pipes are prone to root intrusion at the joints. This is particularly a problem with old, vitrified clay pipes, which have joints every three or four feet. If ordinary jetting does not break loose the roots, these sewers can be cleaned with a high speed root cutter operated by a special sewer cleaning contractor. The root cutter uses water pressure to spin a saw blade that cuts the roots (smaller pipes) or a chain-type cutter (larger pipes). Propulsion, scouring, and flushing are achieved in the same way as on a conventional jetter nozzle. A line must first be televised to ensure it is safe to root cut. A concave type saw blade, which is the least invasive to the inside of the pipe, should be used. Sewers subject to root intrusion can be added to the sewer cleaning record with a necessary cleaning or root cutting frequency. Roots will often grow back after a year or so and then will need to be cut again.

Grease and grease like products can be significant in causing sewer overflows. The discharge of fats, oils and grease (FOG) are regulated by the Village Sewer Ordinance, Chapter 47, which also references Madison Metropolitan Sewage District (MMSD) ordinance. Restaurants, fast food establishments, grocery stores with cooking facilities, long term care facilities and food services have the potential of discharging large amounts of fats, oils and greases and must comply with the plumbing code requirement of having a properly operating grease trap. FOG, from cooking and washing can build up in downstream pipes and cause sewer blockages. Regular sewer cleaning and proper grease trap operations are done to minimize the chance of blockages. The grease from a trap must be removed regularly to prevent grease carry-over.

All such traps shall be constructed and maintained by the owner at the owner’s expense, in accordance with the Wisconsin Plumbing Code and the specifications of the Village, and shall be readily accessible for cleaning and inspection.

The Village of McFarland hires local contractors to clean and televise a minimum of 33% of the sanitary sewers and manholes in the system each year, and specific areas as needed. For most pipes, this frequency is adequate to maintain proper flow and capacity. However, some other pipes may need cleaning more frequently to minimize the chance of blockages. This is due to structural issues such as poor grade, sags, low flow areas, cracks, holes, deteriorated pipes, high grease discharge areas, and rough manhole channels, etc. Assistance in emergency situations is available through formal mutual aid arrangements with nearby communities.

All sewer cleaning records are kept on file at the Village Public Works office.

4.2 Sewer System Inspection

Large amounts of water from rain events and snow thaws can infiltrate into the sanitary system through cracks and holes in pipes and manholes. Excess water can also inflow into the sanitary sewers from improper connections such as a sump pumps discharging into sanitary drains, connections to roof drains or foundation drains. These sources of excess water are described as inflow/infiltration (I/I). I/I entering the sanitary system can exceed the capacity of sewer pipes, resulting in surcharge conditions. If severe enough, this water can back up into basements or even overflow from a manhole onto a street or into a waterway. It also causes a burden on lift station and wastewater treatment plant pumping equipment. It is imperative that the sanitary sewer collection system be kept in good condition with no improper connections to limit I/I from entering.

Visual inspection of manholes and pipelines are the first line of defense in the identification of existing or potential problem areas. The entire collection system has been televised and video along with paper reports are kept at the Village Public Works offices.

Televising of the sewer system is on the same scheduled as cleaning/jetting the lines and concurrently with street improvement projects or if a situation occurs, such as repeated blockage of the same sewer section. Visual inspections of manholes and the sanitary sewers entering those manholes take place as sewers are cleaned and televised, before any street improvement projects and as part of any corrective maintenance activity.

Visual inspections provide information about the accuracy of system mapping, the presence and degree of infiltration and inflow problems and the physical state-of-repair of the system. By observing a manhole directly, and the incoming and outgoing lines to that manhole, it is possible to determine structural condition, the presence of roots, condition of manhole joints, depth of debris in the line and depth of flow. Deteriorated manholes can be a major source of infiltration. Deterioration in the bottom of manholes can also cause debris to accumulate which will cause a backup if left unattended. A good inspection program is necessary to find these defects and determine the most cost effective method of rehabilitation. A history report of every manhole should be maintained explaining any defects and any previous repairs done on it.

Many minor defects are most cost effectively repaired by the Village staff utilizing specific methods depending on the defect. Sealing covers, raising buried manhole frames, and applying concrete filler on deteriorated areas are just a few of these repairs that can be conducted. Major leaks in manholes should be repaired by a contractor that has special equipment to inject grout behind the leaking area. Manholes that have a deteriorated bottom but good walls can be repaired by a contractor that can remove the old bottom and pour a new concrete bottom. Contractors can also recondition a concrete manhole by using a coating method called "monoforming", thus saving the street reconstruction and resurfacing. If the manhole is beyond repairing with the previously mentioned methods, it can be placed on a schedule for total excavated replacement.

The Public Works Director can examine the records of visual inspections to ensure that the following information is recorded:

- Manhole identification number location
- Cracks or breaks in the manhole or pipe
- Accumulation of grease, debris or grit
- Wastewater flow characteristics
- Inflow or Infiltration
- Condition of manhole cover
- Presence of corrosion
- Offsets or misalignments
- Condition of the casting and adjusting rings
- Evidence of surcharge
- Indications of hydrogen sulfide deterioration of the manhole walls

Sewer televising of the interior of sewer pipes is one of the most comprehensive evaluation methods available because it allows evaluation of the interior conditions of a pipe and the pipe joints. It also allows the determination of the condition of sewer lateral connections to the sewer main, and whether tree roots are present in the sewer lateral connections. Areas of the sewer system that are experiencing frequent blockages and/or inflow/infiltration should be analyzed by TV inspection to determine the cause of the problems. Tree roots, misaligned joints, saddles, and pipe collapses are common reasons for blockages to occur because grease and other materials begin to accumulate in these areas. Likewise cracks in pipelines, joint problems and illegal connections can be identified with the aid of television inspection. TV inspection of the sewers will be utilized in areas that experience repeated problems in order to diagnose the cause(s) of the problems. Laterals can be televised using a small camera designed to be inserted into a lateral cleanout. Much information can be gained from this inspection such as the type of pipe used, joint condition, pipe condition, infiltration, sags, slope, offset joints, etc., or if any plumbing code violations exist.

Dye testing is a valuable method of getting positive locates of where a lateral connects to the sewer main pipe. A small amount of dye is poured down a drain and a televising camera or visual observation can be used to see where this dye comes out. Dye testing is also often used to diagnose I/I sources. Often holes are noticed in the ditch line, on a street, or elsewhere on property. Dye is poured into this hole to determine if it is allowing clear water into the sanitary sewer system.

Smoke testing is also a valuable method of finding I/I sources. This involves blowing a special non-toxic smoke into a sewer pipe using a large fan. The area is then closely inspected for any smoke coming out of the ground, especially the ditch-line. Any smoke coming out of the ground is a place where infiltration is getting into the collection system. This would be further diagnosed with dye testing and televising to get an exact location of the defect. Further sources typically found on property using this method are roof drains and yard drains.

Sanitary sewer rehabilitation methods used vary according to the defect. Pipes with leaking joints can be grout sealed in place by a specialized grouting contractor. A pipe that has only one or two cracked or broken areas can either be excavated and spot repaired, or a short internal sleeve liner can be installed by a contractor at the defect locations. When a pipe has multiple defects, then complete rehabilitation becomes necessary. One method of complete rehabilitation is for a contractor to install a cured in place liner through the entire length of pipe between manholes. This is basically installing a pipe within a pipe. Private property lateral connections are re-instated by using a robotic cutter. This "lining" method is not used where there are sags in the pipe or where there are broken lateral connections. In those cases, such pipe would need to be scheduled for complete replacement.

The Village might also televise private laterals if the main line sewer footage shows major I/I problems.

All new sewer apparatus, such as mains and pumps, are tested when installed. In the case of new or rehabilitated lift stations, they are tested for leaks, draw down levels (pumping capacities) along with I/I. All control aspects of the station are also tested and verified.

4.3 Testing of Newly Constructed Sanitary Sewers

Testing newly installed pipes is required by the Wisconsin Department of Natural Resources. For pipes that are installed by a contractor, the contractor must test the completed lines and the test must be observed by the Village Engineer. There are two types of testing pipes to insure they have been properly installed. One is an air pressure test that checks the line for leaks. This method consists of installing a plug at both ends of a pipe at the manholes. A small amount of air pressure is then injected into the pipe between the plugs. This pressure is held for a certain amount of time depending on the size and length of pipe. A chart then shows whether any air loss meets an acceptable limit. This testing is done after a pipe has been backfilled and compacted, but before the final street surfacing is applied.

The second test checks the pipe for roundness. This involves pulling a “mandrel” through the pipe from one manhole to another. The mandrel diameter is 5% smaller than the inside pipe diameter. If the mandrel goes through, the pipe passes the test. If the mandrel does not, then that portion of the pipe is misshaped and must be replaced. There are occasions when the mandrel cannot pass through the pipe due to excess debris within the pipe. Then, the debris must first be removed and the test is repeated.

4.4 Mapping

The importance of maintaining accurate, current maps of the collection system cannot be overstated. Efficient collection system maintenance repairs are unlikely if mapping is not adequate. Collection system maps should clearly indicate the information that personnel need to carry out their assignments.

Geographic Information System (GIS) technology has made the mapping and map updating process considerably more efficient. GIS is a computerized mapping program capable of combining mapping with detailed information about the physical structures within the collection system.

The maps should not be considered as establishing precise locations of system elements. The majority of the Village has residential sewer service laterals located on the map. The GIS mapping is maintained and updated by the Village's consulting engineering firm. The maps are periodically downloaded to Village computers and are viewable with ArcReader software. The sewer information shown on the Village GIS mapping system includes, but is not limited to:

- Sewer Pipe Diameter
- Sewer Pipe Approximate Length
- Direction of Sewer Flow
- Sanitary sewer pipe material
- Manhole Locations

These maps also can be made to show aerial photography, property lines, streets, water bodies, sanitary sewer locations, manholes, clean-outs, and lift stations. In addition to the information now shown on the McFarland GIS collection system map, these maps could be set up to contain information on the flowing:

- Manhole rim elevations
- Accurate coordinates for the locations of manholes

For new developments, manhole invert elevations can be added.

If the Village wishes to utilize a program such as Microsoft Access, an almost unlimited amount of information can be added. Among the most common information items included on municipal collection mapping systems are:

- History of Basement backup complaints
- Service area boundaries
- Maintenance history of sewers, manholes, pumping stations & force mains
- Current condition of sewers, manholes, pumping stations & force mains
- Pictures of the interiors of manholes

The existing McFarland collection system map does have a permanently assigned numbering system to uniquely identify all manholes in the collection system. Property lines are shown on the maps using the Dane County land information office base information. GIS maps can be printed out as paper maps in different sizes and scales to be used for different purposes.

4.5 As-Built Information Inventory

The Village maintains a file of as-built drawings at the Public Works office. All as-builts documents are provided to the Village from the Village Engineer on public projects and from the developer on new development project.

The Village policy is to require every new sanitary sewer constructed to be televised prior to acceptance. The Village retains the television record. This television record and the as-built drawings are the best source of information for sanitary service lateral location.

4.6 Lift Stations

Table 4-1: Lift Station Design Information

Lift Station Number	Address	Wet Well Size	Const. Year	Backup Power	Alarm System
No. 1	5017 Erling	5 ft. dia. circular	1974	Portable Generator	SCADA, on-site light and alarm
No. 2	6407 Pheasant Run	Unknown	Unknown	Portable Generator	SCADA, on-site light and alarm
No. 3	6623 Meredith Way	Unknown	Unknown	Portable Generator	SCADA, on-site light and alarm
No. 4	4704 Terminal Drive	6 ft. dia. circular	2004	Portable Generator	SCADA, on-site light and alarm
No. 5	5107 Holscher Road	6 ft. dia. circular	2015	Permanent Generator	SCADA, on-site light and alarm

These lift stations are equipped with two submersible pumps, each of which has sufficient capacity to handle the peak incoming flow if the other is out of service.

The Village has a portable generator capable of running this lift station. Also, in the case of a complete Village-wide electrical outage, portable pumping by Village personnel and/or private contractors would accommodate the system service the users' needs on a temporary basis.

4.6.1 Lift Station Maintenance

All lift station equipment is to be maintained in accordance with the manufacturer's specifications. Lift station operations are monitored by alarm telemetry with signals and data sent back to the public works office/garage via a SCADA system. In the event of any major system failure, the SCADA system activates an audible alarm at the Public Works garage during staffed hours, or sends the alarm to an autodialer after hours. The autodialer calls the on-call employee's phone numbers until the alarm is acknowledged by the designated on-call operator, or an operator who will respond to the alarm. The alarms on this system common to both pump stations are:

- Wet well high level
- Pump failure
- Power fail
- Communication fail

Routine lift station checks are performed by a Public Works employee daily to be sure the lift station is secure and pump running times are recorded. More detailed checks are conducted quarterly. During the quarterly check, all main operations of the lift station are checked for proper operation including:

- Test running all pumps and testing check valves.
- Checking the alarm system.
- Checking the wet well level control.
- Cleaning wet wells by scrapping grease off walls, shoveling sand, grease and debris to an accessible area and vacuuming debris out with a jet/vac truck.
- Hookup and run generator under load

In addition, the following maintenance activities are conducted by Public Works personnel on a weekly basis:

- Inspect Level Sensing Floats
- Inspect Transducers
- Inspect for Grease Buildup

Operation & maintenance manuals for the lift stations are kept at the public works offices/garage.

4.7 Force Mains

The Village of McFarland personnel runs both pumps simultaneously on a monthly basis at all lift stations to scour the force main. Procedure(s) such as poly pigging, televising, etc. will be considered as needed.

4.8 Repair Hierarchy

Routine maintenance will identify repair needs within system components. The appropriate repair for any given problem is dependent upon the nature of the problem and cannot be prescribed in this plan. However, a priority hierarchy has been established to structure what and when repairs are to be accomplished. The hierarchy is based upon identifying and repairing critical components first. Critical components are parts of the collection system which if failure occurs will result in system failure and sewer overflow. Such items may include failure of a pump, power outage, or obstruction in the sewer line. Other problems identified by maintenance activities will be less acute and can be repaired on a lower priority basis. This may include deteriorated manhole adjusting rings, broken manhole covers, lift station lighting, etc. When normal maintenance activities identify the need for component repairs or when problems are brought to the attention of the system by customers or others, the problem and corresponding repair will be assigned a priority ranking based on the following hierarchy.

The response time is a requirement for the Village of McFarland to complete. Not meeting the required response time will be considered a failure on the part of the system to meet the requirements of this plan. The repair time goal is a stated goal. Many factors, some out of the control of the system, will impact the ability of the system to make the necessary repairs. Not meeting the repair goals will not be considered a plan failure but will be noted in self-audits from which plan and or operational changes may be fashioned.

Table 4-2: Anticipated Collection System Response and Repair Hierarchy

Problem	Priority	Response Time	Action	Temporary Stabilization Goal
Active Sewer Overflow	1	Within 1 hour of receiving report	Stop overflow, return system to normal operation	Within 4 hours of arriving on site
Failure of Critical Component, Overflow/Bypass Will Occur if Not Repaired	1	Within 1 hour of receiving report or discovering problem	Repair or replace component, return system to normal operation	Within 4 hours of arriving on site
Unsafe Condition Poses Risk to public or Employees	1	Within 1 hour of receiving report or discovering problem	Mitigate and repair to eliminate unsafe condition	Mitigate risk within 2 hours of arriving on site, repair within 8 hours if public risk, 7 days if employee risk
Failure of Power to a Lift Station	1	Within 1 hour of receiving report or discovering problem	Connect portable generator and restore operation of pumps	Within 1 hour of arriving on site

Problem	Priority	Response Time	Action	Temporary Stabilization Goal
Evidence of System Surcharging and Intermittent Overflow	2	Within 1 day of receiving report of discovering problem	Clean sewer line, check for proper lift station operation. Re-evaluate problem following cleaning/repair. Begin I&I evaluation and corrections if not corrected.	Within 8 hours of arriving on site for cleaning and station repairs. Initiate I&I evaluation and corrective actions with 30 days
Evidence of Surcharging, No Overflow Evidence	3	Within 1 week of receiving report or discovering problem	Clean sewer line, check for proper lift station operation. Re-evaluate problem following cleaning/repair. Begin I&I evaluation and corrections if not corrected.	Within 8 hours of arriving on site for cleaning and station repairs. I&I evaluation and corrective actions within 180 days
Failure of Monitoring or Measuring Equipment	3	Within 3 days of receiving report of discovering problem	Make repairs or replace as needed	Repairs within 7 days of response. Replacement within 30 days.
Evidence of I&I Non-surcharging	4	Complete evaluation of cause within 90 days of problem	Make corrective actions based on I&I evaluation findings	Within 360 days
Component failures non-critical maintenance	5	Evaluate repair need within 180 days of discovering problem	Make repairs	Within 360 days

4.9 Parts and Equipment Inventory

An inventory of spare parts, equipment and supplies is maintained by the Village of McFarland. The inventory is based on equipment manufacturer's recommendations, supplemented by historical experience with maintenance and equipment problems.

The Public Works Director is responsible for assuring that the crew always has adequate tools. The director should consider the frequency of usage of the part, how critical the part is, and finally how difficult the part is to obtain when determining how many of the part to

keep in stock. Spare parts are kept in a clean, organized and well protected stock room in the Village garage.

Files for the Village's inventory of parts are maintained at the Village garage. Below is a current list of equipment located at the Village garage as of July 2020:

5 - Single axle Dump/Patrol Truck
1 - Tandem axle Dump/Patrol Truck
2 - 1 Ton w/ Dump Box
10 - Pickup Trucks (various sizes ½ thru 1 ton)
1 - Bucket Truck
1 - Street Sweeper
1 - Utility Van
1 - Wheel Loader
1 - Loader Backhoe
1 - Skid Loader and attachments
1 - ToolCat Utility Vehicle
1 - EH Wachs Valve Turner Trailer
1 - Light Tower
1 - Skid Loader Trailer
1 - 45 H.P. Tractor
1- 98 H.P. Tractor
1- 10 ½ Brush Mower
1 - Wood Chipper
1 - Towable Generators (30 & 60 kW)
1 - Shoring Trailer and Supplies
1 - 3 Inch Diaphragm Pump

Miscellaneous items:
Barricades
Various Pumps
Portable Generators
Safety Equipment
Line Locators

Below is a current list of available contract operations with several area vendors if needed:

Electric Controls and SCADA Maintenance

LW Allen, Inc.
4633 Tompkins Drive
Madison, WI 53716
(608) 222-8622 or (800) 362-7266

Sewer Jetting, Televising & Pumping Services

McCann's Underground
611 N. Burr Oak Avenue
Oregon, WI 53575
(608) 835-7767

Roto-Rooter
4808 Ivywood Trail
McFarland, WI 53558
(608) 256-5189

Dvorak Pumping
2551 Nora road
Cottage Grove, WI 53527
(608) 255-1022

Excavation Contractors

Gausmann Trenching
3866 CTH AB
Madison, WI 53718
(608) 222-5070

Badgerland Excavating
P.O. Box 258018
Madison, WI 53725
(608) 354-5442

Speedway Sand & Gravel
8500 Greenway Blvd., Suite 202
Middleton, WI 53562
(608) 836-1071

Pipe & Apparatus Suppliers

First Supply
6800 Gisholt Drive
Madison, WI 53713
(608) 222-7799

Ferguson
4505 Triangle Street,
McFarland, WI 53558
(608) 838-3181

HD Supply Waterworks
2804 LaRue Fields Road
Sun Prairie, WI 53590
(608) 834-1311

Equipment Suppliers

Hertz Equipment Rental
5119 Terminal Drive
McFarland, WI 53558
(608) 838-2213

5. SYSTEM EVALUATION AND CAPACITY DETERMINATION

The concept of capacity for a wastewater system has two basic elements; the capacity of the wastewater plant and the capacity of the collection system. Inflow/infiltration and growth can result in wastewater flows exceeding the design capacity of either the plant or collection system or both.

A sanitary sewer & lift station facility plan was prepared by an engineer and the existing lift stations have adequate capacity today to handle flows for their design period.

An evaluation of the lift stations in the Village collection system were completed in years past. Existing flows were determined on a service area basis using the number of units within the sewer service area and wastewater flow rates for various types of land use. Land uses, and population projections were used to determine future flows. Average flows for residential land uses were peaked in accordance with standard peaking factors. Peak flows, using a peaking factor of 4 were used as a basis for evaluating the existing primary

sewers. The resulting peak flows were compared with the system capacities to identify those pipes that might be undersized at ultimate development.

The existing lift stations have adequate capacity to handle flows for its design period. Should significant development occur in the southern or eastern half of the Village, the existing lift station pumps may require replacement with larger pumps. Future expansion evaluation is general in nature, and detailed evaluations will be needed to confirm sizes and location of future facilities.

5.1 Wastewater Treatment Plant

The Village of McFarland has a joint wastewater agreement with the Commission of the Madison Metropolitan Sewerage District (MMSD), which is located at 1610 Moorland Road, Madison, WI 53713. All wastewater from the Village enters Madison collection system at multiple locations throughout the Village. MMSD was constructed in 1928 and has been updated multiple times. It effluent disposal is split between the Badfish and Badger Mill Creeks.

5.2 Collection System

Capacities within the collection system vary by the size of the piping that makes up the system. It is important to determine capacities within the collection system to gauge whether portions are subject to surcharging and overflows and to develop a baseline from which planning decisions regarding new connections may be made. Even if the treatment plant flows are within the design capacity, portions of the collection system could be receiving flows in excess of their design capacities. Some items that may affect sewer capacity are: flat sewer pipes, surcharging, bottlenecks or constrictions, chronic basement backups, sanitary sewer overflows, excess debris such as solids/grease, root growth, I/I, manhole corrosion, new connections and lift station discharge rates.

5.3 Lift Station Capacity Determination

Table 5-1: Lift Station Capacity

Lift Station	Firm Capacity (GPM)	Motor Hp	Pump Brand and Model	Pump Install Year
LS #1	200 gpm @ 60 ft. TDH	10	Hydromatic S4MX	2004
LS #2	600 gpm @ 56 ft. TDH	20	Fairbanks Morse	2000
LS #3	unknown	unknown	unknown	unknown
Terminal Drive	265 gpm @ 42 ft. TDH	7.5	Hydromatic S4NX750JC	2004
Juniper Ridge	310 gpm @ 78.4 ft. TDH	15	Hydromatic H4H (X)P	2015

Firm Capacity assumes one pump running. The lift station capacity is often judged by the

running time of the pumps. When the running time of a pump exceeds half the hours in a day a more detailed evaluation of capacity is probably needed.

6. EMERGENCY RESPONSE PLAN

6.1 General

An Emergency Response Plan is required for dealing with both routine and catastrophic emergencies. Routine emergencies include situations such as overflowing manholes, sewer main breaks, localized electrical failure and power outages at lift stations. Catastrophic emergencies include floods, tornadoes, earthquakes, other natural events, serious chemical spills or widespread electrical failure.

Procedures for the Emergency Response Plan should be understood and practiced by all personnel in order to ensure safety of the public and the collection system personnel responding. Copies of the plan are kept in the Village Hall and at the Public Works Office. The Public Works Director shall review and update this document annually. Detailed records of emergencies and responses are documented.

After a significant spill event, the WDNR must be notified with 24 hours of each occurrence by telephone or by e-mail, voice mail, or fax if DNR personnel are unavailable. Within (5) days a written WDNR Form 3400-184 must be submitted to the WDNR. This form will report all pertinent information such as the time of the event, location, probable cause, and actions taken to prevent such an occurrence in the future.

6.2 Public Observation of a Sanitary Sewer Overflow

Public observation is the most common way the Village is notified of blockages, overflows and spills. The Village Hall telephone number is (608) 838-3153. The Public Works office telephone number is (608) 838-7287.

The normal working hours for the Public Works Department is 7:00 am to 3:30 pm. When a report of a sewer overflow, spill or backup is made to the Village Hall, the office staff takes the information from the caller and notifies the Public Works Department. After hours' emergencies are received by the staff person on call. Once on site, the Public Works Department staff member should verify if the blockage is within the collection system mainline through opening manholes and observing the flow. If the water is backed up in the manhole or he/she notes an obstructed flow in the manhole, the crew can clean the line to remove the plugging condition. If the blockage is obviously occurring within a private property lateral itself, then the owner should be notified. The main sewer should always be cleaned if there is any question as to where the blockage is located.

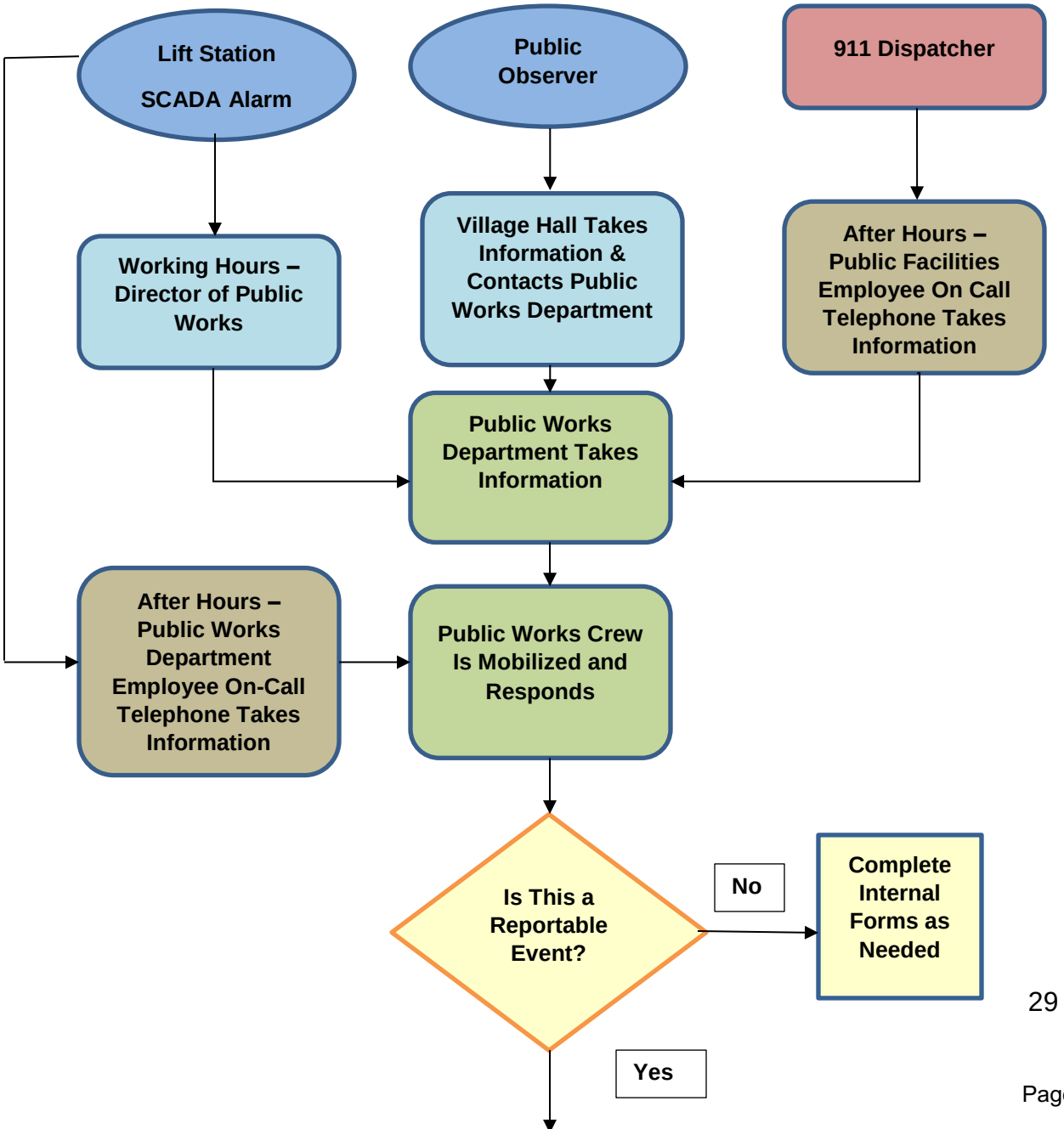
6.3 Receipt of SCADA Alarms

The Village's lift stations are monitored using a Supervisory Control and Data Acquisition System (SCADA). Alarms that might be generated by the SCADA system activate an autodialer. Telephone numbers are programmed into the autodialer. If the autodialer does not receive acknowledgement from the first caller it automatically proceeds to call the next number on the list until someone acknowledges the alarm. The following flow chart describes the actions that will be taken in the event of an overflow/backup of the collection system.

6.4 Mutual Aid

The Village of McFarland has a Mutual Aid Agreement with several surrounding communities. This agreement allows the Director of Public Works to contact another municipality directly for help, without going through the local governing board.

Figure 1: Emergency Response Flow Chart



Attachment 1: Chapter 47 "Sanitary Sewer System" Ordinance

ARTICLE III. - SANITARY SEWER SYSTEM[1]

Footnotes:

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State Law reference— Sewer and stormwater systems, Wis. Stats. § 66.0821; laterals and service pipes, Wis. Stats. § 66.0911; service to manufactured homes communities, Wis. Stats. § 101.937; water and sewer rate increases, Wis. Stats. § 196.193; sewer districts, Wis. Stats. § 200.01 et seq.; water and sewage, Wis. Stats. § 281.01 et seq.; sewer use regulations, Wis. Stats. § 283.01 et seq.

DIVISION 1. - GENERALLY

Sec. 47-76. - Introduction; general provisions; compliance with rules.

(a) This Article regulates the use of public and private sewers and drains, connections to the public sewerage system, discharge of septage into the public sewerage system, and the discharge of waters and wastes into the public sewerage systems within the Village. It also provides for and explains the method used for levying and collecting wastewater treatment service charges, sets uniform requirements for discharges into the wastewater collection and treatment systems and enables the Village to comply with administrative provisions, and other discharge criteria, which are required or authorized by the state or federal law. Its intent is to derive the maximum public benefit by regulating the characteristics of wastewater discharged into the sewerage system.

(b) This Article provides a means for regulating the use of the public sewers, effectuating connections thereto, determining wastewater volumes, constituents and characteristics, the setting of charges and fees, and the issuing of permits to certain users. Revenues derived from the application of this Article shall be used to defray the costs of operating and maintaining the wastewater collection and treatment systems and to provide sufficient funds for capital outlay, debt service costs and capital improvements. The charges and fees herein have been established pursuant to requirements of the Wisconsin Statutes. This Article shall supersede any previous ordinances, rules or regulations of the Village relating to the subject matter hereof; and shall repeal all parts thereof that may be inconsistent with this Article. If there is any conflict between this Article and any applicable Wisconsin Statutes, the Wisconsin Statutes shall control in such instance.

(c) All persons now receiving sewer service from the Village Sewer and Water Utility or who may hereafter make application therefor shall be considered as having agreed to be bound by rules and regulations as filed with the Wisconsin Public Service Commission.

(Code 1998, § 9-2-1)

Sec. 47-77. - Definitions.

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

(a) *Actual customer.* The number of water meters serving a user. If a user's water consumption is not metered, the Director shall estimate the number and size of the water meters that would otherwise be required to measure such consumption. The Director's estimate shall be in accordance with generally accepted engineering practices.

(b) *Applicable pretreatment standard.* That most restrictive provisions contained in any pretreatment limitations or prohibitive standards (enacted by any federal, state or local governmental entity) and incorporated in this Article, which applicable pretreatment standard shall be complied with by nondomestic wastewater users of the sewerage system.

(c) *Building drain.* That part of the lowest horizontal piping of a drainage system that receives the discharge from soil, waste, and other drainage pipes inside the walls of the building or structure and conveys it to the building sewer.

(d) *Building sewer.* A sanitary sewer that begins at the immediate outside of the foundation wall of any building or structure being served and ends at its connection with a community sewer or interceptor.

(e) *Carbonaceous biochemical oxygen demand (CBOD).* The quantity of oxygen used in the biochemical degradation of organic material in five days at 20 degrees Celsius when the oxidation of reduced forms of nitrogen is prevented by the addition of an inhibitor. This analytical procedure shall be performed in accordance with standard methods.

(f) *Combined sewer.* A sewer designed to receive or receiving both wastewater and stormwater or surface water.

(g) *Commission of the Madison Metropolitan Sewerage District.* As defined and with such powers as set forth in Wis. Stats. § 200.09 as amended from time to time.

(h) *Commissioners.* The Commissioners of the District.

(i) *Community* or *Municipality* shall mean the Village.

(j) *Community sewer.* Any sanitary sewer owned and/or operated by the Village, which sewer is tributary to an intercepting sewer or treatment facility owned or operated by the District.

(k) *Compatible pollutant.* Biochemical oxygen demand, suspended solids, pH or fecal coliform bacteria, plus additional pollutants identified in the WPDES Permit issued to the District for its wastewater treatment facility, provided that said wastewater treatment facility was designed to treat such pollutants and, in fact, does remove such pollutants to a substantial degree.

(l) *Composite sample.* A sample consisting of portions of waste taken in proportion to the volume of flow of said waste.

(m) *Director.* The Director of the District or other authorized representative of the Commission or District.

(n) *District.* The Madison Metropolitan Sewerage District (MMSD), a regional sewerage district governed by the Commission.

(o) *Domestic wastewater* or *sanitary sewage.* A combination of liquid and water-carried wastes and wastewater discharged from toilets, conveniences or other sanitary plumbing facilities, which contain no incompatible pollutants exceeding the limitations set forth in Section 47-107 and which contain no substances prohibited by the terms of this Article.

(p) *Equivalent meters.* The number of equivalent five-eighths-inch meters and shall be based on the following:

Meter Size	Number of Equivalent 5/8-inch Meters
5/8-inch	1
¾-inch	1
1-inch	2.5
1¼-inch	3.7
1½-inch	5
2-inch	8
3-inch	15
4-inch	25
6-inch	50
8-inch	80
10-inch	120
12-inch	160

Where a user does not have a water meter for measuring the user's water consumption, the Village Director of the Public Works shall estimate the number and size of water meters that would otherwise be required to serve that user, based upon standard engineering practices; and the equivalent meters shall then be determined on this estimate.

(q) *Federal Act.* The Federal Water Pollution Control Act (33 USC 1251 to 1387, as amended from time to time, et seq.) or as implemented by Wis. Stats. § 283.001 et seq., or appropriate Sections of the Wisconsin Administrative Code adopted pursuant to Wis. Stats. § 283.001 et seq., as well as any applicable guidelines, limitations and standards promulgated by the United States Environmental Protection Agency pursuant to the Federal Act.

(r) *Floatable oil.* Oil, fat or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. Wastewater shall be considered free from floatable oil if it is properly pretreated and does not interfere with the collection system.

(s) *Garbage.* The animal and vegetable waste resulting from the handling, preparation, cooking and serving of foods or from the handling, storage or sale of food products and produce.

(t) *Holding tank waste.* The scum, liquid, sludge or other waste from holding tanks such as chemical toilets, campers, trailers, privies, septic tanks and other temporary holding facilities and shall include wastes from a soil absorption field. Such term is synonymous with the term "septage." The term does not include the waste from a grease trap.

(u) *Incompatible pollutant.* Any pollutant that is not a compatible pollutant.

(v) *Industrial discharge* or *industrial waste.* Any water-borne solids, liquids or gaseous wastes, other than domestic wastewater, resulting from, discharging from, flowing from or escaping from any industrial user, including, but not limited to, cooling water and discharges from wastewater pretreatment facilities. Such term includes any wastewater which is not sanitary sewage.

(w) *Industrial user.* Any commercial or industrial user who makes, causes or permits an industrial discharge into the District's wastewater facilities.

(x) *Intercepting sewer.* Any sanitary sewer owned or operated by the District.

(y) *Interference.* The inhibition or disruption of the sewerage system or wastewater treatment processes or operations, which may or does contribute to a violation of any condition of the District's WPDES Permit.

(z) *May.* The term is permissive.

(aa) *National Categorical Pretreatment Standards.* Any regulation or order containing pollutant discharge limitations as promulgated by the U.S. Environmental Protection Agency in accordance with Section 307(b) and (c) of the Clean Water

Act (33 USC 1317), which limitations apply to one or more specific categories of industrial users.

(bb) *Natural outlet.* Any outlet, including storm sewers, into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

(cc) *New source.* Any source, the construction of which is commenced after the publication of proposed regulations prescribing a Section 307(c) (33 USC 1317) categorical pretreatment standard, which will be applicable to such source.

(dd) *Person.* Any individual, firm, company, partnership, municipality, association, private or public, corporation, cooperative, society, institution, enterprise, government agency, or other entity.

(ee) *Pretreatment.* The reduction of the amount of pollutants, the limitation of pollutants or the alteration of the nature or characteristics of the pollutant properties of the wastewater of a user prior to or in lieu of discharge to a public sewerage system.

(ff) *Properly shredded garbage.* The wastes from the preparation, cooking and dispensing of food that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers.

(gg) *Public sewer.* A sewer owned and maintained by the Village.

(hh) *Public sewerage system.* All structures, appurtenances, conduits and pipelines by which wastewater is collected and disposed of, including the wastewater treatment works, excepting plumbing inside of and in connection with buildings and properties served and excepting building sewers.

(ii) *Sanitary sewage.* A combination of liquid and water-carried wastes discharged from toilets and/or sanitary plumbing facilities, together with such groundwaters, surface waters, and stormwaters as may have inadvertently entered the sewerage system.

(jj) *Sanitary sewer.* A sewer that carries liquid and water-carried wastes from residences, commercial buildings, industrial plants or institutions.

(kk) *Septage.* The wastewater or contents of septic or holding tanks, dosing chambers, grease interceptors, seepage beds, seepage pits, seepage trenches, privies or portable restrooms.

(ll) *Sewer.* A pipe or conduit that carries wastewater or drainage water.

(mm) *Sewer service charge.* A service charge levied on users of the wastewater collection and treatment facilities for payment of use-related capital expenses as well as the operation and maintenance costs, including replacement costs, of said facilities.

(nn) *Sewer system.* The public sanitary sewers within a sewerage system. The facilities that convey wastewater from individual structures, from private property to the public sanitary sewer, or its equivalent, are specifically excluded from the definition of "sewer system"; except that pumping units and pressurized lines for individual structures or groups of structures may be included as part of a "sewer

system" when such units are cost effective and are owned and maintained by the Village. Lift stations or pumping stations and all appurtenances thereto are included in this definition. For example, a Building Sewer is not part of the sewer system.

(oo) *Shall.* The term is mandatory.

(pp) *Significant industrial contributor.* A user that has a discharge flow that:

(1) Is greater than 25,000 gallons on any day of the year;

(2) Is greater than five percent of the total flow rate or design compatible pollutant loading received at the municipal wastewater treatment plant and/or is subject to pretreatment standards for incompatible pollutants as defined in Wis. Admin. Code Ch. NR 211; or

(3) Has been notified in writing by the Wisconsin Department of Natural Resources, the District or any municipality within the District that it is necessary to provide information concerning the concentration and quantity of the pollutants discharged.

(qq) *Slug load.* Any substance released at a discharge rate and/or concentration that causes interference to the wastewater treatment processes.

(rr) *Standard methods.* The analytical procedures performed in accordance with 40 CFR 136, or as the U.S. Environmental Protection Agency otherwise determines.

(ss) *Storm drain.* Any device for the drainage of stormwater from land or the protection of land from water, including open ditches, tiles, pipelines, pumps and levees.

(tt) *Stormwater runoff.* That portion of the rainfall that is collected and drained into the storm sewers.

(uu) *Suspended solids.* Total suspended matter that either floats on the surface of, or is in suspension in, water, wastewater or other liquids and that is removable by laboratory filtering as prescribed in "standard methods" and referred to as nonfilterable residue.

(vv) *Total Kjeldahl nitrogen (TKN).* The quantity of organic nitrogen and ammonia as determined in accordance with standard methods.

(ww) *Total phosphorus (TP).* The quantity of total phosphorus as determined in accordance with standard methods.

(xx) *Unpolluted water.* Water of quality equal to or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities provided.

(yy) *User.* Any person who discharges, or causes to be discharged, domestic wastewater, industrial discharges or any other wastewater into the public sewerage system.

(zz) *User charge.* The charges levied on the District customers, municipalities and/or users of the wastewater facilities for the cost of operation, maintenance and

replacement of such wastewater facilities. The user charge is a component of the sewer service charge.

(aaa) *Wastewater facilities.* The District's structures, equipment and processes that are designed to collect, carry and treat domestic wastewater and industrial discharges.

(bbb) *Wastewater parameters.* Volume, CBOD, suspended solids, total Kjeldahl nitrogen, total phosphorus, actual customers, equivalent meters and such additional parameters as may, from time to time, be determined by the District.

(ccc) *Wastewater treatment plant.* The District's arrangement of devices and structures for treating domestic wastewater and industrial discharges. Sometimes used as synonymous with "wastewater treatment" or "wastewater treatment works" or "water pollution control works."

(ddd) *WPDES permit.* The District's permit to discharge pollutants, obtained under the Wisconsin Pollutant Discharge Elimination System (WPDES) pursuant to Wis. Stats. § 283.001 et seq.

(Code 1998, § 9-2-2)

State Law reference— Definitions, Wis. Stats. § 283.01.

Sec. 47-78. - Application for service.

(a) Application for permission to connect a building sewer to a community sewer shall be made to the Village sewer utility on a form furnished by the sewer utility. The application must describe fully and truthfully all the wastes, which are anticipated to be discharged. If the applicant is not the fee simple owner of the property, the written consent of the owner must accompany the application. By submitting such an application, all users are deemed to have agreed to be bound by this Article, as amended from time to time.

(1) The application shall include at least the following information:

a. Name of property owner;

b. Legal description of property being served;

c. The number and type of plumbing fixtures to be connected.

(2) If it appears that the service applied for will not provide adequate service for the contemplated use, the Public Utilities Committee may reject the application. If the Public Utilities Committee approves the application, it shall issue a connection permit as shown on the application. No service shall be provided or application approved without prior payment of all applicable fees.

(b) The applicant shall agree to install the building sewer in accordance with sewer utility and District specifications. No building sewer may be connected to a community sewer unless the community sewer is adequately sized to transport the additional flow. The size and kind of pipe for the building sewer shall be subject to the approval

of the Director of Public Works, but in no case shall a pipe of less than four-inch diameter be used. The slope of the building sewer shall be no less than one-eighth-inch per foot. Such sewers shall be backfilled in the manner for water laterals as set forth in this Code. Prior to connection, each building sewer shall be inspected and approved by the Village Plumbing Inspector. All applications for disposal of industrial waste shall be on forms provided by the District and shall be approved by the Director of the District prior to connection to any community sewer.

(Code 1998, § 9-2-3)

Sec. 47-79. - User charge system.

(a) *Definitions.* The following words, terms and phrases, when used in this Section, shall have the meanings ascribed to them in this Subsection, except where the context clearly indicates a different meaning:

(1) *Debt service charges.* All costs associated with repayment of debts incurred for the construction and/or rehabilitation of the wastewater collection system and treatment facility.

(2) *Normal domestic strength wastewater.* Wastewater with concentrations of CBOD, suspended solids, TKN, and total phosphorus no greater than 200, 250, 40 and ten milligrams per liter (mg/l) respectively.

(3) *Normal user.* A user whose contributions to the sewerage system consist only of normal domestic strength wastewater originating from a house, apartment, flat, or other living quarters occupied by a person constituting a distinct household, business or commercial enterprise.

(4) *Operation and maintenance costs.* All costs associated with the operation and maintenance of the sewerage system.

(5) *Replacement costs.* All costs necessary to replace equipment as required to maintain capacity and performance during the design life of the facility. A separate, segregated, distinct replacement fund shall be established and used for only replacement of equipment.

(b) *Policy.* It shall be the policy of the Village to obtain sufficient revenues to pay the costs of operation and maintenance of the sewerage system, including debt service and a replacement fund (i.e., a cash account to be used for future expenditures for obtaining or installing equipment, accessories or appurtenances which are necessary to maintain the capacity and performance of the sewerage system during the service life for which such facilities were designed and constructed), through a system of sewer service charges as defined in this Section. The system shall assure that each user of the sewerage system pays their proportionate share of the costs of such facilities.

(c) *Basis for charges.*

(1) *Determinations of charges.* Sewer service charges to each user shall be based on wastewater parameters recommended from time to time by the Public Utilities

Committee and adopted by the Village Board. The sewer service charges shall consist of the sum of the annual debt service charges, all annual operation and maintenance costs, all replacement costs, and all sewer service charges levied or assessed to the Village by the District, plus an amount to be used for working capital and capital improvements as determined by the Public Utilities Committee.

(2) *Biennial review.* The sewer service charges of the Village shall be reviewed not less than biennially. Sewer service charges will be adjusted, as required, to reflect actual number and size of users and actual costs. Users will be notified annually of the portion of such sewer service charges attributable to operation and maintenance, debt service and replacement costs. For purposes hereof, the Public Utilities Committee may satisfy this notice requirement by including in the budget summary required to be published under Wis. Stats. § 65.90, a statement of the aforementioned components of the sewer service charges, based on the results of operations for the preceding fiscal year.

(3) *Rates determinations.* The Public Utilities Committee shall review each year the rates referred to in Subsection (d) of this Section and may recommend amendments to the rates at any time to the Village Board.

(d) *Sewer service charges.* A sewer service charge is hereby imposed upon each lot, parcel of land, building or premises served by the public sewer and wastewater facilities or otherwise discharging sewage, including industrial wastes, into the public sewerage system. Such sewer service charges shall be payable as hereinafter provided, and in an amount determinable as follows:

(1) There shall be three classes of users.

a. Category A metered users shall be those discharging normal domestic strength wastewater with up to 250 milligrams per liter for CBOD, and/or 250 milligrams per liter of suspended solids, and/or 40 milligrams per liter or TKN, and/or ten milligrams per liter of TP.

b. Category B users shall be those whose wastewater meets the criteria applicable for category A users, but whose water use is unmetered.

c. Category C users shall be metered users whose wastewater discharges are high strength wastewater having organic concentrations of CBOD greater than 250 milligrams per liter and/or suspended solids greater than 250 milligrams per liter and/or TKN greater than 40 milligrams per liter, and/or TP greater than ten milligrams per liter.

(2) Each user shall be charged a bimonthly customer charge based upon the size of the water meter serving the user. The customer charges shall be as established by the Village Board from time to time and provided in Appendix A to this Code.

(3) Each user shall also be charged a volume charge expressed in dollars per 1,000 gallons of metered water. The charge for each 1,000 gallons of normal domestic strength wastewater discharged to the sanitary sewer system shall be as established by the Village Board from time to time and provided in Appendix A to this Code.

(4) Category A users shall be charged a service charge consisting of the customer charge plus the volume charge for each applicable billing cycle.

(5) Category B users discharging normal domestic strength wastewater shall be billed at the rate established by the Village Board from time to time and provided in Appendix A to this Code. This rate shall be applied only to single-family residential and small commercial customers, and approximates the costs for 12,500 gallons bimonthly discharged to the sewer system. If it determined by the sewer utility that the user discharges more than 12,500 gallons bimonthly to the system, an additional charge established by the Village Board from time to time and provided in Appendix A to this Code will be made for estimated additional usage.

(6) Category C users be billed, in addition to the applicable customer charge and volume charge, a high strength surcharge as part of their service charge. The BOD charge shall be as established by the Village Board from time to time and provided in Appendix A to this Code. The suspended solids charge shall be as established by the Village Board from time to time and provided in Appendix A to this Code. The TP charge shall be as established by the Village Board from time to time and provided in Appendix A to this Code. The TKN charge shall be as established by the Village Board from time to time and provided in Appendix A to this Code. All category C users shall have their wastestreams sampled periodically to determine the extent to which the wastewater stream is subject to the high strength surcharge.

(e) *Reassignment of sewer users.* The Village will reassign sewer users into appropriate sewer service charge categories if wastewater sampling programs and other related information indicate a change of categories is necessary.

(f) *Billing, payment and penalty.* Sewer service charges shall be billed to each user once every two months, or more frequently, if so determined by the Public Utilities Committee. Such charges shall be payable not later than 20 days after the end of each billing period, unless the time for payment has been extended. A penalty of one percent per month shall be added to all bills not paid by the date fixed for payment.

(g) *Charges a lien.* All sewer service charges shall be a lien upon the property serviced pursuant to Wis. Stats. § 66.0821(4)(d), and shall be collected in the manner therein provided.

(h) *Disposition of revenue.* The amounts received from the collection of charges authorized by this Section shall be credited to a sanitary sewerage account, which shall show all receipts and expenditures of the sewerage system. Charges collected for replacement expenses shall be credited to a segregated, nonlapsing replacement account. These funds are to be used exclusively for replacement. When appropriated by the Village, the credits to the sanitary sewerage account shall be available for the payment of the requirements for operation, maintenance, repairs, and depreciation of the sewerage system consistent with 40 CFR 35.929. Any surplus outside the preview of 40 CFR 35.929, in said account, shall be available for the payment of principal and interest of bonds issued and outstanding, or which may be issued, to provide funds for said sewerage system, or part thereof, and all or part of the expenses for additions

and improvements and other necessary disbursements or indebtedness, and the Village may resolve to pledge such surplus or any part thereof for any such purpose. All present outstanding sewer system general obligation bonds, including the refunding bonds, shall be paid from this fund as to both principal and interest.

(i) *Excess revenues.* Excess revenues collected from a user class will be applied to operation and maintenance costs attributable to that class for next year.

(j) *Annual audit.* The Village shall authorize and conduct an independent annual audit, the purpose of which shall be to maintain proportionality between users and user classes of the user charge system and to ensure that adequate revenues are available relative to increasing operation, maintenance and replacement costs and debt retirement. The findings and recommendations of this audit shall be published in the Village's official newspaper.

(Code 1998, § 9-2-4; Ord. No. 98-01, §§ 1—3, 1-12-1998; Ord. No. 99-01, §§ 1—3, 1-11-1999; Ord. No. 2000-01, §§ 1—3, 1-10-2000; Ord. No. 2003-05, § 30, 3-24-2003; Ord. No. 2007-05, 6-11-2007; Ord. No. 2008-01, § 1, 1-14-2008)

Sec. 47-80. - Credit for water not discharged to sewer.

If a portion of the water furnished to any customer is not discharged into the sewer system, the quantity of such water will be deducted in computing the charge for sewer service provided a meter has been installed to measure such water. The customer must, at the customer's own expense, make necessary changes in the water piping and install couplings so that a meter can be set. A charge as established by the Village Board from time to time and provided in Appendix A to this Code per quarter shall be made for each such meter up to a one-inch meter.

(Code 1998, § 9-2-5)

Secs. 47-81—47-103. - Reserved.

DIVISION 2. - USE OF PUBLIC SEWERS

Sec. 47-104. - Prohibited connections.

(a) *Septic tank connections.* No connection shall be made to any municipal wastewater collection facility if the connection pipe is carrying any contents from a septic tank, unless said septic tank is serving as a pretreatment process, which has been required or permitted pursuant to the District Sewer Use Ordinance.

(b) *Building foundation drains.* No connection shall be made to any municipal wastewater collection facility if the connection pipe is carrying flow from a building foundation drain.

(Code 1998, § 9-2-6(a))

Sec. 47-105. - Mandatory connections.

(a) Every owner of a parcel of land shall connect to a public sewer whenever all of the following conditions exist:

(1) The parcel of land is adjacent to a public sewer;

(2) There is located upon such parcel a building or other structure used or usable for human habitation or occupancy or for the conduct of any trade, business of industry; and

(3) Such building or structure is being served by a private sewage disposal system or treatment works.

(b) Such connection shall be made no later than 12 months after the installation of the public sewer adjoining such parcel. Upon failure to do so, the Public Utilities Committee may cause such connection to be made and bill the property owner for all such costs. If such costs are not paid within 30 days, such costs shall constitute a special tax lien against the property in the manner provided for by law. However, the owner may, within 30 days after the completion of the work, file a written notification with the Public Utilities Committee stating that the owner cannot pay such amount in one sum and ask that the sum be levied in five or less equal installments. The amount shall be so collected with interest at a rate not to exceed 15 percent per annum from the date of completion for the work, all as determined by the Public Utilities Committee. The unpaid balance shall constitute a special tax lien, all pursuant to Wis. Stats. § 281.45, as amended.

(Code 1998, § 9-2-6(b))

Sec. 47-106. - Prohibited discharges.

(a) *General prohibitions.* No person shall discharge wastes to a community or intercepting sewer which cause, or are capable of causing, either alone or in combination with other substances:

(1) A fire or explosion;

(2) Obstruction of flow or damage to the wastewater facilities;

(3) Danger to life or safety or welfare of persons;

(4) Air pollution as defined in Wis. Stats. § 285.01(3), as amended from time to time, and any regulations or orders of any regulatory agency issued thereunder;

(5) Prevention of effective maintenance or operation of the wastewater facilities;

(6) Any product of the District's treatment processes of any of the District's residues, sludges or scums to be unsuitable for reclamation and reuse or to interfere with reclamation processes;

(7) A detrimental environmental impact, a nuisance or any condition unacceptable to any public agency having regulatory jurisdiction over the District;

(8) Any sanitary sewer or the District's wastewater facilities to be overloaded;

(9) In the opinion of the Director of the District, excessive District collection and treatment costs, or the use of a disproportionate share of the District's facilities;

(10) Cause the District to violate its WPDES permit.

(b) *Specific prohibited discharges.* Prohibited discharges shall include, but not be limited to:

(1) Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas.

(2) Any wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction or in combination with other wastes, to injure or interfere with any waste treatment process, constitute a danger to humans, flora or fauna, create a public nuisance or create any hazard in the receiving waters of the wastewater treatment plant.

(3) Any waters or wastes having a pH lower than 5.5 or higher than ten or having any other corrective property capable of causing damage or hazard to structures, equipment or treatment works personnel.

(4) Solids or viscous substances including, but not limited to, such substances as ashes, bones, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, improperly shredded garbage, whole blood, paunch manure, hair and fleshings, entrails, dishes, cups, milk containers, either whole or ground by garbage grinders.

(5) Any wastewater from industrial plants containing floatable oils, fats or greases.

(6) Any wastewater that contains organo-sulfur or organo-phosphate pesticides, herbicides or fertilizers.

(c) *Prohibitions on storm drainage and groundwater.*

(1) Stormwater, groundwater, rainwater, street drainage, roof runoff and subsurface drainage shall not be discharged into community sewers without prior approval of the community and the District or into intercepting sewers without prior approval of the District. Such approval shall be granted only when no reasonable alternative method of disposal is available.

(2) Polluted stormwater runoff from limited areas may be discharged to the sanitary sewer upon approval by the Director of the District, payment of applicable charges and fees and compliance with conditions required by the community and the District.

(d) *Prohibition of unpolluted water.* Unpolluted water, including, but not limited to, cooling water, process water or blow-down from cooling towers or evaporative coolers shall not be discharged into community sewers without prior approval of the community and the District or into intercepting sewers without prior approval of the District. Such approval shall be granted when no reasonable alternative method of disposal is available and upon payment of applicable charges and fees and compliance with conditions as required by the community and District.

(Code 1998, § 9-2-6(c))

Sec. 47-107. - Limitations on discharge characteristics.

(a) *Limitations related to treatment plant influent.* Discharge to the public sewerage system of the following described substances, materials, waters or wastes shall be limited to the following concentrations or quantities, which concentrations or quantities will not harm the sewers, wastewater treatment process or equipment; will not have an adverse effect on the receiving stream; will not have an adverse effect on the District's sludge management program; will not endanger persons or property; will not cause air pollution or other detrimental environmental effects; and will not constitute a nuisance.

(1) Liquid having a temperature higher than 65 degrees Celsius (149 degrees Fahrenheit) or any wastewater having a temperature that will inhibit biological activity in the District's treatment plant thereby resulting in interference. Notwithstanding the foregoing, in no case shall wastewater be discharged having a temperature that causes the influent to the District's treatment plant to exceed 40 degrees Celsius (104 degrees Fahrenheit), unless the treatment plant is designed to accommodate such temperature.

(2) Wax, grease, oil, plastic or any other substance that solidifies or becomes discernibly viscous.

(3) Radioactive wastes that, alone or with other wastes, result in releases greater than those specified by current United States Bureau of Standards Handbooks or which violates rules or regulations of any applicable regulatory agency.

(4) Wastewater containing more than 50 milligrams per liter of petroleum oil, nonbiodegradable cutting oils or products of mineral oil origin.

(5) Wastewater containing more than 300 mg/l of oil or grease of animal or vegetable origin.

(6) Wastewater that, in concentration of any given constituent or in quantity of flow, exceeds, for any period of duration longer than 15 minutes, more than five times the average 24-hour concentration or flows during normal operation.

(7) Wastewater that contains in excess of any of the following constituents in a 24-hour flow proportionate sample made up of an aggregate of the total discharge from all of the outfalls of the industrial user:

1.0	mg/l aluminum
0.25	mg/l cadmium
0.5	mg/l hexavalent chromium
10.0	mg/l total chromium

1.5	mg/l copper
5.0	mg/l lead
0.02	mg/l mercury
0.3	mg/l selenium
3.0	mg/l silver
8.0	mg/l zinc
2.0	mg/l nickel
0.1	mg/l cyanide

Samples shall be collected over the period of discharge if the discharge is less than 24 hours in duration.

(8) Industrial discharges exceeding applicable National Categorical Pretreatment Standards or state standards.

(9) Any substance with objectionable color not removed in the treatment process such as, but not limited to, dye wastes and vegetable tanning solution.

(10) Any noxious or malodorous liquids, gases or solids which, either singly or by interaction, are capable of creating a public nuisance or hazard to life or are sufficient to prevent entry into the sewers for their maintenance and repair.

(11) The District may alter, amend or modify the limitations established in Subsection (a) of this Section, if it determines that it is necessary to meet the objectives of this Article or the conditions of the District's WPDES permit.

(b) *Limitations related to treatment plant effluent.*

(1) No person shall discharge any wastewater to the public sewerage system that, in combination with other discharges, results in either:

a. The District's treatment plant effluent having concentrations exceeding the following limits:

1. One tenth mg/l total phenols; or

2. Two one thousandths mg/l polychlorinated biphenols (PCBs).

b. The District's treatment plant digested sludge exceeding a PCB concentration of ten ppm on a dry-weight basis.

(2) No person shall cause or permit a discharge into any public sewerage system that would cause, or significantly contribute to, either directly or indirectly, a violation of the conditions of the District's WPDES permit and any modification or reissuance thereof.

(c) *Limitations superseded.* Upon promulgation of National Categorical Pretreatment Standards for a particular industrial user subcategory, the federal standards, if more stringent than the limitations imposed under this Article, shall immediately supersede the limitations imposed under this Article, and such industrial user shall comply with said federal standards. The District shall notify all affected users of the applicable requirements under 40 CFR 403.12.

(d) *No dilution of industrial discharges.* Dilution of an industrial discharge for purposes of reducing the pollutant characteristics or concentrations to below the limitations established in this Section or below other applicable pretreatment standards is prohibited.

(Code 1998, § 9-2-6(d))

Sec. 47-108. - Accidental discharge of prohibited wastewater.

Any person who accidentally discharges into the public sewerage system wastes or wastewater prohibited under this Article shall immediately report such a discharge to the Director of the District and shall report the location of the discharge, the time thereof, the volume thereof and the type of waste or wastewater so discharged. Within 15 days of such discharge, a detailed written statement describing the cause of the discharge and the measures taken to prevent a future occurrence shall be submitted to the Director of the District. Such reporting shall not relieve the person causing the accidental discharge from any penalties imposed by this Article. Where the Director of the District deems necessary, industrial users shall provide facilities to prevent accidental discharges or spills of wastes or wastewaters prohibited under this Article.

(Code 1998, § 9-2-6(e))

Sec. 47-109. - Sand and grease trap installations.

The installation of grease, oil and sand interceptors at repair garages, gasoline stations, car washes and other industrial or commercial establishments shall be required, where necessary in the opinion of the Director of the District, to prevent discharge of sand, flammable wastes, oil and grease in amounts exceeding the limits of Sections 47-106—47-108. All such traps shall be constructed and maintained by the owner at the owner's expense, in accordance with the Wisconsin Plumbing Code and the specifications of the Village, and shall be readily accessible for cleaning and inspection.

(Code 1998, § 9-2-6(f))

Sec. 47-110. - Limitations on discharge of septage wastes and other wastes.

Any septage waste or other waste permitted to be discharged under this Article shall be of domestic origin or contain compatible pollutants only. The person or licensed disposer making the discharge under this Article shall comply with the provisions of any and all applicable rules and regulations and shall comply with this Article. Without intending to limit the application of other provisions of this Article, such person or licensed disposer shall not deposit or drain any gasoline, oil, acid, alkali, grease, rags, volatile or flammable liquids, or other deleterious substances into any manhole or community sewer, or into the District's wastewater facility, nor shall such person or licensed disposer allow any grease, earth, sand or other solid materials to pass into any part of the sewerage system, nor shall such person or licensed disposer discharge any liquid, gaseous or solid wastes determined by the Director of the District to be detrimental to the sewerage system or to the District's employees or to the process of sewage treatment. No discharges shall be permitted directly into any of the District's interceptor sewers, unless the Director of the District so authorizes.

(Code 1998, § 9-2-6(h))

Sec. 47-111. - Permits to discharge septage wastes.

(a) No discharge shall be made under this Article unless the person or licensed disposer making the discharge has been issued a permit. All applications for a permit shall be in writing, shall contain such information as the Director of the District deems appropriate and shall be submitted to the Director of the District no later than September 1 of each year. No permit once issued shall be assignable or transferable by the person receiving the same. All such permits shall be valid for a period of one year, beginning on October 1, and expiring on September 30 of each year. No holder of any permit shall acquire any vested right or privilege by reason thereof.

(b) If the municipality determines to issue a permit under this Article, such permit may be issued upon such terms and conditions as the issuer may provide, and any such permit shall provide as a minimum the following:

    (1) The permit shall be conditioned upon the holder's faithful compliance with the provisions of the District's Sewer Use Ordinance, as amended from time to time, and this Article.

    (2) The agreement of the holder thereof to indemnify the District and the municipality, if applicable, from and against any and all liability for injury or damage arising out of or related to the activities of holder in exercising the rights granted. The District and the municipality, if applicable, may require the holder of such permit to post a bond written by a bonding company licensed to transact business in Wisconsin, to guarantee performance of the holder thereof.

    (3) Evidence that the holder thereof has in full force and effect sufficient worker's compensation insurance, public liability and property damage insurance.

(Code 1998, § 9-2-6(i))

Sec. 47-112. - Wastewater measurement, sampling and reporting and monitoring facilities.

(a) Wastewater characteristics and constitutes shall be monitored to determine compliance with this Article and to facilitate an equitable system of service charges.

(b) A new user who expects to discharge, or who is capable of discharging, wastewater having constituents or characteristics different from domestic wastewater shall install a monitoring facility.

(c) An existing user whose discharges are different from domestic wastewater may be required by the District or municipality to install a monitoring facility. Construction of such facility must be completed within 90 days after the user has been notified of the requirement, unless the District grants an extension of time.

(d) All monitoring facilities shall be constructed at the owner's expense, in accordance with the plans approved by the municipality and the District. The monitoring facility shall contain the necessary flow monitoring and sampling equipment to facilitate the observation, sampling and measurement of wastes and shall be maintained by the owner so as to be safe and accessible at all times.

(e) The requirements of Subsections (b), (c) and (d) of this Section may be waived by special written permission of the Director of the District.

(Code 1998, § 9-2-6(j))

Sec. 47-113. - Owner's maintenance of building sewer.

The owner of property abutting a public sewer shall maintain sewer service from the public sewer main to the structure or building on the owner's property, including all controls between the same, without expense to the Village or Public Utilities Committee, except when they are damaged as a result of negligence or carelessness on the part of the respective Village or Public Utilities Committee. Without intending to limit the generality of the foregoing, the owner has the sole responsibility for the repair and maintenance of all building sewers; and the ownership thereof shall at all times be vested in such property owner. All sewer services must be maintained free of defective conditions, by and at the expense of the owner or occupant of the property. When any sewer service is to be relayed and there are two or more buildings on such service, each building shall be disconnected from such service and a new sewer service shall be installed for each building. In the event of any obstruction of, damage to or repair of a building sewer, the same shall be the responsibility of the property owner, except as provided for in Section 47-151 or as otherwise provided for herein.

(Code 1998, § 9-2-6(k))

Secs. 47-114—47-140. - Reserved.

DIVISION 3. - ADMINISTRATION, ENFORCEMENT, VIOLATIONS AND PENALTIES

Sec. 47-141. - Damages.

No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure of pertinence of equipment that is a part of the sewerage system. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.

(Code 1998, § 9-2-7(a))

Sec. 47-142. - Written notice of violation.

Any person connected to the sewerage system found to be violating a provision of this Article shall be served by the Village with a written notice stating the nature of the violation and providing a reasonable time for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

(Code 1998, § 9-2-7(b))

Sec. 47-143. - Accidental discharge.

Any person found to be responsible for accidentally allowing a deleterious discharge into the sewerage system that causes damage to the sewerage system and/or receiving water body shall, in addition to a forfeiture, pay the amount to cover all damages, both of which will be established by the Village.

(Code 1998, § 9-2-7(c))

Sec. 47-144. - Accidental discharge reporting.

Any person responsible for an accidental discharge, that may have a detrimental impact on the sewerage system, shall immediately report the nature and amount of the discharge to the Village or the District.

(Code 1998, § 9-2-7(d))

Sec. 47-145. - Liability to Village for losses.

Any person violating any provision of this Article shall become liable to the Village for any expense, loss or damage occasioned by reason of such violation that the Village may suffer as a result thereof.

(Code 1998, § 9-2-7(f))

Sec. 47-146. - Damage recovery.

The system shall have the right of recovery from all persons, any expense incurred by said system for the repair or replacement of any part of the sewerage system damaged

in any manner by any person by the performance of any work under their control, or by any negligent acts.

(Code 1998, § 9-2-7(g))

Sec. 47-147. - Penalties.

Any person who shall violate any of the provisions of this Article or who shall connect a service pipe or discharge without first having obtained a permit therefor; or who shall violate any provisions of the Wisconsin Statutes, Wisconsin Administrative Code, or any other materials that are incorporated by reference, shall upon conviction thereof be punished as provided in Section 1-16 and the costs of prosecution.

(Code 1998, § 9-2-7(h))

Sec. 47-148. - Appeal procedures.

Any user, affected by any decision, action, or determination, including cease and desist orders, made by the interpreting or implementing provision of this Article may file with the Village a written request for reconsideration within ten days of the date of such decision, action, or determination, setting forth in detail the facts supporting the user's request for reconsideration. The Village upon receiving the request for reconsideration shall publish the request in the official newspaper. The Public Utilities Committee shall render a decision on the request for reconsideration of the user in writing within 15 days of receipt of request. If the ruling on the request for reconsideration made by the Public Utilities Committee is unsatisfactory, the person requesting reconsideration may, within ten days after notification of the action, file a written appeal with the Village Board.

(Code 1998, § 9-2-7(i))

Sec. 47-149. - Optional penalty for failure to make mandatory connection.

In lieu of causing a mandatory connection to a public sewer main to be made at its order, the Public Utilities Committee, at its option, may impose a penalty for the period that the violation continues after ten days' written notice to any owner failing to make such connection to the sewer system. The penalty shall be in the amount of $100.00 per day. Upon failure to make such payment, such penalty shall be assessed as a special tax lien against the property pursuant to Wis. Stats. § 281.47.

(Code 1998, § 9-2-7(j))

Sec. 47-150. - Tap permits.

After sewer connections have been introduced into any building or upon any premises, no plumber shall make any alterations, extensions, or attachments, unless the party ordering such tapping or other work exhibits the proper permit for the same from the Public Utilities Committee.

(Code 1998, § 9-2-8(a))

Sec. 47-151. - Obstruction of building sewers in public rights-of-way.

In the event of any blockage, damage or break in any building sewer, which occurs within a public street, alley, highway, or other public right-of-way, the Public Utilities Committee shall have the exclusive right and option to repair the building sewer within said street, alley, highway or right-of-way. In such event, the owner of the building sewer shall promptly reimburse the Public Utilities Committee for all costs so incurred. If not so reimbursed, the same shall be added to the owner's sewer service charges and collected in the same manner as such charges are so collected.

(Code 1998, § 9-2-8(b))

Sec. 47-152. - Backflow preventer.

All floor drains shall have a backflow prevention valve installed at the owner's expense. All new construction shall comply from the effective date of the ordinance from which this Article is derived.

(Code 1998, § 9-2-8(c))

Sec. 47-153. - User use only.

No user shall allow other persons or other services to connect to the sewer system through their lateral or building sewer.

(Code 1998, § 9-2-8(d))

Sec. 47-154. - Discontinuance of service.

Whenever any person desires to discontinue sewer service from the system, the Public Utilities Committee must be notified in writing prior to such disconnection. Disconnection shall only be allowed where a structure is demolished. The fact that a structure is vacant shall not entitle the property owner to discontinue sewer service or to an abatement of sewer service charges.

(Code 1998, § 9-2-8(e))

Sec. 47-155. - User to permit inspection.

Every user shall permit the duly authorized agent of the Village or Public Utilities Committee, at all reasonable times, to enter their premises or building to examine the pipes and fixtures, and the manner in which the drains, and sewer connections operate; and the user must at all times, frankly and without concealment, answer all questions put to them relative to its use, all in accordance with this Section and Wis. Stats. § 196.171, to the extent applicable.

(Code 1998, § 9-2-8(f))

Sec. 47-156. - Title to real estate and personal property.

All property, real, personal and mixed, including, but not limited to, easements, acquired for the construction of each sewer system, and all plans, specifications, diagrams, papers, books and records connected therewith, and all buildings, machinery, and fixtures pertaining thereto, shall be the property of and titled in the name of the Village for the benefit of the Public Utilities Committee. Nothing contained in this Section shall be construed as revoking, changing, abandoning or otherwise altering any conveyance of property previously made to the Village prior to the effective date of the ordinance from which this Section is derived; and such title shall be deemed to be vested in the Village as provided for herein.

(Code 1998, § 9-2-9)

Sec. 47-157. - Additions to Madison Metropolitan Sewerage District.

Whenever any real estate or any easement therein or use thereof shall in the judgment of the Public Utilities Committee be necessary to the sewer system, and whenever for any reason an agreement for purchase from the owners cannot be made, the Public Utilities Committee, after approval of the Village Board, shall proceed with all necessary steps to take such real estate easement or use by condemnation in accordance with the Wisconsin Statutes and any other applicable federal or state provisions.

(Code 1998, § 9-2-10)

Sec. 47-158. - Disconnection and refusal of service.

(a) *Reasons for disconnection.* Sewer service may be disconnected or refused for the following reasons:

(1) Violation of this Article, as amended from time to time;

(2) Violation of the District ordinance, as amended from time to time;

(3) Failure to pay the application fee, any connection fee or delinquent account of the user.

(b) *Discontinuation for delinquent accounts.* A bill for service is delinquent if unpaid after the due date shown on the bill. The Public Utilities Committee may disconnect service for a delinquent bill by giving the user at least eight calendar days prior to disconnection, a written disconnect notice, which may be included in the bill for service. For purposes of this rule, the due date shall not be less than 20 days after issuance of the bill. The Public Utilities Committee may disconnect without notice where a dangerous condition exists for as long as the condition exists. Service may be denied to any user for failure to comply with the applicable requirements of these rules and regulations or if a dangerous or unsafe condition exists on the user's property.

(Code 1998, § 9-2-11)

Sec. 47-159. - Connection fees.

(a) *Madison Metropolitan Sewerage District charges.* For each connection of a building sewer to a public sewer within the Village, there shall be paid a connection charge as determined pursuant to Section 4.7 of the Madison Metropolitan Sewerage District ordinance, as amended from time to time.

(b) *Utility charges.* For each connection of a building sewer to a public sewer within the Village there shall be paid connection charges. Such connection charges shall be assessed to the person seeking the connection and shall be paid as a condition precedent to the actual connection. The following connection charges shall apply: The charge established by the Village Board from time to time and provided in Appendix A to this Code for sewer hookup and lateral for new buildings.

(c) *Failure to pay violation of Article.* For purposes of this Article, the connection charges described in Subsections (a) and (b) of this Section are collectively referred to as "connection fees." The failure to pay any connection fee is a violation of this Article, and the Public Utilities Committee may pursue all rights and remedies provided for herein.

(Code 1998, § 9-2-12)

Sec. 47-160. - Abatement procedures.

(a) *Violations constituting public nuisance.* A violation (other than the failure to pay sewer service charges or other fees or costs due under this Article) of any provision of this Article or any other rule or order of the Public Utilities Committee or Village is hereby declared to be a public nuisance.

(b) *Enforcement.* The Public Utilities Committee or Village shall have the right to enforce the provisions of this Article and shall make periodic inspections and inspections upon complaint to ensure that such provisions are not violated. No action shall be taken under this Article to abate a public nuisance unless the Public Utilities Committee or Village shall have inspected or caused to be inspected the premises where the nuisance is alleged to exist and shall have satisfied itself that a nuisance does in fact exist.

(c) *Summary abatement.* If the Public Utilities Committee or Village determines that a public nuisance exists within the Village and that there is great and immediate danger to public health, safety, or welfare, the Public Utilities Committee or Village may cause the same to be abated and charge the cost thereof to the owner, occupant, or person causing, permitting, or maintaining the nuisance, as the case may be.

(d) *Abatement after notice.* If the Public Utilities Committee or Village determines that a public nuisance exists on the private premises but that the nature of such nuisance is not such as to present great and immediate danger to the public health, safety, or welfare, the Public Utilities Committee or Village shall serve notice to the person causing or maintaining the nuisance to remove the same within ten days. If such

nuisance is not removed within such ten days, the Public Utilities Committee or Village shall cause the nuisances to be removed as provided in Subsection (c) of this Section.

(e) *Other methods not excluded.* Nothing in this Article shall be construed as prohibiting the abatement of public nuisances by the Public Utilities Committee or the Village or its officials in accordance with the laws of the state.

(f) *Court order.* Except when necessary under Subsection (c) of this Section, the Public Utilities Committee or Village shall not use force to obtain access to private property to abate a public nuisance, but shall request permission to enter upon private property if such premises are occupied, and, if such permission is denied, shall apply to any court having jurisdiction for an order assisting the abatement of the public nuisance.

(g) *Cost of abatement.* In addition to any other penalty imposed by this Article for the erection, contrivance, creation, continuance or maintenance of a public nuisance, the cost of abating a public nuisance by the Public Utilities Committee or Village shall be collected as a debt from the owner, occupant, or person causing, permitting, or maintaining the nuisance, and such cost shall be assessed against the real estate as a special charge. For purposes hereof, costs shall include, but not be limited to, actual attorneys' fees and court costs.

(Code 1998, § 9-2-13)

Secs. 47-161—47-188. - Reserved.

WPDES PERMIT

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

GENERAL PERMIT TO DISCHARGE UNDER THE
WISCONSIN POLLUTANT DISCHARGE ELIMINATION SYSTEM

In compliance with the provisions of Chapter 283, Wisconsin Statutes, any facility with a

SATELLITE SEWAGE COLLECTION SYSTEM

located in the State of Wisconsin and meeting the applicability criteria listed in this General Permit, is permitted in accordance with the monitoring and reporting requirements and other conditions set forth in this permit.

State of Wisconsin Department of Natural Resources (hereafter department)
For the Secretary

By Trevor J Moen Digitally signed by Trevor J Moen Date: 2020.08.14 07:43:56 -05'00'

Trevor Moen
Wastewater Engineer, Bureau of Water Quality

08/14/2020
Date Permit Signed/Issued

PERMIT TERM: EFFECTIVE DATE – November 1, 2020 **EXPIRATION DATE – October 31, 2025**

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1 Applicability Criteria

1.1 Facilities Covered

This permit is applicable to satellite sewage collection systems as defined under s. NR 205.03(31r), Wis. Adm. Code within the State of Wisconsin that meet all the following conditions:

- The satellite sewage collection system collects and conveys only domestic wastewater as defined in s. NR 205.03(14), Wis. Adm. Code, or municipal wastewater as defined in s. NR 205.03(19), Wis. Adm. Code;
- The satellite sewage collection system is owned and operated by a municipality as defined in s. 283.01(7), Wis. Stats or a person as defined in s. 283.01(11), Wis. Stats.; and
- The permittee submits a complete and timely Notice of Intent (NOI) to the department in accordance with Section 2 and the permittee receives a letter from the department granting them coverage under this general permit.

All municipally owned satellite sewage collection systems shall be operated under the authorization of this general permit or an individual WPDES permit issued by the department. The department may require privately-owned satellite sewage collection systems to be operated under the authorization of this general permit if the department determines that this permit is necessary to assure compliance with the requirements in ch. NR 210, Wis. Adm. Code pursuant to s. NR 210.20, Wis. Adm. Code.

1.2 Facilities Not Covered

The facilities or activities listed in this section are not applicable to this general permit and may require application under another general or individual WPDES permit. The following facilities or activities are not applicable to this general permit:

- Sanitary sewer overflows (SSOs) are not authorized by this general permit and are prohibited from satellite sewage collection systems covered under this general permit. If an SSO does occur from a satellite sewage collection system covered under this general permit, please follow the SSO reporting procedures in Section 4.
- Building sewers or drain systems associated with individual buildings or private residences unless the department determines that this permit is necessary to assure compliance with the requirements in ch. NR 210, Wis. Adm. Code pursuant to s. NR 210.20, Wis. Adm. Code.
- Sewage collection systems owned and operated by the same entity as the publicly-owned treatment works or privately-owned domestic sewage treatment works covered under another WPDES permit.
- Satellite sewage collection systems covered under an individual WPDES permit.
- Industrial wastewater collection systems associated with an industrial wastewater treatment or pretreatment facility. However, this general permit may apply to private interceptor main sewers at industrial facilities that convey sanitary or domestic wastewater to a municipally owned sewage collection system if the department determines that this permit is necessary to assure compliance with the requirements in ch. NR 210, Wis. Adm. Code pursuant to s. NR 210.20, Wis. Adm. Code.

- Satellite sewage collection systems associated with commercial domestic establishments as defined in s. NR 205.03(7), Wis. Adm. Code unless the department determines that this permit is necessary to assure compliance with the requirements in ch. NR 210, Wis. Adm. Code pursuant to s. NR 210.20, Wis. Adm. Code.

2 Obtaining Permit Coverage

An applicant shall comply with the following requirements to obtain coverage and authorization to operate a satellite sewage collection system under this general permit.

2.1 Submittal of a Notice of Intent

The applicant shall submit a complete notice of intent (NOI) under this general permit to the department at least thirty (30) business days prior to the operation of the satellite sewage collection system. The NOI can be found at http://dnr.wi.gov/topic/wastewater/GeneralPermits.html. NOIs shall be submitted electronically, if made available by the department, or mailed to the attention of "Wastewater General Permits" at the headquarters office of the region in which the facility is located unless otherwise indicated on the Wastewater General Permits webpage. The contact information for the department regional general permit contacts can be found at Wastewater General Permits link above. Please click on the "Contacts" tab, select this general permit and search for the county where the collection system is located.

Note: The department is in the process of developing and requiring electronic submissions of NOIs to discharge under this general permit. Once the NOIs are online, paper copies will be no longer accepted. The department will post this update on our general permit webpage.

2.2 Incomplete NOI

The department may require an applicant to submit additional information if the department determines a NOI is incomplete. The applicant shall submit the requested information.

2.3 Granting of Coverage

All applicants meeting the applicability requirements of this general permit shall receive a letter from the department granting coverage under this general permit prior to operation of the satellite sewage collection system. If the applicant has not received a coverage letter from the department granting coverage under this general permit, an applicant may not operate the satellite sewage collection system until coverage under this general permit is granted by the department.

Note: If the department notifies an applicant that a satellite sewage collection system is ineligible for coverage under this general permit but still requires WPDES permit coverage, the applicant shall apply for and obtain coverage under an individual WPDES permit (or alternative general permit, if available) prior to operating the satellite sewage collection system. The necessary steps to apply for coverage under an individual permit can be found at the department website: http://dnr.wi.gov/topic/wastewater/PermitApplications.html..

3 System Operating and Reporting Requirements

The permittee shall comply with the following system operating and reporting requirements.

3.1 Sewer Cleaning Debris and Materials

All debris and material removed from cleaning sanitary sewers shall be managed to prevent nuisances, run-off, ground infiltration or prohibited discharges.

- Debris and solid waste shall be dewatered, dried and then disposed of at a licensed solid waste facility.
- Liquid waste from the cleaning and dewatering operations shall be collected and disposed of at a permitted wastewater treatment facility.
- Combination waste including liquid waste along with debris and solid waste may be disposed of at a licensed solid waste facility or wastewater treatment facility willing to accept the waste.

3.2 Capacity, Management, Operation and Maintenance (CMOM) Program

All permittees shall do all of the following:

- The permittee shall have written documentation of the Capacity, Management, Operation and Maintenance (CMOM) program components in accordance with s. NR 210.23(4), Wis. Adm. Code. Such documentation shall be available for Department review upon request. The Department may request that the permittee provide this documentation or prepare a summary of the permittee's CMOM program at the time of application for reissuance of the WPDES permit.
- For new permittees, within 3 years of being granted coverage under this permit, the permittee shall submit to the Department verification that a CMOM program for the satellite sewage collection system has been developed which is consistent with the requirements of s. NR 210.23, Wis. Adm. Code.
- The permittee shall implement a CMOM program in accordance with s. NR 210.23, Wis. Adm. Code.
- The permittee shall at least annually conduct a self-audit of activities conducted under the permittee's CMOM program to ensure CMOM components are being implemented as necessary to meet the general standards of s. NR 210.23(3), Wis. Adm. Code.

3.3 Operator Certification

Operator certification is voluntary for owners and operators of a satellite sewage collection system pursuant to s. NR 114.53(2), Wis. Adm. Code. If the owner or operator selects to pursue operator certification, the owner or operator shall be certified in the sanitary sewage collection system (SS) basic subclass.

3.4 Compliance Maintenance Annual Reports

Compliance Maintenance Annual Reports (CMAR) shall be completed using information obtained over each calendar year regarding the satellite sewage collection system. The CMAR shall be submitted and certified by the permittee in accordance with ch. NR 208, Wis. Adm. Code, by June 30, each year on an electronic report form provided by the Department.

In the case of a publicly owned treatment works, a resolution shall be passed by the governing body and submitted as part of the CMAR, verifying its review of the report and providing responses as required. Private owners of wastewater treatment works are not required to pass a resolution; but they must provide an Owner Statement and responses as required, as part of the CMAR submittal.

The CMAR shall be certified electronically by a responsible executive or municipal officer, manager, partner or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager, partner or proprietor that has been delegated signature authority pursuant to s. NR 205.07(1)(g)2, Wis. Adm. Code. The certification verifies that the electronic report is true, accurate and complete.

3.5 Building Backups

Except for the reporting requirement established in Section 4.3.3 item 10, building backups shall be subject only to requirements of this section.

- A building backup caused by the blockage or failure of the building sewer or any other component of a plumbing system as defined in s. SPS 381.01 (179), Wis. Adm. Code and discrete or individual building backups caused, or primarily caused, by excessive flow or hydraulic constraints within the sewage collection system shall not be subject to the requirements of Section 4.

  Note: Section SPS 381.01 (179) reads: “Plumbing system” includes the water supply system, the drain system, the vent system, plumbing fixtures, plumbing appliances and plumbing appurtenances that serve a building, structure or premises.

- Whenever there are recurring building backups caused, or primarily caused, by excessive flow or hydraulic constraints within a sewage collection system, the department may require actions by the permittee, including preparation and implementation of a system evaluation and capacity assurance plan as provided in s. NR 210.24, Wis. Adm. Code, to reduce or eliminate such recurring building backups.

- Whenever there are building backups caused, or primarily caused, by excessive flow or hydraulic constraints within the sewage collection system and there are no sanitary sewer overflows within the same part of the sewage collection system, the building backups shall be reported in accordance with the CMAR Section (Section 3.4).

3.6 Emergency Operation — Lift Stations

All lift stations that are a component of a sewage collection system shall be equipped for emergency operation in accordance with s. NR 110.14 (12), Wis. Adm. Code.

3.7 Calibration of Flow Meters

Flow meters shall be calibrated and the calibration rechecked at least annually using one of the following methods:

- A method specified by the manufacturer of the device;
- Calculation of rate of flow from the dilution of chloride or other ion or substance added to the effluent stream at a fixed rate sufficiently ahead of the sampling point to insure complete mixing;
- Measuring the volume withdrawn from or introduced into a tank or container in a known period of time; or
- Another method approved by the department in response to a written request for approval.

4 Sanitary Sewage Overflows (SSO)

Any overflow or discharge of wastewater from the sewage collection system is prohibited. If an SSO does occur from a satellite sewage collection system covered under this general permit, please follow the SSO reporting procedures in this section.

4.1 Contributing Circumstances

The permittee shall provide information on whether any of the following conditions existed when an overflow occurred in accordance with Section 4.3.3 item 11:

- The sanitary sewer overflow was unavoidable to prevent loss of life, personal injury or severe property damage;
- There were no feasible alternatives to the sanitary sewer overflow such as the use of auxiliary treatment facilities or adequate back-up equipment, retention of untreated wastes, reduction of inflow and infiltration, or preventative maintenance activities;
- The sanitary sewer overflow was caused by unusual or severe weather-related conditions such as large or successive precipitation events, snowmelt, saturated soil conditions, or severe weather occurring in the area served by the sewage collection system; and
- The sanitary sewer overflow was unintentional, temporary, and caused by an accident or other factors beyond the reasonable control of the permittee.

4.2 Permittee Response to Overflows

Whenever a sanitary sewer overflow occurs, the permittee shall take all feasible steps to control or limit the volume of untreated or partially treated wastewater discharged and terminate the discharge as soon as practicable. Remedial actions, including those in NR 210.21(3), Wis. Adm. Code, shall be implemented consistent with an emergency response plan developed under the CMOM program.

4.3 Permittee Reporting

Permittees shall report all sanitary sewer overflows as follow.

4.3.1 SSO Identification and Duration

The permittee shall identify each specific location and each day on which an SSO occurs as a discrete SSO occurrence. An occurrence may be more than one day if the circumstances causing the SSO results in a discharge duration of greater than 24 hours. If there is a stop and restart of the overflow at the same location within 24 hours and the overflow is caused by the same circumstance, it may be reported as one occurrence. SSO occurrences at a specific location that are separated by more than 24 hours shall be reported as separate occurrences.

4.3.2 Notification within 24-Hours

The permittee shall notify the department by telephone, fax or email as soon as practicable, but no later than 24 hours from the time the permittee becomes aware of the overflow.

4.3.3 Report within 5-Days

The permittee shall, no later than five days from the time the permittee becomes aware of the overflow, provide to the department the information identified in this section using the Sanitary Sewage Overflow Notification Summary Report (Form 3400-184). If an overflow lasts for more than five days, an initial report shall be submitted within 5 days as required in this paragraph and an updated report submitted following cessation of the overflow. A copy of Form 3400-184 for reporting sanitary sewer overflows may be obtained from the department or accessed on the

department's website at: https://dnr.wi.gov/topic/wastewater/SSOreport.html. As indicated on the form, additional information may be submitted to supplement the information required by the form.

Note: The department is in the process of developing and requiring electronic submissions of Form 3400-184 via Switchboard. Once Form 3400-184 is online, paper copies will be no longer accepted. The department will post this update on Sanitary Sewage Overflow Reporting webpage.

At a minimum, the following information shall be included in the report:

1. The date and location of the overflow;
2. The surface water to which the discharge occurred, if any;
3. The duration of the overflow and an estimate of the volume of the overflow;

   Note: The duration of the overflow equals the estimated time when the overflow began and stopped when sewage may have discharged and is not the same as the length of time precipitation occurred. The volume of all overflow discharges shall be reported as a numerical value (do not report "unknown"). The potential overflow volume may be calculated knowing the flow capacity of the sewer and the overflow duration
4. A description of the sewer system or treatment facility component from which the discharge occurred such as manhole, lift station, constructed overflow pipe, or crack or other opening in a pipe;
5. The estimated date and time when the overflow began and stopped or will be stopped;
6. The cause or suspected cause of the overflow including, if appropriate, precipitation, runoff conditions, areas of flooding, soil moisture and other relevant information;

   Note: If the SSO is associated with wet weather event, provide data on the amount and duration of the rainfall or snow melt for each separate event.
7. Steps taken or planned to reduce, eliminate and prevent reoccurrence of the overflow and a schedule of major milestones for those steps;
8. A description of the actual or potential for human exposure and contact with the wastewater from the overflow;
9. Steps taken or planned to mitigate the impacts of the overflow and a schedule of major milestones for those steps;
10. To the extent known at the time of reporting, the number and location of building backups caused by excessive flow or other hydraulic constraints in the sewage collection system that occurred concurrently with the sanitary sewer overflow and that were within the same area of the sewage collection system as the sanitary sewer overflow; and
11. The reason the overflow occurred or explanation of other contributing circumstances that resulted in the overflow event. This includes any information available under Section 4.1, including whether the overflow was unavoidable to prevent loss of life, personal injury, or severe property damage and whether there were feasible alternatives to the overflow.

4.4 Public Notification

The permittee shall notify the public of any sanitary sewer overflows consistent with its emergency response plan required under the CMOM section (Section 3.2) of this permit and s. NR 210.23(4)(f), Wis. Adm. Code. Such public notification shall occur promptly following any overflow event using the most effective and efficient communications available in the community. At minimum, a daily

newspaper of general circulation in the county(s) and municipality whose waters may be affected by the overflow shall be notified by written or electronic communication.

4.5 Sewerage System Owner Notification

Permittees shall submit the reports required under Section 4 to all owners of sewerage systems which receive wastewater from the satellite sewage collection system.

4.6 Drinking Water Intake Owner Notification

Permittees shall notify all owners of drinking water systems with surface water intakes located in the vicinity of any sanitary sewer overflows as soon as possible but no later than 8 hours after becoming aware of the SSO. Below is a table that lists owners of drinking water systems with surface water intakes, their surface water sources, and corresponding sewerage systems that the department has determined is in the vicinity of the surface water intake. If an SSO occurs anywhere from a satellite sewage collection system that is a tributary to any of the sewerage systems listed in the table, the permittee must notify the drinking water intake owner whenever an SSO occurs.

For example: The Village of Greendale has a sewage collection system that is a tributary to the Milwaukee Metropolitan Sewerage District. There are five listings for drinking water system owners associated with the Milwaukee Metropolitan Sewerage District. If Greendale has an SSO, whether it runs into a ditch and soaks into the soil, or drains into a storm sewer, Greendale must notify all five drinking water system owners (Cudahy Waterworks, Milwaukee Waterworks, North Shore Water Commission, Oak Creek Waterworks, and South Milwaukee Waterworks).

Drinking Water System Owner	Drinking Water Source	Sewerage System
Appleton Waterworks	Lake Winnebago	Appleton Neenah-Menasha Sewerage Commission
Ashland Water Utility	Lake Superior	Ashland
Cudahy Waterworks	Lake Michigan	Milwaukee Metropolitan Sewerage District
Green Bay Waterworks	Lake Michigan	Algoma Kewaunee
Kenosha Water Utility	Lake Michigan	Kenosha
Marinette Waterworks	Green Bay	Marinette
Menasha Electric & Water Utility	Lake Winnebago	Appleton Neenah-Menasha Sewerage Commission
Milwaukee Waterworks	Lake Michigan	Milwaukee Metropolitan Sewerage District
Neenah Waterworks	Lake Winnebago	Appleton Neenah-Menasha Sewerage Commission
North Shore Water Commission	Lake Michigan	Milwaukee Metropolitan Sewerage District
Oak Creek Waterworks	Lake Michigan	Milwaukee Metropolitan Sewerage District
Oshkosh Waterworks	Lake Winnebago	Oshkosh

Drinking Water System Owner	Drinking Water Source	Sewerage System
Port Washington Waterworks	Lake Michigan	Port Washington
Racine Water Waterworks	Lake Michigan	Racine
Sheboygan Utilities	Lake Michigan	Sheboygan
South Milwaukee Waterworks	Lake Michigan	Milwaukee Metropolitan Sewerage District
Superior Water Light & Power Company	Lake Superior	Superior
Two Rivers Waterworks	Lake Michigan	Two Rivers Manitowoc

4.7 Accurate Rainfall Data

The permittee shall provide accurate rainfall data for the reporting under Section 4.3.3 item 6 as follows:

- Permittees with SSO structures present within their satellite sewage collection system shall maintain at least one rain gauge or have access to rainfall data from a nearby existing official gauging station.
- Permittees without SSO structures within their satellite sewage collection system are not required to maintain an individual rain gauge, unless required in writing by the Department. Rainfall data may be obtained from the nearest existing official gauging station.

5 Sanitary Sewer Overflow (SSO) Structures

A satellite sewage collection system may include sanitary sewer overflow structures as a measure to manage and mitigate the effects of SSO discharges that may occur under extreme conditions in accordance with s. NR 110.13(6), Wis. Adm. Code. However, the use of the overflow structure is not approved under this permit. Any overflow or discharge of wastewater from an SSO structure is prohibited under this general permit. If an SSO discharge occurs from an SSO structure within a satellite sewage collection system covered under this general permit, the permittee shall follow the SSO reporting procedures stated in Section 4.3.

The permittee shall comply with following SSO structure requirements.

5.1 SSO Structure Design Requirements

SSO structures within a satellite sewage collection system covered by this general permit shall be designed in accordance with all the following requirements:

- The overflow structure may be activated either manually or automatically. If the overflow structure is automatically activated to open a gate or valve, a monitoring system shall be provided to detect the initiation time of the SSO occurrence and provide an alarm signal.
- The overflow structure shall be designed to discharge only those wastewater flows greater than the peak flow conveyance capacity within the sewage collection system.
- Equipment shall be provided to measure the flow for determining the volume and duration of the SSO. If practicable, provisions should be included for sampling the wastewater discharged from the structure.

Note: Satellite Sewage collection systems with SSO structures may need additional oversight. Coverage under an individual WPDES permit with a schedule for corrective action may be necessary depending on the frequency and volume of SSO discharges.

5.2 Inspections

All automatically activated SSO structures within a satellite sewage collection system covered by this general permit shall be inspected within 24 hours of the conclusion of each rainfall and/or snow melt event which totals ¾-inch or greater in a 24-hour period for evidence of any SSO discharge occurrence. The Department, by written notification to the permittee, may require an inspection following any rainfall and/or snow melt event if information indicates events less the ¾-inch may cause an SSO discharge from an SSO structure with a satellite sewage collection system covered by this general permit. Manually activated gates and valves are excluded from this inspection requirement.

5.3 Monitoring Requirements

The permittee shall comply with the following monitoring requirements.

5.3.1 Sampling Point(s)

The discharge(s) shall be limited to the waste type(s) designated for the listed sampling point(s).

Sampling Point Designation	
Sampling Point Number	**Sampling Point Location, WasteType/Sample Contents and Treatment Description (as applicable)**
001	The permittee shall take a representative sample of the SSO event from the SSO structure prior to discharging to a water of the state (including to the land surface).

5.3.2 Sampling Requirements

The permittee shall comply with the following sampling requirements for each applicable outfall.

5.3.2.1 Sampling Point (Outfall) 001 – SSO Discharge

Monitoring Requirements and Effluent Limitations						
Parameter	**Limit Type**	**Limit and Units**	**Sample Frequency**	**Sample Type**	**Reporting Frequency**	**Notes**
Volume		gallons	Per Occurrence	Estimated	Monthly	Report total daily volume for the length of the SSO event.
E. Coli		#/100 ml	Per Occurrence	Grab	Monthly	Sample once during the SSO event.

5.4 Reporting Requirements

The permittee shall comply with the following reporting requirements.

5.4.1 Reporting of Monitoring Results

This permit requires that all monitoring data be submitted on an electronic discharge monitoring report (eDMR) in accordance with s. NR 205.07(1)(r), Wis. Adm. Code. The eDMR is due 21 days following the end of the reporting period. For instance, if the reporting frequency is monthly, the eDMR is due 21 days following the end of each month. **The eDMR shall be submitted to department regardless if there is an overflow event or not during any reporting period.** The eDMR shall be certified electronically by a responsible executive or municipal officer, manager, partner, proprietor or other duly authorized representative as specified in s. NR 205.07(1)(g), Wis. Adm. Code, with an "eReport Certify" page that certifies that the electronic report form is true, accurate and complete. The eDMR can be accessed through DNR Switchboard (http://dnr.wi.gov/topic/switchboard/index.html) using Internet Explorer. Other browsers such as Safari, Firefox, and Google Chrome may not work with the Switchboard.

Note: You must have or create a Wisconsin Web Access Management System (WAMS) ID and request access for each facility in order to access the forms. If you already have a WAMS ID, then you do not need to recreate one but must still request access to the facility and reports.

Instructions and help with Switchboard/WAMS ID Registration can be found here: http://dnr.wi.gov/topic/wastewater/documents/WAMsSwitchboardHelp.pdf.

Instructions and help with filling out and submitting monitoring forms can be found here: http://dnr.wi.gov/topic/wastewater/eReporting.html.

6 Standard Requirements

The conditions in ss. NR 205.07(1), 205.07(2), and 205.08(3), Wis. Adm. Code and 40 CFR 122 are included by reference in this permit. Some of these requirements are outlined in the Standard Requirements section of this permit. Requirements not specifically outlined in the Standard Requirements can be found in the ss. NR 205.07(1), 205.07(2), and 205.08, Wis. Adm. Code and 40 CFR 122.

6.1 General Conditions Specific to General Permits

The permittee shall comply with the following general conditions for general permits.

6.1.1 Delegation of Signature Authority

The permittee must provide a delegation of signature authority (DSA) request (Form 3400-220, Delegation of Signature Authority) or equivalent for a duly authorized representative to submit specific documents on the behalf of a responsible executive, officer, manager, partner, or proprietor of a permitted discharge. An executive, officer, manager, partner, or proprietor can only delegate signature authority to a duly authorized representative if that person is responsible for the overall operation of the facility or activity regulated by this general permit. The DSA request shall specify the name of the individual and their employment position. The DSA request must be submitted to the department with the NOI or together with the submittal of any required documents. If there are any changes to this request, a new DSA request shall be submitted to the department.

6.1.2 Permit Coverage Transfers

A permit is not transferrable to any person except after notice to the department. Permittees that wish to transfer general permit coverage to a new permittee must submit a Transfer of Coverage (TOC, Form 3400-222). The TOC must be submitted at least thirty (30) days in advance of the proposed transfer date. All TOCs shall be completed by both the existing and new permittees including the “Certification & Signature” section and sent via mail or email to the department. The department will then send a letter to the existing permittee stating that their coverage is terminated under this general permit.

If the quality or quantity of the discharge has not changed at the facility, the department will send a letter of determination that grants coverage to the new permittee under this general permit. If there have been significant changes at the permitted facility, the new permittee shall submit a new NOI to the department.

6.1.3 Permit Coverage Terminations

Permittees that wish to terminate their general permit coverage must submit a Notice of Termination (NOT, Form 3400-221) to the department. All NOTs must be completed by the permittee and including the “Certification & Signature” section and sent via mail or email to the department. The department will then send a termination letter to the permittee stating that their coverage is terminated under this general permit.

6.1.4 Continuation of an Expired General Permit

If a permittee submitted a complete and timely NOI to be covered by this general permit, all conditions of an expired general permit shall continue to apply until the effective date of a new general permit.

6.2 General Conditions for all WPDES Permits

The permittee shall comply with the following general conditions for WPDES permits.

6.2.1 Duty to Comply

The permittee shall comply with all conditions of the permit. Any permit noncompliance is a violation of the permit and is grounds for enforcement action; permit coverage termination; or denial of reapplying for permit coverage. If a permittee violates any terms of the permit, the permittee is subject to the penalties established in ch. 283, Wis. Stats.

6.2.2 Property Rights

The permit does not convey any property rights of any sort, or any exclusive privilege. The permit does not authorize any injury or damage to private property or any invasion of personal rights, or any infringement of federal, state or local laws or regulations.

6.2.3 Inspection and Entry

The permittee shall allow an authorized representative of the department, upon the presentation of credentials, to:

- Enter upon the permittee's premises where a regulated facility or activity is located or conducted, or where records are required under the conditions of the permit;
- Have access to and copy, at reasonable times, any records that are required under the conditions of the permit;
- Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices or operations regulated or required under the permit; and
- Sample or monitor at reasonable times, for the purposes of assuring permit compliance, any substances or parameters at any location.

6.2.4 Recording of Results

The permittee shall maintain records which provide the following information for each effluent measurement or sample taken:

- the date, exact place, method and time of sampling or measurements;
- the individual who performed the sampling or measurements;
- the date the analysis was performed;
- the individual who performed the analysis;
- the analytical techniques or methods used; and
- the results of the analysis.

6.2.5 Records Retention

The permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by the permit, and records of all data used to complete the application for the permit for a period of at least 3 years from the date of the sample, measurement, report or application. All pertinent sludge information, including notice of intent information and other documents specified in the permit or ch. NR 204, Wis. Adm. Code, shall be retained for a minimum of 5 years.

6.2.6 Signatory Requirement

All permit notice of intents, reports and other information requested by the department shall be signed by a responsible executive or municipal officer, manager, partner or proprietor as specified in s. 283.37(3), Wis. Stats., or a duly authorized representative of the officer, manager partner or proprietor that has been delegated signature authority pursuant to NR 205.07(1)(g)2, Wis. Adm. Code.

6.2.7 Proper Operation and Maintenance

The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control which are installed or used by the permittee to achieve compliance with the conditions of the permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training as required in ch. NR 114 and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back−up or auxiliary facilities or similar systems only when necessary to achieve compliance with the conditions of the permit.

6.2.8 Duty to Mitigate

The permittee shall take all reasonable steps to minimize or prevent the likelihood of any adverse impacts to public health, the waters of the state, or the environment resulting from noncompliance with the permit.

6.2.9 Duty to Provide Information

The permittee shall furnish the department, within a reasonable time, any information which the department may request to determine whether cause exists for modifying, terminating, suspending, revoking or reissuing the permit or to determine compliance with the permit. The permittee shall give advance notice to the department of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements. The permittee shall also furnish the department, upon request, copies of records required to be kept by the permittee.

6.2.10 Need to Halt or Reduce Activity Not a Defense

It is not a defense for a permittee in an enforcement action to claim that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of the permit.

6.2.11 Sampling Procedures

The permittee shall take samples and measurements that are representative of the volume and nature of the monitored discharge at points specified in the permit using sample types specified in the permit. The permittee shall also follow the effluent flow measurement and sample collection procedures in ch. NR 218, Wis. Adm. Code.

6.2.12 Testing Procedures

Samples collected under this permit shall be tested for the parameters listed in this permit and follow approved test methods and procedures specified in ch. NR 219, Wis. Adm. Code. If the required level cannot be met by any of the methods available in ch. NR 219, Wis. Adm. Code, then the method with the lowest limit of detection shall be selected. Additional test procedures may be specified in the permit.

6.2.13 Laboratory Certification or Registration

Samples collected under this permit shall be tested and analyzed by a laboratory certified or registered under ch. NR 149, Wis. Adm. Code. A list of Wisconsin DNR accredited laboratories

can be found here: https://dnr.wi.gov/regulations/labCert/LabLists.html. The following tests are excluded from this requirement:

- Temperature;
- Turbidity;
- Bacteria tests in wastewater effluent and sludges;
- pH;
- Chlorine residual;
- Specific conductance;
- Physical properties of soils and sludges;
- Nutrient tests of soils and sludges; and
- Flow measurements.

6.2.14 More Frequent Monitoring

As specified in NR 205.07(1)(r), if the permittee monitors any parameter more frequently than required by the permit, using test procedures specified in ch. NR 204 or 219, Wis. Adm. Code or as specified in the permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the discharge monitoring report.

6.2.15 Noncompliance and Other Reporting

Sanitary sewer overflows and sewage treatment facility overflows shall be reported according to the 'Sanitary Sewer Overflows' section of this permit.

The permittee shall report the all other types of noncompliance by a telephone call to the department's regional office within 24 hours after becoming aware of the noncompliance:

- any noncompliance which may endanger health or the environment;
- any violation of an effluent limitation resulting from a bypass;
- any violation of an effluent limitation resulting from an upset; and
- any violation of a maximum discharge limitation for any of the pollutants listed by the department in the permit, either for effluent or sludge.

A written report describing the noncompliance shall also be submitted to the department as directed at the end of this permit within 5 days after the permittee becomes aware of the noncompliance. On a case-by-case basis, the department may waive the requirement for submittal of a written report within 5 days and instruct the permittee to submit the written report with the next regularly scheduled monitoring report. In either case, the written report shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times; the steps taken or planned to reduce, eliminate and prevent reoccurrence of the noncompliance; and if the noncompliance has not been corrected, the length of time it is expected to continue.

A scheduled bypass approved by the department as specified in s. NR 205.07(1)(u)2, Wis. Adm. Code, shall not be subject to the reporting required under this section.

Note: Section 292.11(2)(a), Wis. Stats., requires any person who possesses or controls a hazardous substance or who causes the discharge of a hazardous substance to notify the department **immediately** of any discharge not authorized by the permit. **The discharge of a hazardous substance that is not authorized by this permit or that violates this permit may be a hazardous substance spill. To report a hazardous substance spill, call DNR's 24-hour HOTLINE at 1-800-943-0003**.

6.2.16 Other Information

Where the permittee becomes aware that it failed to submit any relevant facts in a notice of intent or submitted incorrect information in a notice of intent or in any report to the department, it shall promptly submit such facts or correct information to the department.

6.2.17 Permit as Enforcement Shield

Compliance with a permit during its term constitutes compliance for purposes of enforcement with 33 USC 1311, 1312, 1316, 1317, 1328, and 1345 (a) and (b), except for any toxic effluent standard or prohibition, and standards for sewage sludge use or disposal. If a new or revised toxic effluent standard or toxic prohibition becomes effective during the term of the permit, the permittee may be subject to enforcement action if the discharge exceeds the new or revised effluent standard for the toxic pollutant even though the discharge is in compliance with the existing permit. The permittee may also be subject to enforcement action standards for sewage sludge use or disposal. However, a permit may be modified, revoked and reissued, or terminated during its term for cause as set forth in ch. 283, Wis. Stats., and ch. NR 203, Wis. Adm. Code.

6.2.18 Severability

The provisions of this permit are severable, and if any provisions of this permit or the application of any provision of this permit to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected thereby.

6.3 General Conditions Specific to POTW Permits

The permittee shall comply with the following general conditions for POTW permits.

6.3.1 Planned Changes

All permittees shall provide adequate advance notice to the department of the changes provided below. Written notice shall provide information on the quality and quantity of effluent introduced into the treatment system, and any anticipated impact of the change on the quantity or quality of effluent and sludge to be discharged from the treatment system.

- Any new introduction of pollutants into the treatment system from an indirect discharger which would be subject to s. 283.31, Wis. Stats., if it were directly discharging those pollutants; and
- Any substantial change in the volume or character of pollutants being introduced into the treatment system by a source introducing pollutants into the treatment system at the time of permit issuance.

6.3.2 Prohibited Wastes

Under no circumstances may the introduction of wastes prohibited by s.NR 211.10, Wis. Adm. Code, be allowed into the waste treatment system. Prohibited wastes include those:

- Which create a fire or explosion hazard in the treatment work;
- Which will cause corrosive structural damage to the treatment work;
- Solid or viscous substances in amounts which cause obstructions to the flow in sewers or interference with the proper operation of the treatment work;
- Wastewaters at a flow rate or pollutant loading which are excessive over relatively short time periods so as to cause a loss of treatment efficiency; and
- Changes in discharge volume or composition from contributing industries which overload the treatment works or cause a loss of treatment efficiency.

7 Summary of Reports Due

FOR INFORMATIONAL PURPOSES ONLY

Description	Date	Page
Notice of Intent (NOI)	30 business days before the expected start date of operation	3
Compliance Maintenance Annual Reports (CMAR)	by June 30, each year	4
24-Hour Notification of SSO	No later than 24 hours from the time the permittee becomes aware of an SSO	6
Sanitary Sewage Overflow Notification Summary Report (Form 3400-184)	No later than five days from the time the permittee becomes aware of an SSO	6
Public Notification	As soon as possible after an SSO	7
Sewerage System Owner Notification	No later than five days from the time the permittee becomes aware of an SSO	8
Drinking Water Intake Owner Notification	No later than 8 hours after becoming aware of the SSO	8
Electronic Discharge Monitoring Report (eDMR)	21 days following the end of the reporting period	11
Delegation of Signature Authority (Form 3400-220)	Submitted with the NOI or together with the submittal of any required documents	12
Notice of Termination (Form 3400-221)	After discontinuing permitted discharge	12
Transfer of Coverage (Form 3400-222)	30 days in advance of the proposed transfer date	12

Report forms shall be submitted electronically in accordance with the reporting requirements herein. Any facility plans or plans and specifications for municipal, industrial, industrial pretreatment and non-industrial wastewater systems shall be submitted to the Bureau of Water Quality, P.O. Box 7921, Madison, WI 53707-7921. All other submittals required by this permit shall be submitted to the department regional general permit contact.

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
Oshkosh Service Center
625 E County Rd Y STE 700
Oshkosh WI 54901-9731

Tony Evers, Governor
Preston D. Cole, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 71

October 6, 2020

JIM HESSLING
VILLAGE OF MCFARLAND
5915 MILWAUKEE ST
MCFARLAND WI 53558

SUBJECT: Coverage under WPDES Permit No. WI-0047341-06-0
Permittee Name: Village of McFarland
Facility Name: McFarland Sewage Collection System
Facility Site Address: McFarland, WI
Site ID (FIN): 73972
FID: None assigned

Dear Mr. Hessling,

The Wisconsin Department of Natural Resources (hereafter Department) has determined that the satellite sewage collection system for the Village of McFarland is eligible for coverage and hereby authorized under the *Satellite Sewage Collection System* Wisconsin Pollutant Discharge Elimination System (WPDES) General Permit No. WI-0047341-06-0. This determination was based on review of a complete Notice of Intent (Form 3400-243) submitted by you and received on September 22, 2020. Please download the permit and fact sheet from the Department website at: http://dnr.wi.gov/topic/wastewater/GeneralPermits.html.

The satellite sewage collection system is eligible for coverage and hereby authorized under the *Satellite Sewage Collection System* WPDES General Permit No. WI-0047341-06-0 in accordance with ss. NR 205.08 and NR 210.20, Wis. Adm. Code, subject to the following general permit conditions:

1. Coverage Effective Date: Coverage for the facility will become effective under this general permit on **November 1, 2020** until permit termination or reissuance of the general permit. Coverage under this permit applies only to the satellite sewage collection system as described in the NOI for the above referenced permittee.

2. General Permit Contact:

   Thomas Meronek
   Phone: (608) 575-9976
   Email: ThomasD.Meronek@Wisconsin.gov

   Note: Updated list of the general permit contacts are posted to the "Contacts" tab on the wastewater general permits webpage here: https://dnr.wi.gov/topic/wastewater/GeneralPermits.html.

3. Compliance Maintenance Annual Reports (CMAR): CMARs shall be completed using information obtained over each calendar year regarding the satellite sewage collection system as stated in Section 3.4 of the general permit. The CMAR shall be submitted and certified by the permittee in accordance with ch. NR 208, Wis. Adm. Code, by June 30, each year on the eCMAR form available through the Switchboard. The Department will notify you that your eCMAR is available in late April each year. Additional information on the CMAR is available at: https://dnr.wisconsin.gov/topic/Wastewater/CMAR.

   If you submitted an eCMAR last year, you will log in as usual through the Switchboard. Use your current Wisconsin Web Access Management System (WAMS) ID and password.

   If you are a new eCMAR submitter, in order to access the eCMAR form, you must have or create a WAMS ID and request access for each facility which you intend to submit eCMARs. The Switchboard can be used to create a WAMS ID and register with your contact information and user roles. If you already have a WAMS ID, then you do not need to recreate one but still must request access to the facility. Additional registration information can be found in the following document: https://dnr.wisconsin.gov/sites/default/files/topic/Switchboard/HowToGuide.pdf.

4. Capacity, Management, Operation, and Maintenance (CMOM) Program Annual Self-Audit: The permittee shall at least annually conduct a self-audit of activities conducted under the CMOM program to ensure CMOM components are being implemented as necessary to meet the general standards of s. NR 210.23(3), Wis. Adm. Code. Additional information regarding CMOM is available at: https://dnr.wisconsin.gov/topic/Wastewater/CMOM.html.

5. Sanitary Sewer Overflows (SSO): Any overflow or discharge of wastewater from the sewage collection system is prohibited under the general permit. If an SSO does occur from the satellite sewage collection system, please follow the SSO reporting requirements in Section 4 of the general permit.

6. Change of Authorized Representative: If you plan on changing the authorized representative contact for the facility or you want to assign a new person to be a duly authorized representative to submit specific permit documents on your behalf, please complete and submit a Delegation of Signature Authority (Form 3400-220) available at http://dnr.wi.gov/topic/wastewater/GeneralPermits.html.

7. Compliance with Permit Conditions: You are responsible for compliance with the general permit requirements and conditions listed above and all other applicable requirements and conditions contained in the general permit. **To assure you remain in compliance and avoid any enforcement action, please read the general permit over carefully.**

Additional information regarding the Department's legal authority in this matter and your rights of appeal are shown below. Please contact me by email: Trevor.Moen@Wisconsin.gov if you have any questions regarding this letter.

Regards,

Trevor J Moen

Digitally signed by Trevor J Moen
Date: 2020.10.06 08:37:09 -05'00'

Trevor Moen
Wastewater Engineer
Bureau of Water Quality

EC: Thomas Meronek – DNR Fitchburg Service Center
Permit File(s)

LEGAL AUTHORITIES AND APPEAL RIGHTS

Section 283.35(1), Wis. Stats., authorizes the Department to issue a general permit applicable to a designated area of the state authorizing discharges from specified categories or classes of point sources located within that area. Upon the request of the owner or operator of a point source, the Department shall withdraw the point source from the coverage of a general permit and issue an individual Wisconsin Pollutant Discharge Elimination System (WPDES) permit for that source in accordance with s. 283.35(2), Wis. Stats. Additionally, the Department may withdraw a point source from the coverage of a general permit and issue an individual WPDES permit if that source meets any of the factors listed in s. 283.35(3), Wis. Stats. Issuance of such an individual permit will provide for a public comment period, and potentially a public informational hearing and/or an adjudicatory hearing. In lieu of general permit withdrawal, the Department may refer any violation of a general permit to the Department of Justice for enforcement under s. 283.91, Wis. Stats., pursuant to s. 283.89, Wis. Stats. In order to remain in compliance and avoid any enforcement action, **please read your permit carefully**.

To challenge the reasonableness of or necessity for any term or condition of an issued, reissued, or modified general permit, s. 283.63, Wis. Stats., and ch. NR 203, Wis. Adm. Code, require that you file a verified petition for review with the Secretary of the Department of Natural Resources within 60 days after notice of the permit decision was issued by the Department. For other permit-related decisions, such as the decision to confer general permit coverage to your facility, that are not reviewable pursuant to s. 283.63, Wis. Stats., it may be possible for permittees or other persons to obtain an administrative review pursuant to s. 227.42, Wis. Stats., and s. NR 2.05(5), Wis. Adm. Code, or a judicial review pursuant to s. 227.52, Wis. Stats. If you choose to pursue one of these options, you should know that Wisconsin Statutes and Administrative Code establish time periods within which requests to review Department decisions must be filed.

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Tuesday, October 20, 2020**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Jim Hessling, Public Works Director**

AGENDA ITEM: **Presentation of the Public Works Monthly Report**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. September 2020 Public Works Directors report

PUBLIC WORKS COMMITTEE
October 13, 2020

PUBLIC UTILITIES COMMITTEE
October 20, 2020

Public Works Directors Report for September 2020

The following is information concerning events and activities of the Public Works Department along with the Water and Sewer Utilities for the previous month. This information is provided in brief to provide an overview of the highlights.

PW Complex

Construction activities at the public works building are currently on going. The storage lot has been paved, entrance relocated, drywall and mezzanine are completed. Electrical work along with HVAC is ongoing.

Road Construction Projects

Surface asphalt has been placed on Burma and Creamery Court. North Autumn Lane is progressing well.

Sump Pump Header Project/Bike Trail Path

The project is moving along, although behind in schedule.

Lead and Copper Testing

This is still progressing along. Our number of collection sites has increased. All sites are required to be pre/re-approved by the DNR before samples are collected. Approximately 80% of the samples have been collected.

Painting

Painting of various cross walks and curb lines continued on in September.

Watermain Break

The department repaired a watermain leak on Siggelkow Road.

Pavement Patching

Various sections around the village were patched.

Meetings/Training/Seminars

All meetings were held by electronic means this month. Those meeting include:

- Public Works Safety Seminar - Irwin, Igl, Larson and Hessling attended
- APWA monthly board meeting - Igl & Hessling attended
- Parks ADA - Larson
- WPRA/PARR 3 - Larson
- MMSD - various meetings - Hessling

Public Works and Utility Projects and Equipment Acquisition for 2021

Below is a *tentative* listing of capital projects pertaining to the Public Works Department:

PUBLIC WORKS

- Vehicle Purchases
  - Pickup Truck
  - Patrol Truck
- Equipment Purchases
  - Attachments for Front End Loader
  - Other small equipment needs
  - Annual Leases
  - Replacement of Radio System
- Roads
  - Annual Street Maintenance Program
  - Hwy MN - Phase 4 - Holscher to North Peninsula
  - Shared cost of pedestrian pathway with Eastside Interceptor.
  - Parking lot construction at Milwaukee/Anthony Street (TID #4).

PARKS

- Consulting Services for Master Planning Efforts
- Equipment Purchases
  - New tiller
  - Diamond groomer
  - Chain saws
- Parking lot construction at Brandt Park.
- Pickleball development (location pending)
- Final restoration and work at Orchard Hill Park to finish shelter, dog park expansion, and disc golf projects.

SANITARY SEWER UTILITY

- Sanitary Sewer Forcemain locating
- Phase #1 of the Eastside Interceptor Project
- Percentage shares in vehicle purchases noted under Public Works.

STORMSEWER UTILITY

- Storm sewer work:
  - Lake Edge – culvert replacement
  - Pheasant & Lani – pipe and inlet repair/replacements
  - Culvert at Cottages
- Percentage shares in vehicle purchases noted under Public Works.
- Share in costs for Phase #4 County Highway MN project.

WATER UTILITY

- Well #3 pump pull and rehabilitation
- Purchase of a mechanical water valve turner
- Other small equipment needs.
- Percentage shares in vehicle purchases noted under Public Works.

2020 WATER SYSTEM IMPACT FEES

Collected in Month	2020 Fees	2019 Fees	2020 Impact Fee Distribution		
			Tower	Main	Well
January	1,950.00	2,600.00	1,099.44	312.00	538.56
February	4,550.00	6,500.00	2,565.36	728.00	1,256.64
March	4,550.00	1,950.00	2,565.36	728.00	1,256.64
1st Quarter Total	**11,050.00**	**11,050.00**	**6,230.16**	**1,768.00**	**3,051.84**
April	10,402.00	10,400.00	5,864.76	1,664.32	2,872.92
May	1,950.00	1,950.00	1,099.44	312.00	538.56
June	3,250.00	9,100.00	1,832.40	520.00	897.60
2nd Quarter Total	**15,602.00**	**21,450.00**	**8,796.60**	**2,496.32**	**4,309.08**
July	3,900.00	1,950.00	2,198.88	624.00	1,077.12
August	2,600.00	650.00	1,465.92	416.00	718.08
September	1,950.00	1,300.00	1,099.44	312.00	538.56
3rd Quarter Total	**8,450.00**	**3,900.00**	**4,764.24**	**1,352.00**	**2,333.76**
October	-	7,151.00	-	-	-
November	-	6,500.00	-	-	-
December	-	7,150.00	-	-	-
4th Quarter Total	**-**	**20,801.00**	**-**	**-**	**-**

HISTORICAL WATER IMPACT FEE TOTALS

2020 Total	35,102.00		19,791.00	5,616.32	9,694.68
2019 Total	57,201.00		32,250.79	9,152.16	15,798.05
2018 Total	71,501.00		40,313.34	11,440.16	19,747.50
2017 Total	60,801.20		34,281.17	9,728.00	16,792.03
2016 Total	38,026.00		23,708.24	5,252.00	9,065.76
2015 Total	5,851.00		3,298.92	936.00	1,616.08
2014 Total	7,150.00		4,031.28	1,144.00	1,974.72
2013 Total	21,125.00		11,910.59	3,380.00	5,834.41
2012 Total	13,650.00		7,696.08	2,184.00	3,769.92
2011 Total	12,350.00		6,963.12	1,976.00	3,410.88
2010 Total	5,200.00		2,931.84	832.00	1,436.16
2009 Total	7,150.00		4,031.26	1,144.00	1,974.74
2008 Total	10,400.00		5,863.62	1,664.00	2,872.38
2007 Total	34,451.00		19,423.88	5,512.16	9,514.96
2006 Total	28,927.00		16,309.33	4,628.32	7,989.35
2005 Total	52,326.00		29,501.92	8,372.16	14,451.92
2004 Total	77,679.00		43,796.20	12,428.64	21,454.16
2003 Total	59,802.00		33,716.97	9,568.32	16,516.71
2002 Total	69,625.00		39,255.27	11,140.00	19,229.73
2001 Total	55,271.50		31,162.62	8,843.44	15,265.44
2000 Total	56,701.00		31,968.59	9,072.16	15,660.25
1999 Total	55,388.00		31,228.31	8,862.08	15,297.61
1998 Total	14,581.73		8,221.33	2,333.08	4,027.32
Grand Total	**$ 815,157.43**	**$ -**	**$ 461,864.67**	**$ 129,592.68**	**$ 223,700.08**

$650=	$366.48	$104.00	$179.52
$1300	$732.96	$208.00	$359.04

Tower= .56381, Main=.16, Well=.27619