

Monday, March 22, 2021

Village Board
7:00 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/87982644596>

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

Webinar ID: 879 8264 4596

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - 1) Notice of Public Hearing - USH 51 Environmental Assessment
 - 2) Spring Election - April 6, 2021 - 7:00 a.m. to 8:00 p.m.
 - b. Public Communications
4. CONSENT AGENDA.
 - a. Motion to approve the minutes of the March 8, 2021 Village Board meeting.
 - b. Motion to approve Checks in the amount of \$351,265.08.
5. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.

6. BUSINESS.

- a. Volunteer Committee (Trustees Rupert & President Czebotar)
 - 1) Presentation regarding the 2021 Community Service Day.
- b. Community Development Authority (Trustees Brassington & Flaherty)
 - 1) Discussion regarding a Tax Increment Financing Development Incentives Application by Dan & Meg Chin – 5411 Bashford LLC, for 5411 Bashford Street, Tax Increment District #4.
- c. Public Utilities Committee (Trustees Kryzenske & Clow)
Public Works Committee (Trustees Clow & Rupert)
 - 1) Discussion and action regarding 2021 Street Paving and Stormwater Projects and authorize the projects for bidding.
- d. Public Utilities Committee (Trustees Kryzenske & Clow)
 - 1) Discussion and action regarding the Municipal Separate Storm Sewer System (MS4) permit and plan.
 - 2) Discussion and action regarding a Request for Proposals (RFP) for Locating Services.
- e. Public Works Committee (Trustees Clow & Rupert)
 - 1) Discussion and action regarding the creation of a Traffic Management Request Policy as Chapter 1 of the Public Works Policy Manual.
 - 2) Discussion and action regarding the creation of a Street Light Policy as Chapter 2 of the Public Works Policy Manual.
- f. Discussion and action regarding revisions to the job description and request to fill the vacancy for the Police Officer position within the Police Department.
- g. Discussion and action regarding revisions to the job description and request to fill the vacancy for the 24-Hour Advanced EMT position within the Fire and Rescue Department.
- h. Discussion and action regarding a stormwater drainage easement with the McFarland School District for the Public Safety Center.
- i. Discussion and action regarding a sanitary sewer lateral easement with the McFarland School District for the Public Safety Center.
- j. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.

7. CLOSED SESSION.

- a. Discussion and action in order to convene in Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically related to the following items:

- 1) Property acquisition within the parks system.
- 2) Sale of property and the investment of public funds regarding the Tax Increment Financing Development Incentives Application by Dan & Meg Chin – 5411 Bashford LLC, for 5411 Bashford Street, Tax Increment District #4.

8. RECONVENE INTO OPEN SESSION.

- a. Discussion and action regarding a Tax Increment Financing Development Incentives Application by Dan & Meg Chin – 5411 Bashford LLC, for 5411 Bashford Street, Tax Increment District #4.

9. 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

**NOTICE OF PUBLIC HEARING
ON THE LOCATION ASPECTS AND
NOTICE OF AVAILABILITY OF THE ENVIRONMENTAL ASSESSMENT
FOR THE PROPOSED IMPROVEMENT OF
US HIGHWAY 51
BETWEEN I-39/90 AND US 12/18 (MADISON BELTLINE)
DANE COUNTY**

ALL INTERESTED PERSONS are advised that the Wisconsin Department of Transportation (WisDOT) will be holding a public hearing as provided by law to consider the general location and design aspects of the proposed improvement of US 51, including those aspects that may require application to the US Army Corps of Engineers for the placement of fill materials into waters of the United States.

The proposed improvement would include:

1. Reconstruction of 2-lane US 51 east of Stoughton.
2. Reconstruction of US 51 through Stoughton.
3. Urban 4-lane reconstruction and capacity expansion along the west side of Stoughton.
4. Reconstruction of rural 2-lane US 51 (Stoughton to McFarland) with intersection improvements.
5. Urban 4-lane reconstruction in McFarland.
6. Pavement replacement between Larson Beach Road and Terminal Drive/Voges Road in McFarland.

It is anticipated that the relocation of 2 residential households will occur as a result of the proposed improvement. Any person who feels that he or she may be thus affected by the proposed improvement may obtain relocation assistance information from Tracey Johnsrud, the Department's Statewide Relocation Program Coordinator, at (262) 521-5124 or tracey.johnsrud@dot.wi.gov. Further information including exhibits, a statement about the project and other hearing materials are available on the study website for review (<https://wisconsindot.gov/Pages/projects/by-region/sw/5139901218/public.aspx>). Information is also available for viewing, by appointment only, at the WisDOT's Southwest Region Office in Madison, Wisconsin at the address given below. Please contact Jeff Berens, WisDOT Project Manager, to schedule an appointment.

Jeff Berens, P.E.
Project Manager
(608) 245-2656
jeff.berens@dot.wi.gov

Wisconsin Department of Transportation
Southwest Region Office
2101 Wright Street
Madison, WI 53704

There will be two opportunities to attend the public hearing for this project—one component held virtually online, and one component held in-person. In consideration of the COVID-19 pandemic, it is encouraged that the public participate in the process through the virtual public hearing component to the extent possible. Both opportunities will allow for recording of public and private testimony.

The virtual public hearing component will be held on Tuesday, April 20, 2021 via YouTube Live from 6:00 p.m. to 8:00 p.m. (Link: <https://youtu.be/dOtyQLEAscA>). Interested persons may attend to learn about the project and provide testimony. If interested parties do not have internet access, they may call 888-557-8511, followed by access code 6969016# to listen to the virtual public hearing component. A recording of the virtual public hearing component will be available on the project website shortly after the hearing.

The virtual public hearing component will begin at 6:00 p.m. and will end when all interested persons have provided testimony or 8:00 p.m., whichever occurs first. The virtual public hearing will begin with an informational project presentation prior to accepting verbal public testimony. Instructions on how to give verbal testimony publicly through YouTube Live or privately by phone to a court reporter will be provided at the virtual public hearing. Instructions will also be available on the study website by April 6, 2021.

The in-person public hearing component will be held on Wednesday, April 21, 2021 at the Stoughton Wellness & Athletic Center (SWAC), 2300 US 51-138, Stoughton, WI 53589. The in-person public hearing will be conducted from 5:00 p.m. to 8:00 p.m.

Attendance at the in-person hearing will be by appointment only. Prior to the public hearing, please call the WisDOT Project Manager Jeff Berens, at (608) 245-2656, between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, to make an appointment and receive further instructions regarding the in-person option. Interested persons that have made an appointment may attend the in-person component public hearing to review displays and other hearing materials, ask questions, and provide testimony. Information provided when making an appointment (including names, addresses, phone numbers, and email addresses) is not confidential, and may be subject to disclosure upon request, pursuant to the requirements of the Wisconsin open records law, sections 19.31—19.39 of the Wisconsin Statutes.

Due to the COVID-19 pandemic, enhanced safety measures will be applied to the in-person public hearing. Guidelines from the Centers for Disease Control and Protection and the Wisconsin Department of Health Services will be followed, including the request for attendees to wear a face mask and physically distance while in attendance at the in-person public hearing. If anyone arrives without an appointment, they may be asked to wait outside until space is available to accommodate their attendance to ensure occupancy restrictions are maintained.

At the in-person public hearing component, project staff will be available for informal discussion to explain the project and answer questions. Exhibits will be on display and a statement about the project will be available for review.

If you require special accommodations to participate in the public hearing, please contact the project manager (listed below) no later than three working days prior to the public hearing. The meeting facility is wheelchair accessible. Deaf or hard of hearing persons needing assistance should contact the Wisconsin Telecommunications Relay System (dial 711). For those without internet access, you may call in to the virtual public hearing component and listen along at 888-557-8511, followed by access code 6969016#. All interested persons are invited to attend one or both public hearing components to present relevant verbal and/or written testimony concerning the general location and design aspects of the proposed improvement of US 51, including those aspects that may require application to the US Army Corps of Engineers for the placement of fill materials into waters of the United States.

Provisions have been made for the submission of written statements or other exhibits in place of, or in addition to, the testimony presented at the virtual and in-person public hearing components. This additional testimony will be included in the hearing record if postmarked/received no later than Wednesday, April 28, 2021. Testimony should be sent via phone, email, or US Mail to the WisDOT project manager at:

Jeff Berens, P.E.
(608) 245-2656
jeff.berens@dot.wi.gov

Wisconsin Department of Transportation
Southwest Region Office
2101 Wright Street
Madison, WI 53704

ALL INTERESTED PERSONS are further notified of the availability of an Environmental Assessment of the proposal's impacts and effects which has been prepared and filed according to the State and National Environmental Policy Acts (NEPA). This document indicates that no significant environmental impacts are anticipated to occur as a result of this improvement.

An electronic copy of the Environmental Assessment is available and can be viewed online at:
<https://wisconsindot.gov/Pages/projects/by-region/sw/5139901218/reports.aspx>

Additionally, a paper copy of the Environmental Assessment is available for inspection and potential copying at the following locations (please note, a fee may be required for copying service):

Southwest Region Office (please schedule an appointment)
Wisconsin Dept. of Transportation
2101 Wright Street
Madison, WI 53704
(608) 245-2656
jeff.berens@dot.wi.gov

Stoughton City Hall (please schedule an appointment)
207 S. Forrest Street
Stoughton, WI 53589
Holly Licht, (608) 873-6677
hlicht@ci.stoughton.wi.us
Appointments available Monday thru Friday from 7:30 a.m. to 4:30 p.m.

McFarland Municipal Center (document can be reviewed in the entry way)
5915 Milwaukee Street
McFarland, WI 53558
Entry way is open every day of the week

Dunn Town Hall (please schedule an appointment)
4156 County Rd B
McFarland, WI 53558
Cathy Hasslinger, (608) 838-1081, ext. 208
chasslinger@town.dunn.wi.us
Appointments available Monday thru Friday from 8:00 a.m. to 4:00 p.m.

Comments regarding the environmental impacts and effects of the proposed improvements will be addressed in the final environmental document if postmarked/received no later than Wednesday, April 28, 2021. Written comments on the Environmental Assessment should be sent via US mail or email to the WisDOT contact person listed below.

Jeff Berens, P.E.
Project Manager
jeff.berens@dot.wi.gov

Wisconsin Department of Transportation
Southwest Region Office
2101 Wright Street
Madison, WI 53704

The Wisconsin Department of Transportation will review all comments and testimony presented as part of this public hearing process and reserves the right to make a final determination on the proposed improvements as described in this notice.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 22, 2021

SECTION: Public Announcements & Communications

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Spring Election - April 6, 2021 - 7:00 a.m. to 8:00 p.m.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village of McFarland will hold the Spring Election on April 6, 2021 for several statewide offices as well as the following Village and McFarland School District Offices.

Polling Location - 5915 Milwaukee St.

Polling Hours - 7 a.m. to 8 p.m.

Village President - Vote for 1

Carolyn Clow

Village Trustee - Vote for no more than 3

Stephanie Brassington

Clair Bud Utter

Carrie Nelson

Chris St. Clair

McFarland School Board - Vote for no more than 2

Bruce Fischer

Scott Gletty-Syoen

Kate Green

By Mail Absentee Voting - Absentee ballot voting continues up through Thursday April 1st at 5 p.m. Ballots can be requested by visiting: <https://myvotwe.wi.gov/en-US/Vote/Absentee..>

In-office absentee voting will begin Tuesday March 23rd and run through Friday April 2nd in the administration offices daily Monday through Friday from 8 a.m. to 4:30 p.m.. On Friday April 2nd, in-person absentee voting will be available until 5 p.m.

Voters can preview the ballot by visiting: <https://myvote.wi.gov/en-us/PreviewMyBallot>

Please contact the Village Administration office with any voting questions via phone at 608-838-3153 or via email at village.administration@mcfarland.wi.us



FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, March 8, 2021 - 7:00 PM

1. CALL TO ORDER.

Village President Czebotar called the regular meeting of the McFarland Village Board to order at 7:00 pm in the Community Room of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village Trustee Stephanie Brassington, Village Trustee Carolyn Clow, Village President Brad Czebotar, Village Trustee Michael Flaherty, Village Trustee Eric Kryzenske, Village Trustee Justin Rupert, Village Trustee Clair Utter

Village Board members not present: None

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Brian Redman, Community and Economic Development Director Andrew Bremer, Public Works Director Jim Hessling, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

1) Village Board Candidate Forum - March 13, 2021 beginning at 11 a.m.

2) McFarland School Board Candidates Forum - March 13, 2021 beginning at 2 p.m.

3) Absentee Voting Information - April 6, 2021 Spring Election

b. Public Communications

4. CONSENT AGENDA.

a. Motion to approve the minutes of the February 22, 2021 Village Board meeting.

b. Motion to approve checks in the amount of \$361,550.40.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve the consent agenda as presented. Motion carries 7 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as

they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.

Carrie Nelson, spoke in opposition of the two position descriptions not including Diversity, Equity and Inclusion considerations.

At 8:40 the Board approved returning to Public Comment to allow comment from a resident who was not recognized during agenda item.

Nafsaniath Fathema, 5404 Calico Ct., appeared before the Board to request privacy issue be addressed between her property and William McFarland Park which is directly adjacent. .

6. BUSINESS.

a. Discussion and action regarding acceptance of Phase 2 Design Services for Public Safety Center and authorization to proceed into Phase 3 Bidding Process.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Clair Utter, to approve the acceptance of Phase 2 Design Services 50% plan for the Public Safety Center and authorization to proceed into Phase 3 Bidding Process. Motion carries 7 - 0 - 0 by acclamation.

b. Discussion and action to approve an amendment to the contract for Architectural Services for the design of the Public Safety Center.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve an amendment to the contract for Architectural Services for the design of the Public Safety Center. Motion carries 6 - 1 - 0 by acclamation.

c. Finance Committee (Trustees Flaherty & Kryzenske)

1) Discussion and action regarding the proposed Capital Improvement Plan for 2021-2025.

Administrator Schuenke provided an overview of the 2021-2025 Capital Improvement Plan.

The Board reviewed the plan and provided feedback. They noted approval of the plan does not commit the Board to the projects contained within the document but is meant to assist in planning for capital improvements. Approval of individual projects and purchases is done through the budget process annually. Additionally, the Board requested to review the 2022-2026 Capital Improvement plan in advance of the 2022 budget process.

Motion by Village Trustee Michael Flaherty, second by Village Trustee Eric Kryzenske, to approve the proposed Capital Improvement Plan for 2021-2025. Motion carries 6 - 1 -

0 by acclamation, with Trustee Clair Utter voting nay.

d. Personnel Committee (President Czebotar & Trustee Utter)

1) Discussion and action regarding revisions to the job description for the Clerk III position within the Community Development Department.

President Czebotar provided an overview of updates to the job description for the Clerk III position within the Community Development Department and applicable review by the Personnel Committee. He reported the Personnel Committee identified a desire to potentially review and revise the Village's standard form for job descriptions in the future.

Village Administrator Schuenke reported the Village would like to address more diversity, equity, and inclusion initiatives within all of the position descriptions for Village staff; however, that would be a uniform process in the future.

Motion by Village President Brad Czebotar, second by Village Trustee Michael Flaherty, to approve revisions to the job description for the Clerk III position within the Community Development Department. Motion carries 6 - 1 - 0 by acclamation, with Trustee Clair Utter voting nay.

2) Discussion and action regarding the creation of the job description, classification, and request to fill the vacancy for the Planning and Zoning Assistant position within the Community Development Department.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Stephanie Brassington, to postpone action regarding the creation of the job description, classification, and request to fill the vacancy for the Planning and Zoning Assistant position within the Community Development Department to allow for the additional of language addressing cultural competencies. Motion carries 7 - 0 - 0 by acclamation.

At 8:48 p.m., motion by President Brad Czebotar, second by Trustee Carolyn Clow, to reconsider the creation of the job description, classification, and request to fill the vacancy for the Planning and Zoning Assistant position within the Community Development Department. Motion carries 7 - 0 - 0 by acclamation.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the creation of the job description, classification, and request to fill the vacancy for the Planning and Zoning Assistant position within the Community Development Department with additional language provided regarding cultural competency. Motion carries 7 - 0 - 0 by acclamation.

e. Discussion and action regarding authorization to fill the vacancy for the Lieutenant position within the Police Department.

The Board discussed hesitancy of filling the vacancy without the job description being updated for Diversity, Equity and Inclusion initiatives. Additionally, the Board discussed reservations in authorizing approval of filling of the Lieutenant before a new Police Chief has been selected.

Interim Police Chief Brian Redman reported he would be retiring from the Village

sooner than initially anticipated, which is what is necessitating the request to fill the vacancy. He noted filling the vacancy now would allow for the continuity of leadership in the Police Department thru the transition.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Eric Kryzenske, to approve regarding authorization to fill the vacancy for the Lieutenant position within the Police Department using additional language addressing diversity, equity, and inclusion within duties and competencies. Motion carries 7 - 0 - 0 by acclamation.

f. Discussion and action on Resolution 2021-08: A Resolution authorizing the Police Department to enter into an agreement to obtain records from the Dane County Jail.

Motion by Village President Brad Czebotar, second by Village Trustee Eric Kryzenske, to approve Resolution 2021-08: A Resolution authorizing the Police Department to enter into an agreement to obtain records from the Dane County Jail. Motion carries 7 - 0 - 0 by acclamation.

g. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.

Trustee Clair Utter referred the issue of tree planting in William McFarland park to the PRNR committee. Trustee Clow requested staff follow up to see if the issue could be addressed sooner.

Trustee Clair Utter requested the filling of vacancy of two police officers be included on the next Village Board agenda.

Trustee Carolyn Clow requested the Village create a responsible bidder ordinance.

7. CLOSED SESSION.

a. Discussion and action on entering into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding employment of the Interim Police Chief and retirement transition agreement.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Stephanie Brassington, to enter into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding employment of the Interim Police Chief and retirement transition agreement at 8:53 p.m. Motion carries 7 - 0 - 0 by acclamation.

8. RECONVENE INTO OPEN SESSION.

a. Discussion and action regarding the employment of the Interim Police Chief and retirement transition agreement.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to

enter back into Open Session at 9:30 p.m. Motion carries 7 - 0 - 0 by acclamation.

9. ADJOURNMENT.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to adjourn at 9:30 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Village Clerk/Treasurer

Report Criteria:

Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
4	MIDDLETON FORD	149510	VEHICLE PARTS BUCKET	1	03/02/2021	57.38	.00	57.38	03/19/2021
		149510	VEHICLE PARTS BUCKET	2	03/02/2021	57.38	.00	57.38	03/19/2021
		149510	VEHICLE PARTS BUCKET	3	03/02/2021	57.38	.00	57.38	03/19/2021
		149510	VEHICLE PARTS BUCKET	4	03/02/2021	210.36	.00	210.36	03/19/2021
Total 4:						382.50	.00	382.50	
30	ALLIANT ENERGY/WP&L	030121	6300 ELVEHJEM RD	1	03/01/2021	1,150.00	.00	1,150.00	03/15/2021
		031021	MUNICIPAL CENTER	1	03/10/2021	3,413.52	.00	3,413.52	03/19/2021
		031021	PW FACILITY	2	03/10/2021	225.26	.00	225.26	03/19/2021
		031021	WELL #4	3	03/10/2021	1,514.71	.00	1,514.71	03/19/2021
		031021	4820 MARSH/SOCCER B	4	03/10/2021	225.25	.00	225.25	03/19/2021
Total 30:						6,528.74	.00	6,528.74	
68	BADGER WELDING SUPP	3639165	BADGER WELDING - OXY	1	03/08/2021	58.60	.00	58.60	03/19/2021
Total 68:						58.60	.00	58.60	
74	BAKER & TAYLOR BOOK	2035705662	JUVENILE BOOKS	1	02/16/2021	78.63	.00	78.63	03/19/2021
		2035770740	JUVENILE BOOKS	1	03/04/2021	244.69	.00	244.69	03/19/2021
		2035783170	ADULT BOOKS	1	02/25/2021	326.74	.00	326.74	03/19/2021
		2035783741	ADULT BOOKS	1	02/25/2021	41.60	.00	41.60	03/19/2021
		2035786941	ADULT BOOKS	1	02/24/2021	265.03	.00	265.03	03/19/2021
		2035788288	JUVENILE BOOKS	1	03/06/2021	220.99	.00	220.99	03/19/2021
		2035800215	ADULT BOOKS	1	03/01/2021	479.69	.00	479.69	03/19/2021
		2035813263	ADULT BOOKS	1	03/05/2021	383.12	.00	383.12	03/19/2021
		2035816140	ADULT BOOKS	1	03/06/2021	220.12	.00	220.12	03/19/2021
		5016767463	ADULT BOOKS	1	02/17/2021	13.59	.00	13.59	03/19/2021
Total 74:						2,274.20	.00	2,274.20	
96	BILL'S KEY SHOP INC	50632W	ADDITIONAL KEY COPIE	1	03/16/2021	41.25	.00	41.25	03/19/2021
		50632W	ADDITIONAL KEY COPIE	2	03/16/2021	11.25	.00	11.25	03/19/2021
		50632W	ADDITIONAL KEY COPIE	3	03/16/2021	11.25	.00	11.25	03/19/2021
		50632W	ADDITIONAL KEY COPIE	4	03/16/2021	11.25	.00	11.25	03/19/2021
Total 96:						75.00	.00	75.00	
139	CAPITAL NEWSPAPERS	190-6000517	EMPLOYMENT ADVERTI	1	02/28/2021	471.00	.00	471.00	03/19/2021
Total 139:						471.00	.00	471.00	
158	CHARTER COMMUNICATI	0003261030	CHARTER CABLE	1	03/01/2021	98.39	.00	98.39	03/15/2021
Total 158:						98.39	.00	98.39	
179	CNA SURETY	68736627-20	COURT CLERK BOND	1	03/08/2021	50.00	.00	50.00	03/19/2021
Total 179:						50.00	.00	50.00	
212	CREATIVE SIGNS	031521	DECALS FOR NEW VEHI	1	03/15/2021	410.00	.00	410.00	03/19/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 212:						410.00	.00	410.00	
264	DELGADO, VICTOR	031121	INTERPRETER SERVICE	1	03/11/2021	100.00	.00	100.00	03/19/2021
Total 264:						100.00	.00	100.00	
341	ENVIRONMENT CONTRO	17150-613	JANITORIAL SERVICES	1	03/01/2021	1,389.00	.00	1,389.00	03/19/2021
		17150-613	JANITORIAL SERVICES -	2	03/01/2021	540.00	.00	540.00	03/19/2021
Total 341:						1,929.00	.00	1,929.00	
345	JFTCO, INC	PIMS009808	EQUIPMENT PARTS LOA	1	03/16/2021	18.57	.00	18.57	03/19/2021
		PIMS009808	EQUIPMENT PARTS LOA	2	03/16/2021	18.57	.00	18.57	03/19/2021
		PIMS009808	EQUIPMENT PARTS LOA	3	03/16/2021	18.57	.00	18.57	03/19/2021
		PIMS009808	EQUIPMENT PARTS LOA	4	03/16/2021	68.09	.00	68.09	03/19/2021
Total 345:						123.80	.00	123.80	
353	FERGUSON ENTERPRIS	5962731	BUILDING MAINTENANC	1	02/18/2021	32.39	.00	32.39	03/19/2021
		5962731	BUILDING MAINTENANC	2	02/18/2021	8.84	.00	8.84	03/19/2021
		5962731	BUILDING MAINTENANC	3	02/18/2021	8.84	.00	8.84	03/19/2021
		5962731	BUILDING MAINTENANC	4	02/18/2021	8.84	.00	8.84	03/19/2021
		5977501	PW TOOLS	1	03/02/2021	416.35	.00	416.35	03/19/2021
		5977501	PW TOOLS	2	03/02/2021	113.55	.00	113.55	03/19/2021
		5977501	PW TOOLS	3	03/02/2021	113.55	.00	113.55	03/19/2021
		5977501	PW TOOLS	4	03/02/2021	113.55	.00	113.55	03/19/2021
		5981577	MCDANIELS PARK	1	03/02/2021	37.36	.00	37.36	03/19/2021
Total 353:						853.27	.00	853.27	
361	FIRST SUPPLY LLC MAD	12616609-00	MUNICIPAL CENTER REP	1	03/09/2021	36.81	.00	36.81	03/19/2021
		12616609-00	MUNICIPAL CENTER REP	2	03/09/2021	10.03	.00	10.03	03/19/2021
		12616609-00	MUNICIPAL CENTER REP	3	03/09/2021	10.03	.00	10.03	03/19/2021
		12616609-00	MUNICIPAL CENTER REP	4	03/09/2021	10.03	.00	10.03	03/19/2021
		12616609-01	MUNICIPAL CENTER REP	1	03/09/2021	38.26	.00	38.26	03/19/2021
		12616609-01	MUNICIPAL CENTER REP	2	03/09/2021	10.44	.00	10.44	03/19/2021
		12616609-01	MUNICIPAL CENTER REP	3	03/09/2021	10.44	.00	10.44	03/19/2021
		12616609-01	MUNICIPAL CENTER REP	4	03/09/2021	10.44	.00	10.44	03/19/2021
Total 361:						136.48	.00	136.48	
390	GBR CORPORATION	DF1963	WELL ROOF REPAIR	1	03/08/2021	1,051.18	.00	1,051.18	03/19/2021
Total 390:						1,051.18	.00	1,051.18	
408	GRAINGER INC	9825515076	STORAGE SHELVING	1	03/04/2021	170.66	.00	170.66	03/19/2021
		9825679815	STORAGE SHELVING	1	03/04/2021	75.75	.00	75.75	03/19/2021
		9827903817	BATTERIES	1	03/08/2021	25.90	.00	25.90	03/19/2021
Total 408:						272.31	.00	272.31	
439	HJ PERTZBORN	52141	PW COMPRESSOR	1	03/12/2021	867.35	.00	867.35	03/19/2021
		52141	PW COMPRESSOR	2	03/12/2021	236.55	.00	236.55	03/19/2021
		52141	PW COMPRESSOR	3	03/12/2021	236.55	.00	236.55	03/19/2021
		52141	PW COMPRESSOR	4	03/12/2021	236.55	.00	236.55	03/19/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 439:						1,577.00	.00	1,577.00	
476	JEFFERSON FIRE & SAF	IN127237	VALVE REPAIR	1	03/05/2021	199.50	.00	199.50	03/19/2021
		IN127629	THERMAL CAMERA	1	03/10/2021	599.00	.00	599.00	03/19/2021
		IN127637	FACE SEAL	1	03/09/2021	309.51	.00	309.51	03/19/2021
Total 476:						1,108.01	.00	1,108.01	
563	LW ALLEN LLC	106627	SCADA REPAIR	1	03/16/2021	271.66	.00	271.66	03/19/2021
Total 563:						271.66	.00	271.66	
581	MADISON TRUCK EQUIP	3-95621	TRUCK PARTS--TRUCK 1	1	03/08/2021	154.70	.00	154.70	03/19/2021
		3-95621	TRUCK PARTS--TRUCK 1	2	03/08/2021	42.19	.00	42.19	03/19/2021
		3-95621	TRUCK PARTS--TRUCK 1	3	03/08/2021	42.19	.00	42.19	03/19/2021
		3-95621	TRUCK PARTS--TRUCK 1	4	03/08/2021	42.19	.00	42.19	03/19/2021
		3-95624	TRUCK PARTS--TRUCK 1	1	03/09/2021	1,695.99	.00	1,695.99	03/19/2021
		3-95624	TRUCK PARTS--TRUCK 1	2	03/09/2021	75.00	.00	75.00	03/19/2021
		3-95624	TRUCK PARTS--TRUCK 1	3	03/09/2021	75.00	.00	75.00	03/19/2021
		3-95624	TRUCK PARTS--TRUCK 1	4	03/09/2021	75.00	.00	75.00	03/19/2021
Total 581:						2,202.26	.00	2,202.26	
618	MCFARLAND TRUE VALU	95094-02152	RESCUE 2015	1	02/15/2021	.81	.00	.81	03/19/2021
		95094-02152	FIRE DEPARTMENT	2	02/15/2021	5.92	.00	5.92	03/19/2021
		95094-02152	EMER A23 BATTERY	3	02/15/2021	2.69	.00	2.69	03/19/2021
		95094-02152	PW SHOP	4	02/15/2021	1.10	.00	1.10	03/19/2021
		95094-02152	PW SHOP	5	02/15/2021	.30	.00	.30	03/19/2021
		95094-02152	PW SHOP	6	02/15/2021	.30	.00	.30	03/19/2021
		95094-02152	PW SHOP	7	02/15/2021	.30	.00	.30	03/19/2021
		95094-02152	PW VEHICLES	8	02/15/2021	6.44	.00	6.44	03/19/2021
		95094-02152	PW VEHICLES	9	02/15/2021	1.75	.00	1.75	03/19/2021
		95094-02152	PW VEHICLES	10	02/15/2021	1.75	.00	1.75	03/19/2021
		95094-02152	PW VEHICLES	11	02/15/2021	1.75	.00	1.75	03/19/2021
		95094-02152	PW BUILDING MAINT	12	02/15/2021	7.91	.00	7.91	03/19/2021
		95094-02152	PW BUILDING MAINT	13	02/15/2021	2.16	.00	2.16	03/19/2021
		95094-02152	PW BUILDING MAINT	14	02/15/2021	2.16	.00	2.16	03/19/2021
		95094-02152	PW BUILDING MAINT	15	02/15/2021	2.16	.00	2.16	03/19/2021
		95094-02152	PW SHOP	16	02/15/2021	26.12	.00	26.12	03/19/2021
		95094-02152	PW SHOP	17	02/15/2021	7.12	.00	7.12	03/19/2021
		95094-02152	PW SHOP	18	02/15/2021	7.12	.00	7.12	03/19/2021
		95094-02152	PW SHOP	19	02/15/2021	7.12	.00	7.12	03/19/2021
		95094-02152	PW SHOP	20	02/15/2021	2.77	.00	2.77	03/19/2021
		95094-02152	PW SHOP	21	02/15/2021	.75	.00	.75	03/19/2021
		95094-02152	PW SHOP	22	02/15/2021	.75	.00	.75	03/19/2021
		95094-02152	PW SHOP	23	02/15/2021	.75	.00	.75	03/19/2021
		95094-02152	PW VEHICLES	24	02/15/2021	11.86	.00	11.86	03/19/2021
		95094-02152	PW VEHICLES	25	02/15/2021	3.24	.00	3.24	03/19/2021
		95094-02152	PW VEHICLES	26	02/15/2021	3.24	.00	3.24	03/19/2021
		95094-02152	PW VEHICLES	27	02/15/2021	3.24	.00	3.24	03/19/2021
		95094-02152	WATER UTILITY	28	02/15/2021	8.99	.00	8.99	03/19/2021
		95094-02152	PW SHOP	29	02/15/2021	19.24	.00	19.24	03/19/2021
		95094-02152	PW SHOP	30	02/15/2021	5.25	.00	5.25	03/19/2021
		95094-02152	PW SHOP	31	02/15/2021	5.25	.00	5.25	03/19/2021
		95094-02152	PW SHOP	32	02/15/2021	5.25	.00	5.25	03/19/2021
		95094-02152	PW SHOP	33	02/15/2021	29.69	.00	29.69	03/19/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		95094-02152	PW SHOP	34	02/15/2021	8.10	.00	8.10	03/19/2021
		95094-02152	PW SHOP	35	02/15/2021	8.10	.00	8.10	03/19/2021
		95094-02152	PW SHOP	36	02/15/2021	8.10	.00	8.10	03/19/2021
		95094-02152	YOUTH CENTER	37	02/15/2021	5.81	.00	5.81	03/19/2021
		95094-02152	PW SHOP	38	02/15/2021	1.97	.00	1.97	03/19/2021
		95094-02152	PW SHOP	39	02/15/2021	.54	.00	.54	03/19/2021
		95094-02152	PW SHOP	40	02/15/2021	.54	.00	.54	03/19/2021
		95094-02152	PW SHOP	41	02/15/2021	.54	.00	.54	03/19/2021
		95094-02152	PARKS	42	02/15/2021	8.09	.00	8.09	03/19/2021
		95094-02152	NEW VAN	43	02/15/2021	52.70	.00	52.70	03/19/2021
		95094-02152	NEW VAN	44	02/15/2021	14.37	.00	14.37	03/19/2021
		95094-02152	NEW VAN	45	02/15/2021	14.37	.00	14.37	03/19/2021
		95094-02152	NEW VAN	46	02/15/2021	14.37	.00	14.37	03/19/2021
Total 618:						322.85	.00	322.85	
634	MENARDS - MONONA	9080	FACILITY MAINTENANCE	1	03/05/2021	6.29	.00	6.29	03/19/2021
		9080	FACILITY MAINTENANCE	2	03/05/2021	6.29	.00	6.29	03/19/2021
		9080	FACILITY MAINTENANCE	3	03/05/2021	6.29	.00	6.29	03/19/2021
		9080	FACILITY MAINTENANCE	4	03/05/2021	23.05	.00	23.05	03/19/2021
Total 634:						41.92	.00	41.92	
640	MGE	11299443-03	STREET LIGHT	1	03/01/2021	733.72	.00	733.72	03/15/2021
Total 640:						733.72	.00	733.72	
667	MINNESOTA LIFE INS CO	002832L-AP	LIFE INSURANCE	1	03/01/2021	1,480.32	.00	1,480.32	03/19/2021
Total 667:						1,480.32	.00	1,480.32	
687	MUNICIPAL CODE CORP	00355498	CODIFICATION SERVICE	1	03/16/2021	999.07	.00	999.07	03/19/2021
Total 687:						999.07	.00	999.07	
722	OPENWOOD STUDIOS IN	031821	PARK SIGNS	1	03/18/2021	16,764.00	.00	16,764.00	03/19/2021
Total 722:						16,764.00	.00	16,764.00	
748	PURCHASE POWER	031021	LOAD POSTAGE METER	1	03/10/2021	1,000.00	.00	1,000.00	03/19/2021
		031021	REFILL CHARGE	2	03/10/2021	41.98	.00	41.98	03/19/2021
Total 748:						1,041.98	.00	1,041.98	
759	POSTMASTER	032021	FIRST CLASS PRESORT	1	03/20/2021	81.66	.00	81.66	03/19/2021
		032021	FIRST CLASS PRESORT	2	03/20/2021	81.67	.00	81.67	03/19/2021
		032021	FIRST CLASS PRESORT	3	03/20/2021	81.67	.00	81.67	03/19/2021
Total 759:						245.00	.00	245.00	
765	LEGAL SHIELD	0108629-MA	LEGAL SHIELD	1	03/15/2021	365.85	.00	365.85	03/19/2021
Total 765:						365.85	.00	365.85	
802	RENNERT'S FIRE EQUIP	43300	LADDER 8 REPAIRS	1	03/05/2021	1,641.23	.00	1,641.23	03/19/2021
		43301	E1 REPAIRS	1	03/05/2021	222.65	.00	222.65	03/19/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 802:						1,863.88	.00	1,863.88	
824	SAFE COMMUNITIES	820	MED DROP BOX	1	02/01/2021	1,000.00	.00	1,000.00	03/19/2021
Total 824:						1,000.00	.00	1,000.00	
836	SCHILLING SUPPLY COM	815486-00	OPERATING SUPPLIES	1	03/03/2021	150.83	.00	150.83	03/19/2021
		816702-00	BATH TISSUE	1	03/10/2021	113.48	.00	113.48	03/19/2021
Total 836:						264.31	.00	264.31	
879	SOUTH CENTRAL LIBRA	21-247	BARCODES	1	02/24/2021	122.20	.00	122.20	03/19/2021
Total 879:						122.20	.00	122.20	
958	TOWN & COUNTRY ENGI	22572	EXCHANGE ST PRELIM E	1	03/12/2021	6,600.70	.00	6,600.70	03/19/2021
		22573	JUNIPER RIDGE ESCRO	1	03/12/2021	181.25	.00	181.25	03/19/2021
		22574	2020 STREET/UTIL IMP -	1	03/12/2021	1,092.50	.00	1,092.50	03/19/2021
		22575	EAST SIDE SEWER EXTE	1	03/12/2021	11,499.40	.00	11,499.40	03/19/2021
		22576	2021 BROADHEAD/CTH	1	03/12/2021	3,072.17	.00	3,072.17	03/19/2021
		22577	NORTHPOINTE/LOT 56 -	1	03/12/2021	290.00	.00	290.00	03/19/2021
		22578	CF INVESTMENTS - MC1	1	03/12/2021	488.30	.00	488.30	03/19/2021
		22579	2021 STREET & STORM S	1	03/12/2021	7,972.44	.00	7,972.44	03/19/2021
		22580	2021 STORMWATER SUP	1	03/12/2021	2,398.75	.00	2,398.75	03/19/2021
Total 958:						33,595.51	.00	33,595.51	
992	US CELLULAR	0424762861	PD PHONE	1	02/22/2021	851.63	.00	851.63	03/19/2021
		0424762861	FD/EMS PHONE	2	02/22/2021	487.94	.00	487.94	03/19/2021
		0424762861	OUTREACH PHONE	3	02/22/2021	81.00	.00	81.00	03/19/2021
		0424762861	CABLE/COMMTech PHO	4	02/22/2021	42.50	.00	42.50	03/19/2021
		0424762861	PW PHONE	5	02/22/2021	112.38	.00	112.38	03/19/2021
		0424762861	WATER PHONE	6	02/22/2021	112.39	.00	112.39	03/19/2021
		0424762861	SEWER PHONE	7	02/22/2021	112.39	.00	112.39	03/19/2021
		0424762861	COMMDEV PHONE	8	02/22/2021	14.90	.00	14.90	03/19/2021
Total 992:						1,815.13	.00	1,815.13	
1005	VANNGUARD UTILITY PA	8765	LOCATES	1	03/02/2021	33.00	.00	33.00	03/19/2021
Total 1005:						33.00	.00	33.00	
1041	WERNER ELECTRIC SUP	S6402213.00	MC LIGHT PARTS	1	03/04/2021	5.90	.00	5.90	03/19/2021
		S6402213.00	MC LIGHT PARTS	2	03/04/2021	5.90	.00	5.90	03/19/2021
		S6402213.00	MC LIGHT PARTS	3	03/04/2021	5.90	.00	5.90	03/19/2021
		S6402213.00	MC LIGHT PARTS	4	03/04/2021	21.65	.00	21.65	03/19/2021
		S6402213.00	MC LIGHT PARTS	1	03/04/2021	1.18	.00	1.18	03/19/2021
		S6402213.00	MC LIGHT PARTS	2	03/04/2021	1.18	.00	1.18	03/19/2021
		S6402213.00	MC LIGHT PARTS	3	03/04/2021	1.18	.00	1.18	03/19/2021
		S6402213.00	MC LIGHT PARTS	4	03/04/2021	4.33	.00	4.33	03/19/2021
Total 1041:						47.22	.00	47.22	
1081	WI MUNICIPAL JUDGES A	030421	WI MUNICIPAL JUDGES A	1	03/04/2021	75.00	.00	75.00	03/19/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1081:						75.00	.00	75.00	
1130	ZORN COMPRESSOR &	338171-01	DPW SHOP AIR COMP	1	02/28/2021	115.87	.00	115.87	03/19/2021
		338171-01	DPW SHOP AIR COMP	2	02/28/2021	31.61	.00	31.61	03/19/2021
		338171-01	DPW SHOP AIR COMP	3	02/28/2021	31.61	.00	31.61	03/19/2021
		338171-01	DPW SHOP AIR COMP	4	02/28/2021	31.61	.00	31.61	03/19/2021
		338171-02	PW COMP PART	1	03/10/2021	37.09	.00	37.09	03/19/2021
		338171-02	PW COMP PART	2	03/10/2021	37.09	.00	37.09	03/19/2021
		338171-02	PW COMP PART	3	03/10/2021	37.09	.00	37.09	03/19/2021
		338171-02	PW COMP PART	4	03/10/2021	136.02	.00	136.02	03/19/2021
Total 1130:						457.99	.00	457.99	
1241	BARNIER, JOSHUA	JB030121	MEAL FOR OFFICER AT H	1	03/01/2021	7.28	.00	7.28	03/19/2021
Total 1241:						7.28	.00	7.28	
1245	PROFESSIONAL PEST C	505385	PW PEST CONTROL	1	03/12/2021	5.85	.00	5.85	03/19/2021
		505385	PW PEST CONTROL	2	03/12/2021	5.85	.00	5.85	03/19/2021
		505385	PW PEST CONTROL	3	03/12/2021	5.85	.00	5.85	03/19/2021
		505385	PW PEST CONTROL	4	03/12/2021	21.45	.00	21.45	03/19/2021
		505386	MC PEST CONTROL	1	03/12/2021	25.30	.00	25.30	03/19/2021
		505386	MC PEST CONTROL	2	03/12/2021	6.90	.00	6.90	03/19/2021
		505386	MC PEST CONTROL	3	03/12/2021	6.90	.00	6.90	03/19/2021
		505386	MC PEST CONTROL	4	03/12/2021	6.90	.00	6.90	03/19/2021
Total 1245:						85.00	.00	85.00	
1256	BOUND TREE MEDICAL,	83976768	EMS - SUPPLIES	1	03/04/2021	100.23	.00	100.23	03/19/2021
Total 1256:						100.23	.00	100.23	
1358	EBI INC	204950	MEETING ROOM CHAIRS	1	03/05/2021	4,965.96	.00	4,965.96	03/19/2021
Total 1358:						4,965.96	.00	4,965.96	
1397	ALL COMFORT SERVICE	623393	MC HVAC REPAIRS	1	03/04/2021	213.66	.00	213.66	03/19/2021
		623393	MC HVAC REPAIRS	2	03/04/2021	58.28	.00	58.28	03/19/2021
		623393	MC HVAC REPAIRS	3	03/04/2021	58.28	.00	58.28	03/19/2021
		623393	MC HVAC REPAIRS	4	03/04/2021	58.28	.00	58.28	03/19/2021
		623546	MC HVAC REPAIRS	1	03/10/2021	526.18	.00	526.18	03/19/2021
		623546	MC HVAC REPAIRS	2	03/10/2021	143.51	.00	143.51	03/19/2021
		623546	MC HVAC REPAIRS	3	03/10/2021	143.51	.00	143.51	03/19/2021
		623546	MC HVAC REPAIRS	4	03/10/2021	143.51	.00	143.51	03/19/2021
Total 1397:						1,345.21	.00	1,345.21	
1457	CASCADE ENGINEERING	30522947	TRASH & RECYCLING LI	1	02/25/2021	1,700.00	.00	1,700.00	03/19/2021
Total 1457:						1,700.00	.00	1,700.00	
1694	HEARTLAND LITHO	65827	SENIOR OUTREACH ENV	1	02/15/2021	173.00	.00	173.00	03/19/2021
		65865	UTILITY BILLS	1	02/26/2021	67.78	.00	67.78	03/19/2021
		65865	UTILITY BILLS	2	02/26/2021	67.77	.00	67.77	03/19/2021
		65865	UTILITY BILLS	3	02/26/2021	67.77	.00	67.77	03/19/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1694:						376.32	.00	376.32	
1730	ACCURATE APPRAISAL L	3363	ASSESSMENT SVCS.	1	03/10/2021	26,000.00	.00	26,000.00	03/19/2021
Total 1730:						26,000.00	.00	26,000.00	
1896	NAPA AUTO PARTS	764204	VEHICLE PARTS	1	03/04/2021	25.34	.00	25.34	03/19/2021
		764204	VEHICLE PARTS	2	03/04/2021	6.91	.00	6.91	03/19/2021
		764204	VEHICLE PARTS	3	03/04/2021	6.91	.00	6.91	03/19/2021
		764204	VEHICLE PARTS	4	03/04/2021	6.91	.00	6.91	03/19/2021
		765398	VEHICLE PARTS	1	03/11/2021	6.40	.00	6.40	03/19/2021
		765398	VEHICLE PARTS	2	03/11/2021	6.40	.00	6.40	03/19/2021
		765398	VEHICLE PARTS	3	03/11/2021	6.40	.00	6.40	03/19/2021
		765398	VEHICLE PARTS	4	03/11/2021	23.46	.00	23.46	03/19/2021
		766091	VALVE TURNER	1	03/16/2021	2.22	.00	2.22	03/19/2021
		766091	VALVE TURNER	2	03/16/2021	2.22	.00	2.22	03/19/2021
		766091	VALVE TURNER	3	03/16/2021	2.22	.00	2.22	03/19/2021
		766091	VALVE TURNER	4	03/16/2021	8.17	.00	8.17	03/19/2021
Total 1896:						103.56	.00	103.56	
1904	HUMPHREY SERVICE PA	1234752	VEHICLE PARTS	1	02/25/2021	9.44	.00	9.44	03/19/2021
		1234752	VEHICLE PARTS	2	02/25/2021	9.44	.00	9.44	03/19/2021
		1234752	VEHICLE PARTS	3	02/25/2021	9.44	.00	9.44	03/19/2021
		1234752	VEHICLE PARTS	4	02/25/2021	34.63	.00	34.63	03/19/2021
		1235142	VEHICLE PARTS	1	03/02/2021	18.74	.00	18.74	03/19/2021
		1235142	VEHICLE PARTS	2	03/02/2021	18.73	.00	18.73	03/19/2021
		1235142	VEHICLE PARTS	3	03/02/2021	18.73	.00	18.73	03/19/2021
		1235142	VEHICLE PARTS	4	03/02/2021	68.70	.00	68.70	03/19/2021
Total 1904:						187.85	.00	187.85	
1921	FRONTIER	022221	LIBRARY PHONE	1	02/22/2021	73.21	.00	73.21	03/15/2021
Total 1921:						73.21	.00	73.21	
1941	MIDWEST TRAILER SALE	1107478-00	BOAT LIGHT	1	03/12/2021	17.71	.00	17.71	03/19/2021
Total 1941:						17.71	.00	17.71	
1989	CORPORATE BUSINESS	28903099	COPIER LEASE	1	03/08/2021	279.50	.00	279.50	03/19/2021
		28918693	COPIER LEASE	1	03/09/2021	51.36	.00	51.36	03/15/2021
		28918693	COPIER LEASE	2	03/09/2021	14.00	.00	14.00	03/15/2021
		28918693	COPIER LEASE	3	03/09/2021	14.00	.00	14.00	03/15/2021
		28918693	COPIER LEASE	4	03/09/2021	14.00	.00	14.00	03/15/2021
Total 1989:						372.86	.00	372.86	
2008	THE HOMESTEADER'S S	76576	MOWER PARTS - TM10	1	03/05/2021	152.38	.00	152.38	03/19/2021
		76576	MOWER PARTS - TM10	2	03/05/2021	41.56	.00	41.56	03/19/2021
		76576	MOWER PARTS - TM10	3	03/05/2021	41.56	.00	41.56	03/19/2021
		76576	MOWER PARTS - TM10	4	03/05/2021	41.56	.00	41.56	03/19/2021
Total 2008:						277.06	.00	277.06	
2042	THOMSON REUTERS	843957119	WEST INFORMATION CH	1	03/01/2021	185.96	.00	185.96	03/19/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 2042:						185.96	.00	185.96	
2058	MICROMARKETING LLC	836976	ADULT AUDIO BOOKS	1	01/19/2021	39.99	.00	39.99	03/19/2021
		840713	ADULT AUDIO BOOKS	1	02/23/2021	45.00	.00	45.00	03/19/2021
Total 2058:						84.99	.00	84.99	
2082	NASSCO INC	S2729790.00	CLEANING SUPPLIES	1	03/04/2021	77.70	.00	77.70	03/19/2021
		S2730998.00	PARK SUPPLIES	1	03/05/2021	302.86	.00	302.86	03/19/2021
Total 2082:						380.56	.00	380.56	
2216	ANDRES MEDICAL	251184	FEBRUARY COLLECTION	1	03/12/2021	1,666.52	.00	1,666.52	03/19/2021
Total 2216:						1,666.52	.00	1,666.52	
9140	TRITECH FORENSICS IN	416100	INVESTIGATION SUPPLIE	1	03/05/2021	131.29	.00	131.29	03/19/2021
Total 9140:						131.29	.00	131.29	
9151	PAGE PRODUCTION	21-2	FEB SENIOR NEWS	1	01/29/2021	625.00	.00	625.00	03/19/2021
		21-3	MARCH SENIOR NEWS	1	02/24/2021	543.00	.00	543.00	03/19/2021
Total 9151:						1,168.00	.00	1,168.00	
14105	BEATTY, MICHAEL & JEA	031821	MMSD SALT SAVER REIM	1	03/18/2021	200.00	.00	200.00	03/19/2021
Total 14105:						200.00	.00	200.00	
16234	GALLS, LLC	017703117	UNIFORMS	1	02/20/2021	87.00	.00	87.00	03/19/2021
Total 16234:						87.00	.00	87.00	
16237	STOPSTICK, LTD	0019881-IN	SUPPLIES	1	02/23/2021	628.00	.00	628.00	03/19/2021
Total 16237:						628.00	.00	628.00	
16241	WI DEPT OF JUSTICE	L1373T-0228	BACKGROUND CHECKS	1	02/28/2021	21.00	.00	21.00	03/19/2021
Total 16241:						21.00	.00	21.00	
16247	CITY TREASURER	71006-03052	STORMWATER CHARGE	1	03/05/2021	24.23	.00	24.23	03/15/2021
Total 16247:						24.23	.00	24.23	
16257	CORPORATE BUSINESS	294781	COPIER LEASE	1	03/01/2021	5.54	.00	5.54	03/15/2021
		294782	COPIER LEASE	1	03/01/2021	92.53	.00	92.53	03/15/2021
		295000	PW COLOR COPY OVER	1	03/03/2021	68.54	.00	68.54	03/15/2021
		295000	PW COLOR COPY OVER	2	03/03/2021	68.54	.00	68.54	03/15/2021
		295000	PW COLOR COPY OVER	3	03/03/2021	68.55	.00	68.55	03/15/2021
Total 16257:						303.70	.00	303.70	
16267	WARREN, BRAD	BW021221	PLOWING MEALS	1	02/12/2021	54.92	.00	54.92	03/19/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16267:						54.92	.00	54.92	
16337	CARL F STATZ & SONS IN	11853	T3 - TRACTOR PARTS	1	03/11/2021	9.30	.00	9.30	03/19/2021
		11853	T3 - TRACTOR PARTS	2	03/11/2021	9.30	.00	9.30	03/19/2021
		11853	T3 - TRACTOR PARTS	3	03/11/2021	9.30	.00	9.30	03/19/2021
		11853	T3 - TRACTOR PARTS	4	03/11/2021	34.10	.00	34.10	03/19/2021
Total 16337:						62.00	.00	62.00	
16357	PROTECTION TECHNOL	21926	FIRE ALARM MONITORIN	1	03/04/2021	375.00	.00	375.00	03/19/2021
Total 16357:						375.00	.00	375.00	
16384	SUETTINGER, CASSAND	CS031221	MILEAGE - ELECTION RE	1	03/12/2021	10.08	.00	10.08	03/19/2021
		CS031221	MENARDS - BREAKROO	2	03/12/2021	73.88	.00	73.88	03/19/2021
		CS031221	CAFE - HIRING PANEL FO	3	03/12/2021	16.75	.00	16.75	03/19/2021
Total 16384:						100.71	.00	100.71	
16399	UNIVERSITY TOWING SE	21-6859	TOWING	1	03/08/2021	350.00	.00	350.00	03/19/2021
Total 16399:						350.00	.00	350.00	
16545	DEPT OF SAFETY AND P	022821	FIRE ALARM REVIEW	1	02/28/2021	65.00	.00	65.00	03/19/2021
Total 16545:						65.00	.00	65.00	
16625	CINTAS FIRE 636525	OF39034785	YOUTH CENTER FIRE PR	1	03/02/2021	878.00	.00	878.00	03/19/2021
Total 16625:						878.00	.00	878.00	
16640	TOP PACK DEFENSE LLC	5757	MILLER - UNIFORM ALLO	1	02/27/2021	213.59	.00	213.59	03/19/2021
		5761	UNIFORM ALLOWANCE-S	1	02/27/2021	28.79	.00	28.79	03/19/2021
		5774	UNIFORM ALLOWANCE-T	1	02/23/2021	167.99	.00	167.99	03/19/2021
Total 16640:						410.37	.00	410.37	
16802	ALTEC INDUSTRIES, INC	8277457	NEW BUCKET TRUCK	1	03/06/2020	91,398.00	.00	91,398.00	03/19/2021
Total 16802:						91,398.00	.00	91,398.00	
16841	WRIGHT WORLD SPORT	2215	UNIFORMS	1	02/26/2021	1,118.00	.00	1,118.00	03/19/2021
Total 16841:						1,118.00	.00	1,118.00	
16850	BOB'S LIQUOR	030821	RESTITUTION - R BROW	1	03/08/2021	161.94	.00	161.94	03/19/2021
Total 16850:						161.94	.00	161.94	
16923	PERFECT TYPE & PRINT,	33439	ENVELOPES-EVIDENCE	1	02/25/2021	67.00	.00	67.00	03/19/2021
Total 16923:						67.00	.00	67.00	
16947	WALLACE, BRYAN	BW030121	WALLACE - UNIFORM AL	1	03/01/2021	165.21	.00	165.21	03/19/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16947:						165.21	.00	165.21	
17051	UW HEALTH - EEC	9563	HEALTH CARE PROVIDE	1	03/05/2021	35.00	.00	35.00	03/19/2021
Total 17051:						35.00	.00	35.00	
17084	AMAZON CAPITAL SERVI	16CV-DR9J-	DVDS & CDS	1	03/09/2021	19.98	.00	19.98	03/19/2021
		1FH6-PKW9-	PARKS SUPPLIES	1	03/18/2021	46.28	.00	46.28	03/19/2021
		1GY3-PHPT-	OFFICE SUPPLIES	1	02/25/2021	88.36	.00	88.36	03/19/2021
		1KCD-KHHR	OFFICE SUPPLIES	1	03/17/2021	17.56	.00	17.56	03/19/2021
		1KL1-PMK6-	PAPER	1	02/28/2021	39.32	.00	39.32	03/19/2021
		1L7J-R3CM-	JUVENILE BOOKS	1	03/10/2021	49.48	.00	49.48	03/19/2021
		1QDP-M3JK-	OFFICE SUPPLIES	1	03/04/2021	5.69	.00	5.69	03/19/2021
		1QDP-M3JK-	OFFICE SUPPLIES	2	03/04/2021	5.69	.00	5.69	03/19/2021
		1QDP-M3JK-	OFFICE SUPPLIES	3	03/04/2021	5.69	.00	5.69	03/19/2021
		1QDP-M3JK-	OFFICE SUPPLIES	4	03/04/2021	20.89	.00	20.89	03/19/2021
		1RJJ-MVLG-	OFFICE SUPPLIES	1	03/14/2021	13.18	.00	13.18	03/19/2021
		1RJJ-MVLG-	OFFICE SUPPLIES	2	03/14/2021	3.60	.00	3.60	03/19/2021
		1RJJ-MVLG-	OFFICE SUPPLIES	3	03/14/2021	3.60	.00	3.60	03/19/2021
		1RJJ-MVLG-	OFFICE SUPPLIES	4	03/14/2021	3.60	.00	3.60	03/19/2021
Total 17084:						322.92	.00	322.92	
17092	GENERAL ENGINEERING	25	BUILDING INSPECTION S	1	03/05/2021	7,294.84	.00	7,294.84	03/19/2021
Total 17092:						7,294.84	.00	7,294.84	
17187	B&H PHOTO	185242965	COMPUTER MONITOR R	1	02/22/2021	96.51	.00	96.51	03/19/2021
		185908041	EQUIPMENT CASES	1	03/08/2021	225.84	.00	225.84	03/19/2021
Total 17187:						322.35	.00	322.35	
17196	ASSOCIATED TRUST CO	021921-99G	TID5 INTEREST PAYMEN	1	02/19/2021	13,590.00	.00	13,590.00	03/19/2021
Total 17196:						13,590.00	.00	13,590.00	
17232	APG OF SOUTHERN WIS	24777-0221	HIRING - PW/SUMMER/P	1	02/28/2021	1,778.00	.00	1,778.00	03/19/2021
		24777-0221	OUTLOOK	2	02/28/2021	1,532.00	.00	1,532.00	03/19/2021
		24777-0221	OUTLOOK	3	02/28/2021	153.20	.00	153.20	03/19/2021
		24777-0221	OUTLOOK	4	02/28/2021	153.20	.00	153.20	03/19/2021
		24777-0221	OUTLOOK	5	02/28/2021	612.80	.00	612.80	03/19/2021
		24777-0221	OUTLOOK	6	02/28/2021	612.80	.00	612.80	03/19/2021
		28886-0221	AD FOR BIDS - CTH MN/B	1	02/28/2021	98.90	.00	98.90	03/19/2021
		28886-0221	PLAN PUBLIC HEARING -	2	02/28/2021	82.58	.00	82.58	03/19/2021
		28886-0221	PUBLIC INFO MTG - 2024	3	02/28/2021	97.94	.00	97.94	03/19/2021
		28886-0221	ORD 2021-02	4	02/28/2021	16.55	.00	16.55	03/19/2021
		28886-0221	VILLAGE BOARD MINUTE	5	02/28/2021	193.89	.00	193.89	03/19/2021
		28886-0221	RES 2021-05	6	02/28/2021	20.30	.00	20.30	03/19/2021
		28886-0221	ADS FOR BIDS - STW/ST	7	02/28/2021	100.82	.00	100.82	03/19/2021
		28886-0221	PUBLIC TEST	8	02/28/2021	9.58	.00	9.58	03/19/2021
		28886-0221	TYPE D NOTICE	9	02/28/2021	22.98	.00	22.98	03/19/2021
Total 17232:						5,485.54	.00	5,485.54	
17427	SOLVIT INC	53912	LAUNDRY SOAP - TURN	1	03/05/2021	129.00	.00	129.00	03/19/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17427:						129.00	.00	129.00	
17428	IGL, LEE	LI022221	PLOW MEAL	1	02/22/2021	8.10	.00	8.10	03/19/2021
Total 17428:						8.10	.00	8.10	
17461	KIESLER POLICE SUPPL	IN158435	AMMUNITION-BEAN BAG	1	02/15/2021	284.00	.00	284.00	03/19/2021
Total 17461:						284.00	.00	284.00	
17488	DOG WASTE DEPOT	398260	DOG WASTE BAGS	1	03/18/2021	299.90	.00	299.90	03/19/2021
Total 17488:						299.90	.00	299.90	
17491	THE RISELING GROUP, L	21-010	2021 POLICE CHIEF REC	1	03/07/2021	7,350.00	.00	7,350.00	03/19/2021
		21-012	2021 POLICE CHIEF REC	1	03/13/2021	4,200.00	.00	4,200.00	03/19/2021
Total 17491:						11,550.00	.00	11,550.00	
17516	TLC - BASS CREEK	011121	2021 EASTSIDE SANITAR	1	01/11/2021	9,100.00	.00	.00	Multiple
		011121	2021 EASTSIDE SANITAR	2	01/11/2021	9,100.00-			
Total 17516:						.00	.00	.00	
17569	MCFARLAND ACE HARD	000215/1	MUNICIPAL CENTER BUI	1	03/05/2021	1.35	.00	1.35	03/19/2021
		000215/1	MUNICIPAL CENTER BUI	2	03/05/2021	1.35	.00	1.35	03/19/2021
		000215/1	MUNICIPAL CENTER BUI	3	03/05/2021	1.35	.00	1.35	03/19/2021
		000215/1	MUNICIPAL CENTER BUI	4	03/05/2021	4.94	.00	4.94	03/19/2021
		000223/1	PARKS SUPPLIES	1	03/05/2021	2.48	.00	2.48	03/19/2021
		000257/1	YOUTH CENTER BUILDIN	1	03/09/2021	5.12	.00	5.12	03/19/2021
		000263/1	MUNICIPAL CENTER BUI	1	03/09/2021	1.21	.00	1.21	03/19/2021
		000263/1	MUNICIPAL CENTER BUI	2	03/09/2021	1.21	.00	1.21	03/19/2021
		000263/1	MUNICIPAL CENTER BUI	3	03/09/2021	1.21	.00	1.21	03/19/2021
		000263/1	MUNICIPAL CENTER BUI	4	03/09/2021	4.44	.00	4.44	03/19/2021
		000268/1	PW SHOP SUPPLIES	1	03/10/2021	3.24	.00	3.24	03/19/2021
		000268/1	PW SHOP SUPPLIES	2	03/10/2021	3.24	.00	3.24	03/19/2021
		000268/1	PW SHOP SUPPLIES	3	03/10/2021	3.24	.00	3.24	03/19/2021
		000268/1	PW SHOP SUPPLIES	4	03/10/2021	11.87	.00	11.87	03/19/2021
		000269/1	PARKS SUPPLIES	1	03/10/2021	4.29	.00	4.29	03/19/2021
		000282/1	DISCONNECT	1	03/11/2021	2.51	.00	2.51	03/19/2021
		000301/1	PARKS SUPPLIES DOG P	1	03/15/2021	15.29	.00	15.29	03/19/2021
		000303/1	PW SHOP SUPPLIES	1	03/15/2021	19.52	.00	19.52	03/19/2021
		000303/1	PW SHOP SUPPLIES	2	03/15/2021	5.33	.00	5.33	03/19/2021
		000303/1	PW SHOP SUPPLIES	3	03/15/2021	5.33	.00	5.33	03/19/2021
		000303/1	PW SHOP SUPPLIES	4	03/15/2021	5.33	.00	5.33	03/19/2021
		000311/1	PARKS SUPPLIES	1	03/15/2021	7.73	.00	7.73	03/19/2021
		000312/1	PW VALVE TURNER	1	03/15/2021	6.50	.00	6.50	03/19/2021
		000312/1	PW VALVE TURNER	2	03/15/2021	1.78	.00	1.78	03/19/2021
		000312/1	PW VALVE TURNER	3	03/15/2021	1.78	.00	1.78	03/19/2021
		000312/1	PW VALVE TURNER	4	03/15/2021	1.78	.00	1.78	03/19/2021
		000315/1	PW SHOP SUPPLIES	1	03/16/2021	35.98	.00	35.98	03/19/2021
		000315/1	PW SHOP SUPPLIES	2	03/16/2021	9.82	.00	9.82	03/19/2021
		000315/1	PW SHOP SUPPLIES	3	03/16/2021	9.82	.00	9.82	03/19/2021
		000315/1	PW SHOP SUPPLIES	4	03/16/2021	9.82	.00	9.82	03/19/2021
		000316/1	PW SHOP SUPPLIES	1	03/16/2021	1.52	.00	1.52	03/19/2021
		000316/1	PW SHOP SUPPLIES	2	03/16/2021	.41	.00	.41	03/19/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		000316/1	PW SHOP SUPPLIES	3	03/16/2021	.42	.00	.42	03/19/2021
		000316/1	PW SHOP SUPPLIES	4	03/16/2021	.42	.00	.42	03/19/2021
		000323/1	PW TRUCK #9	1	03/17/2021	1.97	.00	1.97	03/19/2021
		000323/1	PW TRUCK #9	2	03/17/2021	.54	.00	.54	03/19/2021
		000323/1	PW TRUCK #9	3	03/17/2021	.54	.00	.54	03/19/2021
		000323/1	PW TRUCK #9	4	03/17/2021	.54	.00	.54	03/19/2021
		000343/1	PW SHOP SUPPLIES	1	03/18/2021	2.02	.00	2.02	03/19/2021
		000343/1	PW SHOP SUPPLIES	2	03/18/2021	2.02	.00	2.02	03/19/2021
		000343/1	PW SHOP SUPPLIES	3	03/18/2021	2.02	.00	2.02	03/19/2021
		000343/1	PW SHOP SUPPLIES	4	03/18/2021	7.42	.00	7.42	03/19/2021
Total 17569:						208.70	.00	208.70	
17577	BKS EXCAVATION, INC	030821-PAY	PAYAPP2 - EASTSIDE INT	1	03/08/2021	91,300.70	.00	91,300.70	03/19/2021
Total 17577:						91,300.70	.00	91,300.70	
17578	ILLINGWORTH-KILGUST	930019047	HVAC REPAIR	1	02/22/2021	617.11	.00	617.11	03/19/2021
Total 17578:						617.11	.00	617.11	
17588	SPRINGSHARE, LLC	21-A1189	STAFF SCHEDULING SO	1	03/02/2021	699.00	.00	699.00	03/19/2021
Total 17588:						699.00	.00	699.00	
17589	HUSTAD, DAVID	030421	OVERPAYMENT ON CITA	1	03/04/2021	178.00	.00	178.00	03/19/2021
Total 17589:						178.00	.00	178.00	
17592	MEYERS, MARV	031821	MMSD SALT SAVER REIM	1	03/18/2021	200.00	.00	200.00	03/19/2021
Total 17592:						200.00	.00	200.00	
17593	FORCE AMERICA DISTRI	001-1524760	TRUCK 7 MAINTENANCE	1	03/17/2021	99.61	.00	99.61	03/19/2021
		001-1524760	TRUCK 7 MAINTENANCE	2	03/17/2021	27.17	.00	27.17	03/19/2021
		001-1524760	TRUCK 7 MAINTENANCE	3	03/17/2021	27.17	.00	27.17	03/19/2021
		001-1524760	TRUCK 7 MAINTENANCE	4	03/17/2021	27.17	.00	27.17	03/19/2021
		001-1524776	TRUCK 4 MAINTENANCE	1	03/18/2021	720.51	.00	720.51	03/19/2021
		001-1524776	TRUCK 4 MAINTENANCE	2	03/18/2021	196.51	.00	196.51	03/19/2021
		001-1524776	TRUCK 4 MAINTENANCE	3	03/18/2021	196.51	.00	196.51	03/19/2021
		001-1524776	TRUCK 4 MAINTENANCE	4	03/18/2021	196.51	.00	196.51	03/19/2021
Total 17593:						1,491.16	.00	1,491.16	
Grand Totals:						350,958.32	.00	350,958.32	

Report Criteria:

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
03/13/2021	CDPT	03/19/2021		FIRE FIGHTERS LOCAL 3	8	88.57
03/13/2021	CDPT	03/19/2021		WI SCTF	5	207.89
03/13/2021	CDPT	03/19/2021		WPPA TREASURER	8	10.50

PAYROLL RELATED

\$306.76

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, March 22, 2021

SECTION: Business

DEPARTMENT: Outreach

CONTACT: Katie Gletty-Syoen

AGENDA ITEM: Presentation regarding the 2021 Community Service Day.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Volunteer Committee has been working on hosting Community Service Day in 2021. The Volunteer Coordinator will be present to go over this planning effort, and what steps are being taken to conduct the event safely under Health Department guidelines and restrictions.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion only. No action needed with this item.

ATTACHMENTS:

None

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 22, 2021

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion regarding a Tax Increment Financing Development Incentives Application by Dan & Meg Chin – 5411 Bashford LLC, for 5411 Bashford Street, Tax Increment District #4.

PREVIOUS ACTION:

November 4, 2020 pre-application meeting with CDA

November 16, 2020 pre-application meeting with Plan Commission

March 3, 2021 CDA unanimously recommends a Tax Increment Financing Development Incentive of \$160,000, payable upon building occupancy, plus donation of the land valued at \$60,000, for a total incentive of \$220,000. Note, as part of the recommendation the CDA removed \$20,000 from the "But For TIF Eligible Cost Estimates" for the line item Apt. Finishes Upgrade and added \$8,000 to the line item Apt. Exterior Materials Upgrade, for a grand total of \$160,000.

March 15, 2021 Plan Commission approves the Conditional Use Permit and Site/Design Review Permit.

ISSUE SUMMARY:

Dan & Meg Chin (5411 Bashford LLC, Dan Chin Homes), have submitted a Tax Increment Financing (TIF) Development Incentives Application, Conditional Use Permit, and Site Design Review Permit regarding their desire to acquire 5411 Bashford Street from the Village and construct a new mixed-use building. The property is zoned C-C Central Commercial. The purpose of the C-C District is to accommodate those retail, service, and office uses characteristic of the original downtown area of McFarland. The property is also in TID #4 and was acquired by the Village in 2017 for the purpose of blight elimination and redevelopment to a higher and better use. The Village previously invested about \$60K in the purchase and clean-up of the property, including building demolition and removal of an underground tank in 2018. With removal of the tank, the WDNR has given the property a No Action Required (NAR) determination.

The packet includes a copy of the Chin's TIF Development Incentives Application and their associated site and building design plans. The ground floor would consist of 3,316 total square feet. Dan Chin Homes would occupy the larger commercial unit (2,060 SF) and there would be a second smaller commercial unit (563 SF) available for lease (tenant TBD). The second floor of the building would consist of three two-bedroom apartments. The Chin's TIF application is for \$160,000 in TIF support plus donation of the land, valued at \$60,000. The packet includes a proforma analysis and a review of the request based on the criteria in the Village's TIF Development Incentives Policy Manual. One of the 15 development incentive evaluation



criteria remain unmet with a second conditionally met. These are addressed under the Financial/Budget Impact portion of the staff report. Note, since the original submittal of the TIF Development Incentives Application to the CDA, the Chin's have submitted a revised list of "But For TIF Eligible Costs Estimate dated 3-18-21" for the Village Board's consideration to include an additional request of \$11,740 (\$171,740 +\$60K land) based on additional site construction costs added through the Plan Commission's conditions of approval for the Site Design Permit.

There are several site and building design challenges associated with this project, which directly relate to the request for TIF assistance, including stormwater management, site utility relocations, high quality exterior building materials, and lot configuration issues. The proposed building would encroach the right-of-way (ROW) along Johnson Street. In addition, there is an existing sanitary sewer main within the ROW of Johnson Street, outside of the existing curb that connects to an existing man-hole on Bashford Street. The proposed building would also encroach on the existing sanitary main. To address these site constraints, the applicants desire to have the Village vacate a portion of the ROW along Johnson Street to the property to enlarge the parcel size. In addition, the applicants propose relocating the existing sanitary sewer main closer to the existing curb along Johnson Street. Based on Dane County online parcel mapping, the existing ROW along Johnson Street was thought to be approximately 100 feet wide at the intersection with Bashford Street, tapering to 51 feet wide at the southeast corner (rear) of the property. However, upon further research, the Dane County online parcel mapping is inaccurate. This portion of the Village was platted in 1951, with Johnson Street having a 50 foot wide ROW. Sometime between 1968 and 1974, the Village paved Johnson Street to its approximate current alignment, angling the road south to better align with Milwaukee Street.

When the roadway was realigned the Village did not adjust the dedicated ROW, possibly because the Village was the owner of the property to the south (Conrad Elvehjem School) at that time. Therefore, the actual ROW has remained unchanged from the 1951 plat. In order to vacate a portion of the ROW adjacent to 5411 Bashford Street a portion of Conrad Elvehjem parcel will need to be dedicated by the McFarland School District in order to maintain a code compliant ROW. Page 8 of 8 of the site plans illustrates the various ROW dedications and vacations proposed to enable construction of the mixed-use building. The site plan identifies a proposed ROW of at least 60 feet. This conforms to the minimum ROW width of the Village's Subdivision Code for local streets. The Director has spoken with Jeff Mahoney of the School District regarding dedication of the ROW. Mr. Mahoney was in concurrence that the ROW along Johnson Street and Creamery Road should be cleaned-up based on the as-built conditions. This will require a dedication deed approved by the McFarland School Board, as prepared by the Village Attorney.

The project as proposed needs several plan and permit approvals including:

- TIF Development Incentives Application. Requests for TIF assistance require the review and recommendation of a TIF Development Incentives Application by the CDA (March 3rd, 2021) and approval by the Village Board (March 22nd, 2021).
- Conditional Use Permit. Residential units in the C-C District require approval of a CUP from the Plan Commission. Said permit conditionally approved at the March 15th, 2021 Plan Commission meeting.



- Site/Design Permit. The project requires approval of a site/design review permit from the Plan Commission. Said permit conditionally approved at the March 15th, 2021 Plan Commission meeting.
- Dedication of Right-of-Way adjacent to 6009 Johnson Street. This requires a dedication deed approved by the McFarland School Board (tentatively scheduled for April 19th, 2020).
- Vacation and Dedication of the Right-of-Way adjacent to 5411 Bashford Street. This requires completion of several steps including recording a Lis Pendens, public hearing and resolution approved by the Village Board.
- Real Estate Acquisition & Development Agreement. Before TIF development incentives can be paid, a development agreement is required to be approved by the Village Board. If the Village Board moves to approve the requested TIF application, the Village Attorney will draft a real estate acquisition and development agreement for recommendation by the CDA to the Village Board for approval.

FINANCIAL/BUDGET IMPACT:

The applicant has estimated a total project budget of \$1,492,000 (revised to \$1,503,740 on 3-18-21). The applicant estimates a property assessment value of \$1,110,000 upon project completion, effective January 1, 2022. A building of this value would generate an estimated growth in the value of the property of \$1,035,100, subtracting the value of the property at the time of TID creation (\$74,900), and \$20,133 in annual tax increment beginning in year 2023; with a total estimated tax increment collection of \$241,595 prior to closure of TID #4, assuming no changes in the property valuation or tax rate. The proforma in the packet assumes the Village advances the \$160,000 incentive requested from TID #3 at zero interest. Note, the Village can also donate the funds from TID #3 to TID #4 as TID #3 is established as a "donor TID" to TID #4.

The packet includes a review of the request based on the criteria in the Village's TIF Development Incentives Policy Manual. One of the 15 development incentive evaluation criteria remain unmet with two others conditionally met:

- Financial Capability Criteria. The applicant is proposing to provide 12.06% of the project financing through personal equity, 73.19% through a commercial loan, and 14.75% through TIF incentive and land donation. The TIF Policy Manual provides a guideline of 15% personal equity.
- Payback Period Criteria. The TIF Policy Manual provides that the TID should recoup the development incentive within 12 years of tax increment collection, and no longer then the year in which the TID terminates, for those projects seeking funding at project occupancy. As proposed, the project would require 12 years of tax increment collection to recoup the development incentive costs. However, this assumes there is no interest charged on the advance of funds from TID #3 to TID #4 for the requested \$160,000 tax increment loan. If interest was assessed on the advance at a rate of 3%, the TIF request would need to be lowered to \$140,000 in order to meet this criteria. The payback period evaluation includes the Village's costs to acquire and clean-up the property in addition to



the \$160,000 tax increment loan. Note, if the amount of the TIF incentive is increased to \$171,740, the payback period would increase to 13 years, with a net increment to the TID of \$9,855 vs. \$21,595 at the previous \$160,000 incentive.

The Village Board has the discretion to grant exceedances to the criteria for projects deemed to be in the best interest of the Village.

In addition to the increased property tax revenue, the project will generate additional revenues through various park, library, and water impact fees estimated at \$15,781, plus associated building permit fees.

VILLAGE PLAN REFERENCE:

The property is identified within the Downtown future land use category within the Village's 2017 Comprehensive Plan. Figure 4.1 of the plan, provides a general description of preferred land uses including commercial services, retail, restaurants, lodging, office, multiple family residential (mainly in upper stories), and institutional including on site and/or buildings that mix uses. Figure 4.1 further recommends development policies including arranging uses in a bike and pedestrian oriented environment with off- and on-street parking; minimal building setbacks; and building materials, designs, placement, and scale that are compatible with existing development form. The project also supports the following plan policies and objectives:

- Actively promoting infill development and redevelopment where opportunities present themselves, particularly for underutilized properties along Terminal and Triangle Drive, Highway 51, Farwell Street, and the downtown area.
- Preserve and enhance the historic character of the downtown and older Village neighborhoods, while encouraging compatible infill, redevelopment, and rehabilitation of buildings and sites.
- Proactively work to retain and grow existing businesses.
- Guide new Village housing to planned neighborhoods and mixed use areas with convenient access to commercial and recreational facilities, transportation, schools, shopping, services, and jobs.

Over the past couple of years the CDA has discussed various potential future uses of the property including for a single family home, duplex, commercial or mixed-uses. The property is also within the Village's Redevelopment District No. 2 Plan adopted in 2010. The plan identified the property, along with the adjacent 5407 Bashford Street parcel, for potential residential redevelopment for four townhouse units. More recent discussions by the CDA have indicated a preference for mixed-use development on the site, consistent with the 2017 Comprehensive Plan and C-C Zoning. Last year the Village Board authorized an offer to purchase 5407 Bashford Street but the Village was unable to come to agreeable terms with the property owner which would have enabled the Village to combine the two properties to create a larger redevelopment site. The Chins also considered the acquisition of 5407 Bashford Street but opted against making an offer after discussions with the owner and revisiting their own desired development plans.

**ORDINANCE REFERENCE:**

Sec. 56-140, Specifications for Preparation, Construction and Dedication of Streets and Roads
Sec. 62-71, Commercial District Permitted Uses
Sec. 62-72, Bulk Standards for Commercial Districts
Sec. 62-311, Site/Design Review
TID #4 Design Guidelines

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The CDA unanimously recommended a Tax Increment Financing Development Incentive of \$160,000, payable upon building occupancy, plus donation of the land valued at \$60,000, for a total incentive of \$220,000. If the Village Board moves to approve the TIF Development Incentive Application, recommended conditions of approval include:

1. Vacation and dedication of the right-of-way adjacent to 5411 Bashford Street, as contemplated on the Right-Of-Way Adjustment Map, page 8 of 8 of the site plan submittal, to be approved by the Village Board.
2. Dedication of the right-of-way adjacent to 6009 Johnson Street, as contemplated on the Right-Of-Way Adjustment Map, page 8 of 8 of the site plan submittal, to be approved by the McFarland School Board.
3. Approval of a real estate acquisition and development agreement to be approved by the Village Board.

ATTACHMENTS:

1. 5411 Bashford-Chin Homes TIF Application-02.25.2021
2. 5411 Bashford LLC - But For TIF Cost Estimate 3-18-21
3. 5411 Bashford-Site and Building Plans-02.02.21(PDF)
4. 5411 Bashford Street - Proforma_02.25.21
5. 5411 Bashford LLC_TIF Incentives Policy Manual Evaluation_02.25.21

**TAX INCREMENT FINANCING
DEVELOPMENT INCENTIVES
APPLICATION**



Application ID: 2021 (Year) - 01 (#) to be completed by Village Community Development Director upon submittal

Please complete and submit the following information to the Village Community Development Director for a more detailed review of the feasibility of your request for Tax Incremental Financing (TIF) Development Incentives. The application is comprised of five sections: (A) Applicant Information, (B) Property Information, (C) Project/Business Information, (D) TIF Request, (E) Budget/Financing Strategy, and (F) Applicant Certification and Acknowledgement. Where there is not enough room for responses provided, please use an attachment. Where questions do not apply, mark NA (not applicable). Applicants are encouraged and may be required to submit additional information such as site plans, environmental studies, market studies, business plans, business or personal financial statements, or financial commitment letters to be included for review and consideration.

A. APPLICANT INFORMATION

Project Name: 5411 Bashford Street - Mixed Use Redevelopment

Applicant: 5411 Bashford LLC

Mailing Address: 5920 Exchange Street

Primary Contact: Meg Chin

Telephone: 608-620-4177

Email: meg@danchinhomes.com

Fax: _____

Legal Entity: ☐ Individual(s) ☐ Joint Tenants ☐ Tenants in Common
 ☐ Corporation ☒ LLC ☐ Partnership ☐ Other: _____

If not a Wisconsin corporation/partnership/LLC, state where organized: _____

Will new entity be created for ownership? ☒ No ☐ Yes

Is any owner, member, stockholder, partner, officer or director of any previously identified entities, or any member of the immediate family of any such person, an employee or elected official of the Village of McFarland?

☒ No ☐ Yes, If yes, give the name and relationship of the employee: _____

Provide the names of consultants (e.g. attorneys, engineers, planners, architects, contractors, etc.) authorized to act on behalf of the applicant.

Name	Title/Company	Email	Phone #

B. PROPERTY INFORMATION

Parcel(s) Address: 5411 Bashford Street

Parcel(s) Tax Number: 154/0610-034-0618-1

As the Applicant, are you the current owner of this parcel(s)? ☒ No ☐ Yes

If no, current owner is: Village of McFarland

If no, do you have an agreed upon option to purchase the property? ☒ No ☐ Yes (provide

documentation and note the expiration date here: _____

Total Lot Size: 9757.44 square feet

Parcel Contains Existing Buildings? ☒ No ☐ Yes

If yes, indicate Total Building Size _____ sq.ft.

Most recent property assessment (PA):

\$ 60,000 Land \$ 0 Improvements \$ _____ Total

Existing Uses: Empty Lot

Existing Zoning: C-C (Central Commercial)

Existing Uses, Adjacent Parcels: Bashford Street N R-2 S Johnson Street E C-C W

Existing Zoning, Adjacent Parcels: Bashford Street N R-2 S Johnson Street E C-C W

Will a zoning change be requested? ☐ No ☒ Yes

If yes, indicate new zoning Planned Development

Identify other approvals, permits, or licenses your project may need (e.g. County, State or Federal permits).

Village Erosion Control & Stormwater Management, Wisconsin DNR Public Sanitary Sewer

Existing Mortgage Holder: _____

Contact Person & Phone Number: _____

Does the property have any existing tax delinquencies, zoning or building violations? ☐ No ☐ Yes

If yes, explain: _____

C. PROJECT/BUSINESS INFORMATION

The proposed project is: ☐ An Improvement to Existing Business ☒ A New Business(s)
☐ Business Relocation ☒ Residential Development ☐ Other

Project Description. Include any plans or illustrations prepared for the project, if available. At a minimum, a concept plan shall be submitted with the application.

See Site Plans. Proposing two commercial units on the first floor of the development with (3) two-bedroom apartments located above the commercial space. The 1,900 sq. ft. commercial space will be leased to Dan Chin Homes. The remaining 600 sq. ft. commercial space will be leased.

Will the project incorporate any "sustainability" or "green design" concepts? Describe.

Erosion control and stormwater management requirements will be met. Permeable pavement will be installed to provide infiltration.

Current annual revenue: \$ N/A Estimated annual revenue: \$ N/A

Current annual expenses: \$ N/A Estimated annual expenses: \$ N/A

Business Plan and/or Marketing Plan attached? ☒ No ☐ Yes

Balance Sheets and Profit and Loss Statements for the past two years attached? ☐ No ☐ Yes

Describe the project schedule.

Final Plan/Specification Preparation Date: February 1, 2021

Preliminary Construction Start Date: June 1, 2021

Preliminary Construction Completion Date: November 15, 2021

Date Occupied or Opened: November 16, 2021

Number of principal buildings and estimated square footage: 3070 sf commercial, 3070 sf residential

Estimated equalized assessed valuation after project completion (EAV)

\$ 60,000 Land \$ 1,050,000 Improvements \$ 1,110,000 Total

Estimate the incremental property taxes to be generated by the project (attach any independent appraisals).

Pre-improvements: \$ 60,000 PA x .0215 Mill Rate = \$ 1,290 Total (A)

Post-improvements: \$ 1,110,000 PA x .0215 Mill Rate = \$ 23,865 Total (B)

Additional increment (B-A) = \$ 22,575

Will the proposed project result in the relocation of economic activity/businesses from another location within the Village? ☐ No ☒ Yes

If yes, discuss the nature of any anticipated relocations and the impact the relocation would have on the neighborhood where such activity is currently located.

Dan Chin Homes would relocate from 5920 Exchange Street

Will the proposed project result in the relocation of economic activity from an adjacent community?

☒ No ☐ Yes

If yes, discuss the nature of any anticipated relocations and the impact the relocation would have on the community where such activity is currently located.

Identify any proposed tenants of the project. Have leases been negotiated or signed? ☐ No ☐ Yes

(3) Two-bedroom units will be rented by qualified tenants

Who will own and operate the developed property? Dan and Meg Chin

Do similar businesses/uses already exist in McFarland?

☐ No ☒ Yes, If yes, indicate Dan Chin Homes is currently located in McFarland

Describe any differences in your proposed business/uses to existing businesses/uses

None

Current and Created Jobs by Annual Wage Range (Full Time ≥ 30 hrs/week).

\$0-\$19,000

_____ Full Time (current) _____ Part Time (current) _____ FT (created) _____ PT (created)

\$20,000-\$39,000

_____ Full Time (current) _____ Part Time (current) _____ FT (created) _____ PT (created)

\$40,000-\$59,000

4 Full Time (current) 1 Part Time (current) 2 FT (created) 2 PT (created)

\$60,000+

2 Full Time (current) _____ Part Time (current) _____ FT (created) _____ PT (created)

Average per hour wage rate of all employees (not including benefits) \$_____

Approximately what percentage of employees do you expect will be hired from the McFarland area (i.e. 53558 zip code) 70%.

Will the proposed business offer its employees a benefit package including health care and retirement benefits?

☐ No ☒ Yes

Discuss neighborhood impact/support for the project. Has the applicant discussed the project with neighboring property owners? ☒ No ☐ Yes

Discuss any history of community involvement by the applicant or business within the Village.

Founded in 2013, Dan Chin Homes is currently the #1 ranked real estate team serving the McFarland area.

Has any portion of the project already been started or completed? ☒ No ☐ Yes

If yes, describe the portions of the project completed, the work remaining, and why public financing is necessary to complete the project.

Public financing is required to overcome unique site costs to meet bank loan financing requirements.

E. PROJECT BUDGET AND FINANCIAL STRATEGY

Project Costs	Amount (\$)	Source(s) of Financing
Property Acquisition		(See Separate Cost Schedule)
Environmental testing/remediation		
Demolition		
Construction of new building(s)		
Site Improvements		
Renovation of existing structures		
Cost of installation of machinery/equipment		
Architectural/Engineering fees		
Legal & other professional fees		
Permit fees		
Financing fees		
Developer fees		
Other (please specify)		
Total Project Costs		\$1,492,000

Budget source: ☐ Developer ☒ Arch/Eng ☐ Contractor ☐ Other _____

Sources of Financing	Amount (\$)	Percent of Total Costs
TIF	160,000	10.724 %
Equity	180,000	12.064 %
Loans	1,092,000	73.190 %
Grants		%
Other (please specify)	(Land) 60,000	4.022 %
Total Project Costs		100.0 %

Lender for Project if in addition to the Village: Yet to be determined

Officer Meg Chin Phone 608-620-4177 Email meg@danchinhomes.com

Preapproved: ☒ No ☐ Yes, attach a Letter of Commitment from the Lender indicating that the applicant has sufficient financial resources to obtain the private financing for the project.

Grant Sources: N/A Grant Amount: N/A

Grant Officer: N/A Phone _____ Email _____

Application Status: _____

Date of Grant Announcement: _____

F. APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT

I acknowledge being informed that the Village of McFarland (Village) will, upon request by a member of the public or in the course of reporting its activities to the public, disclose the names of individuals requesting Tax Incremental Financing (TIF), the amount of TIF requested, state/federal programs used, if any, and the development impact of the TIF requested (e.g. jobs created, tax base impact and total project investment). I have been assured by the Village, and I understand, that other financial information provided by me in connection with this application or with assistance from the Village, if any is given (including, but not necessarily limited to business and personal financial statements, business operating statements, data on historical and projected future sales or other aspects of business performance, and business plans) will, to the extent permissible by law, and except for use in collection proceedings, if any, be treated as confidential. This will confirm that I have relied upon such assurance by the Village in providing financial information to the Village, and that, but for such assurances, such information would not be provided.

I certify that the information contained in this application is, to the best of my knowledge, true and correct. I agree to notify the Village, in writing, of any changes that materially affect the accuracy of this statement. I authorize the Village or its agents to verify the information provided in this application and to obtain additional information concerning the applicant(s) financial condition.

I certify through signing the TIF application that the final form and amount of financing the Village offers may differ from that requested. The form and amount of financing shall be finalized through the execution of a development agreement.

I certify that financial, insurance, and project assurances will be required as part of the final development agreement to be negotiated with the Village upon preliminary approval of this application. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, lien waivers for contractors, consent of mortgagee or other loan security instrument. All terms and obligations of the Village and the applicant shall be finalized through the execution of a development agreement.

I certify, by signing and submitting this application, that additional costs, above the amount of the application fee, incurred by the Village for outside professional review or expertise of this application, and any development agreement resulting from this application, will be the responsibility of the applicant. I further certify, that denial of the application or failure to reach agreement with the Village on a development agreement shall not entitle the applicant to a refund of the application fee or any amounts of the escrow used in the review of the application.

Applicant Dan and Meg Chin Title Director, Operations

Signature _____ Date _____

Return To:

Village of McFarland
Attn: Village Community Development Director
5915 Milwaukee Street
McFarland, WI 53558
P: 608-838-3153

Loan Amount & Contributions Percentage

Loan Amount Calculation

Total Costs (See Cost Schedule)	\$1,492,000
Land Donation (Village)	-\$60,000
T.I.F. "Gap Loan"	-\$160,000
Chin Downpayment	-\$180,000
Loan Amount Total:	<u>\$1,092,000</u>

Chin Contributions Percentage Calculation

Chin Downpayment	\$180,000
Total Contributions:	<u>\$180,000</u>

Chin Contributions Percentage = Total Contributions / Total Costs	<u>12.06%</u>
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Village Contributions Percentage Calculation

Land Donation (Village)	\$60,000
T.I.F. "Gap Loan"	\$160,000
Total Contributions:	<u>\$220,000</u>

Village Contributions Percentage = Total Contributions / Total Costs	<u>14.75%</u>
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**MIXED-USE
BUILDING
"But For" TIF Eligible Costs Estimate**

Description	Total
Attorney Fees (Developer Agreement and TIF Financing)	\$12,500
Engineering fees (Public Improvements)	\$7,000
Right-of-way Vacation Mapping	\$1,500
Right-of-way Expansion Mapping	\$3,000
Public Sanitary Sewer Removal and Replacement	\$35,000
6" Water Service	\$5,000
Off-site Storm Sewer	\$12,000
Permeable Pavement with Sand Fill to Suitable Soils	\$16,000
Public Street Improvements (Curb at Intersection)	\$5,000
Sidewalks (Public Right-of-way)	\$10,000
Apt. Exterior Materials Upgrade (Stone Veneer, LP Smartsiding)	\$45,000
Apt. Finishes Upgrade (Granite Counters, Stainless Steel Appliances)	\$20,000
	Total: \$172,000.00

MIXED-USE BUILDING Costs Estimate

Description	Quantity	Unit	Unit Price	Total
<u>Land Purchase</u>				
Initial Land Purchase	1	LS	\$60,000.00	\$60,000.00
<u>Permitting Item</u>				
CUP Rezoning	1	LS	\$370.00	\$370.00
Building Permit	1	LS	\$4,000.00	\$4,000.00
Erosion Control Permit	1	LS	\$1,000.00	\$1,000.00
Stormwater Management Permit	1	LS	\$1,000.00	\$1,000.00
Plumbing Fee	1	LS	\$2,500.00	\$2,500.00
HVAC Fee	1	LS	\$600.00	\$600.00
Fire Alarm and Suppression System Fee	1	LS	\$1,500.00	\$1,500.00
Engineering Review Fees	1	LS	\$5,000.00	\$5,000.00
Attorney Review Fees	1	LS	\$15,000.00	\$15,000.00
TIF Application Fee	1	LS	\$250.00	\$250.00
Site Design Fee	1	LS	\$400.00	\$400.00
Public Water	1	1 1/2 in	\$3,251.00	\$3,251.00
<u>Impact Fee</u>				
Park Fee-in-lieu	3	DU	\$2,755.26	\$8,265.78
Park Improvement	3	DU	\$990.38	\$2,971.14
Public Library	3	DU	\$431.00	\$1,293.00
<u>Transaction Fees</u>				
Bank Fee	1	LS	\$18,000.00	\$18,000.00
Appraisal Fee	1	LS	\$3,000.00	\$3,000.00
Title Fee	1	LS	\$3,000.00	\$3,000.00
Miscellaneous Closing Fees	1	LS	\$3,000.00	\$3,000.00
Construction Interest Carrying Costs Through 9/2021	1	LS	\$15,000.00	\$15,000.00
<u>Professional Items</u>				
Architect	1	LS	\$40,000.00	\$40,000.00
Structural Design	1	LS	\$8,000.00	\$8,000.00
Quam Engineering Plans Drafting and Approvals	1	LS	\$38,000.00	\$38,000.00
Quam Engineering Construction Staking and Admin.	1	LS	\$12,000.00	\$12,000.00
<u>Site Items (See Separate Schedule)</u>			\$120,000.00	\$120,000.00
<u>Building Items (Interior, Exterior, and Lighting)</u>				
Builders Contract	1	LS	\$1,060,000.00	\$1,060,000.00
Subtotal Costs:				\$1,427,400.92
Contingency (Approx. 5.5% Building and Site):				\$64,599.08
Total:				<u>\$1,492,000.00</u>

SITE COST ESTIMATE

For: 5411 Bashford Street
Mixed Use Redevelopment
McFarland, WI 53558
Proj. No. MC-40-20

Includes: Commercial with (3) Apartments

Date: February 24, 2021

To: 5411 Bashford LLC
5920 Exchange Street
McFarland, WI 53558

By: Quam Engineering
4604 Siggelkow Road
McFarland, WI 53558

Item No.	Description	Unit	Unit Price	Amount
1	Traffic Control	1 LS	\$2,000.00	\$2,000.00
2	Strip Topsoil	200 CY	\$5.00	\$1,000.00
3	Sawcut Asphalt Pavement	400 LF	\$5.00	\$2,000.00
4	Remove Existing Pavement	300 SY	\$10.00	\$3,000.00
5	Existing Curb Removal	225 LF	\$10.00	\$2,250.00
6	Existing 8" Sanitary Sewer Removal	175 LF	\$25.00	\$4,375.00
7	8" Sanitary Sewer	178 LF	\$90.00	\$16,020.00
8	4' Sanitary Sewer Manhole W/ Neenah R-1550 Casting	2 EA	\$4,000.00	\$8,000.00
9	6"x10" Tapping Valve	1 EA	\$2,500.00	\$2,500.00
10	6" Water Service	25 LF	\$80.00	\$2,000.00
11	Water Main Trench Excavation, Backfill & Compaction	25 TF	\$5.00	\$125.00
12	Core & Boot Into Existing Storm Inlet	1 EA	\$500.00	\$500.00
13	12" RCP Storm Sewer	142 LF	\$50.00	\$7,100.00
14	3' Dia. Storm Manhole W/ Neenah R-2560-E1 Casting	1 EA	\$2,100.00	\$2,100.00
15	6" Perforated PVC Storm Sewer W/ Sock	63 LF	\$15.00	\$945.00
16	4" Aggregate Base	215 SY	\$3.00	\$645.00
17	10" Aggregate Base (Beneath Asphalt)	275 SY	\$5.00	\$1,375.00
18	36" Sand Fill (Beneath Permeable Pavement)	120 CY	\$20.00	\$2,400.00
19	24" Clear Stone Base (Beneath Permeable Pavement)	75 CY	\$25.00	\$1,875.00
20	Permeable Pavement	120 SY	\$60.00	\$7,200.00
21	Concrete Sidewalk (5" Thick)	1,915 SF	\$7.00	\$13,405.00
22	Concrete Apron (7" Thick)	260 SF	\$8.00	\$2,080.00
23	18" Concrete Curb And Gutter	60 LF	\$18.00	\$1,080.00
24	30" Concrete Curb And Gutter	225 LF	\$22.00	\$4,950.00
25	1.75" Asphalt Binder Course	275 SY	\$12.00	\$3,300.00
26	1.5" Asphalt Surface Course	275 SY	\$10.00	\$2,750.00
27	Clean, Sweep & Tack Coat	275 SY	\$0.20	\$55.00
28	Asphalt Patch	300 SY	\$40.00	\$12,000.00
29	Restoration (Seed & Matting)	200 SY	\$5.00	\$1,000.00
30	Parking Lot Striping	1 LS	\$400.00	\$400.00
31	Pavement Marking Removal - Street	235 LF	\$2.00	\$470.00
32	4" Wide Yellow Paint Line (Epoxy) - Street - Centerline	30 LF	\$5.00	\$150.00
33	8" Wide White Paint Line (Epoxy) - Street - Lane Divide	50 LF	\$3.00	\$150.00
34	24" Wide White Stop Line (Epoxy) - Street	75 LF	\$16.00	\$1,200.00
35	Turn Arrow (Epoxy) - Street	2 EA	\$300.00	\$600.00
36	Landscape Trees & Shrubs	1 LS	\$4,000.00	\$4,000.00
37	Lighting	1 LS	\$5,000.00	\$5,000.00
Construction Subtotal				\$120,000.00

PROFORMA

Loan Amount

Total Costs (See Cost Schedule)	\$1,492,000
Land Donation (Village)	-\$60,000
T.I.F. "Gap Loan"	-\$160,000
Chin Downpayments	-\$180,000
Loan Amount	\$1,092,000

Sales/year

3 Apartments	\$45,000 {3 two-bedrm @ \$1250}	
Commercial Space	\$46,980 {2610 square feet @ \$18}	
Pet Fees	\$960 {2 pets at \$40/pet/month}	
Total	\$92,940 {See rent scalar}	2.00% Rent Scalar
Vacancy	-\$2,788 {Assumes 3% vacancy}	
Sales Total	\$90,151.80	

Costs/year

Interest	4.00% of loan amount
Management & Insurance	5.00% of sales amount
Maintenance	6.00% of sales amount
Property Tax	\$23,865 {2.15% of \$1,110,000 (TIF Application EAV Amount)}

Principal Projection	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Beginning Principal	\$1,092,000	\$1,079,310	\$1,064,557	\$1,047,629	\$1,028,409	\$1,006,773	\$982,594	\$955,737	\$926,064	\$893,427	\$857,673	\$818,645	\$776,175	\$730,090
Interest	\$43,680	\$43,172	\$42,582	\$41,905	\$41,136	\$40,271	\$39,304	\$38,229	\$37,043	\$35,737	\$34,307	\$32,746	\$31,047	\$29,204
Sales	-\$90,152	-\$91,955	-\$93,794	-\$95,670	-\$97,583	-\$99,535	-\$101,526	-\$103,556	-\$105,627	-\$107,740	-\$109,895	-\$112,092	-\$114,334	-\$116,621
Management (3% sales) & Insurance (2% of sales)	\$4,508	\$4,620	\$4,736	\$4,854	\$4,976	\$5,100	\$5,227	\$5,358	\$5,492	\$5,629	\$5,770	\$5,914	\$6,062	\$6,214
Maintenance (6% of sales)	\$5,409	\$5,544	\$5,683	\$5,825	\$5,971	\$6,120	\$6,273	\$6,430	\$6,590	\$6,755	\$6,924	\$7,097	\$7,275	\$7,457
Property Tax	\$23,865	\$23,865	\$23,865	\$23,865	\$23,865	\$23,865	\$23,865	\$23,865	\$23,865	\$23,865	\$23,865	\$23,865	\$23,865	\$23,865
Ending Principal	\$1,079,310	\$1,064,557	\$1,047,629	\$1,028,409	\$1,006,773	\$982,594	\$955,737	\$926,064	\$893,427	\$857,673	\$818,645	\$776,175	\$730,090	\$680,207
Principal Reduction	\$12,690	\$14,753	\$16,928	\$19,220	\$21,636	\$24,179	\$26,856	\$29,674	\$32,637	\$35,753	\$39,028	\$42,470	\$46,085	\$49,882
Return on Investment	7%	8%	9%	11%	12%	13%	15%	16%	18%	20%	22%	24%	26%	28%

**MIXED-USE
BUILDING
"But For" TIF Eligible Costs Estimate**

Updated 3-18-21 by
Applicant based on
3-15-21 Plan
Commission Site/Design
Permit conditions of
approval

Initial Items Presented to CDA

Description	Total
Attorney Fees (Developer Agreement and TIF Financing)	\$12,500
Engineering fees (Public Improvements)	\$7,000
Right-of-way Vacation Mapping	\$1,500
Right-of-way Expansion Mapping	\$3,000
Public Sanitary Sewer Removal and Replacement	\$35,000
6" Water Service	\$5,000
Off-site Storm Sewer	\$12,000
Permeable Pavement with Sand Fill to Suitable Soils	\$16,000
Public Street Improvements (Curb at Intersection)	\$5,000
Sidewalks (Public Right-of-way)	\$10,000
Apt. Exterior Materials Upgrade (Stone Veneer, LP Smartsiding)	\$45,000
Apt. Finishes Upgrade (Granite Counters, Stainless Steel Appliances)	\$20,000
Total:	\$172,000

Revised to \$53,000 by
CDA March 3rd, 2021

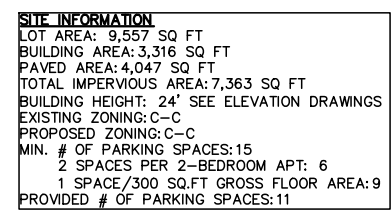
Recommended for Approval by CDA on March 3rd \$160,000

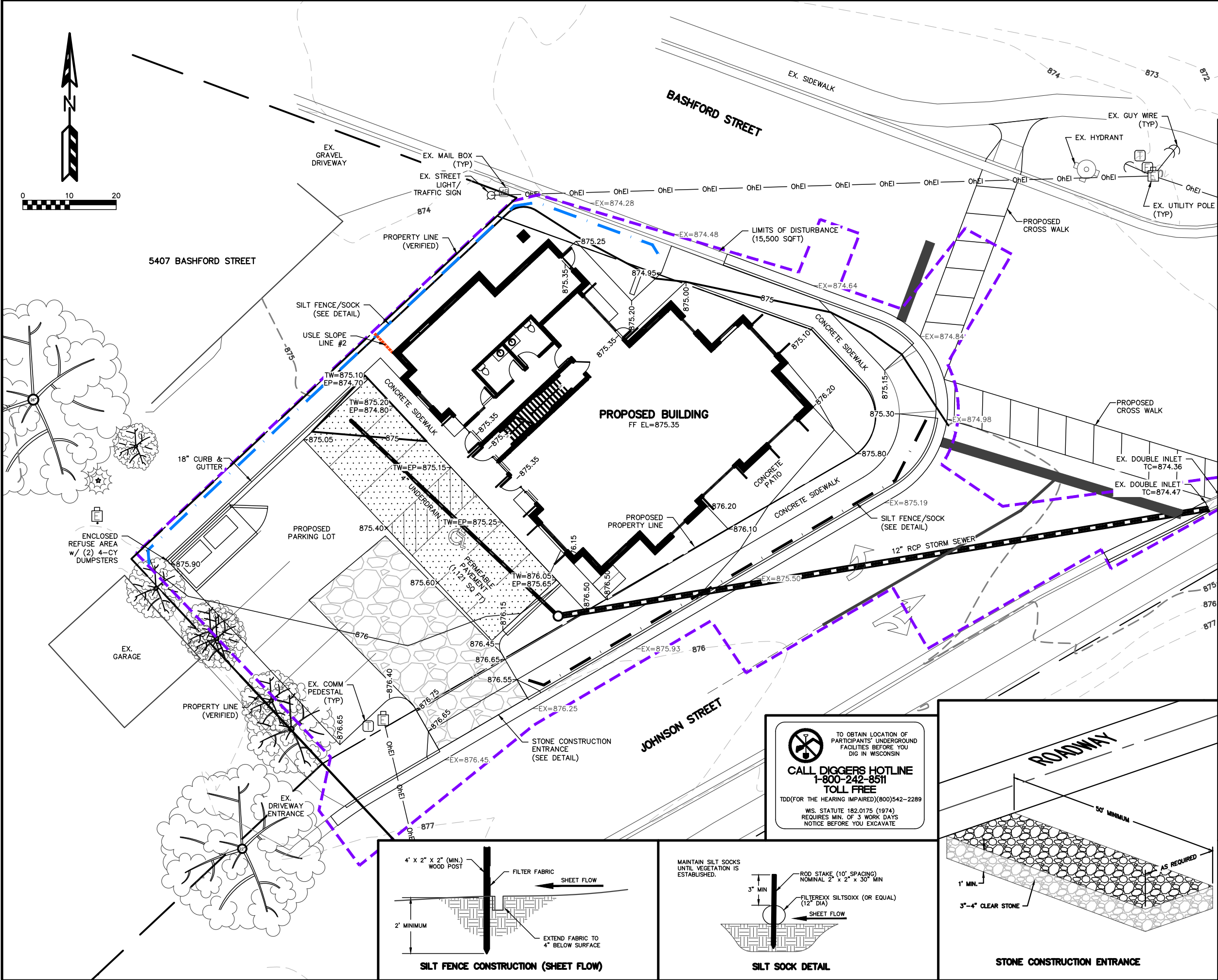
Removed by CDA
March 3rd, 2021

Additional Items Required for Plan Commission Approval

Description	Total
Additional Handicap Ramp (North of Bashford Crosswalk)	\$600
Additional Handicap Ramp (East of Johnson Crosswalk)	\$1,000
Casting Replacements (Two inlets at Handicap Ramp east of Johnson Crosswalk)	\$1,600
Additional Pavement Patching	\$4,400
Crosswalk Lines - 4" Wide White Paint Line (Epoxy)	\$620
Crosswalk Lines - 12" Wide White Paint Line (Epoxy)	\$1,520
Additional Inlet to Prevent Overflow at Permeable Pavement	\$2,000
Total:	\$11,740







EROSION NOTES:
THE STONE CONSTRUCTION ENTRANCE SHALL BE INSTALLED PRIOR TO ANY CONSTRUCTION. THE TRACKING PAD IS TO BE MAINTAINED BY THE CONTRACTOR IN A CONDITION, WHICH WILL PREVENT THE TRACKING OF MUD OR DRY SEDIMENT ONTO THE ADJACENT PUBLIC STREETS. SEDIMENT REACHING PUBLIC STREETS SHALL BE REMOVED BY STREET CLEANING (NOT HYDRAULIC FLUSHING) BEFORE THE END OF EACH WORKDAY.

EROSION CONTROL DEVICES SHALL BE INSTALLED PRIOR TO GRADING OPERATIONS AND SHALL BE PROPERLY MAINTAINED FOR MAXIMUM EFFECTIVENESS UNTIL VEGETATION IS ESTABLISHED. ALL EROSION CONTROL MEASURES AND STRUCTURES SERVING THE SITE MUST BE INSPECTED AT LEAST WEEKLY OR WITHIN 24 HOURS OF A 0.5 INCH RAIN EVENT. ALL MAINTENANCE WILL FOLLOW AN INSPECTION WITHIN 24 HOURS.

CUT AND FILL SLOPES SHALL BE NO GREATER THAN 3:1.

ALL DISTURBED AREAS MUST BE TEMPORARILY STABILIZED WITHIN 14 DAYS OF LAST ACTIVITY. ALL DISTURBED AREAS SHOULD BE STABILIZED WITHIN 7 DAYS OF FINAL GRADING.

PERIMETER CONTROL SHOULD BE INSTALLED AROUND STOCKPILES, AND STOCKPILES SHOULD BE STABILIZED THAT WILL REMAIN INACTIVE FOR 7 DAYS OR LONGER.

EROSION CONTROL IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ACCEPTANCE OF THIS PROJECT. EROSION CONTROL MEASURES AS SHOWN SHALL BE THE MINIMUM PRECAUTIONS THAT WILL BE ALLOWED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECOGNIZING AND CORRECTING ALL EROSION CONTROL PROBLEMS THAT ARE A RESULT OF CONSTRUCTION ACTIVITIES. ADDITIONAL EROSION CONTROL MEASURES, AS REQUESTED IN WRITING BY THE STATE OR LOCAL INSPECTORS, OR THE DEVELOPER'S ENGINEER, SHALL BE INSTALLED WITHIN 24 HOURS.

TIME SCHEDULE:
JUNE 1 - JUNE 15, 2021
JUNE 15 - NOVEMBER 15, 2021
NOVEMBER 10, 2021
NOVEMBER 15, 2021

INSTALL INITIAL EROSION CONTROL DEVICE AND ROUGH GRADE SITE.
CONSTRUCT BUILDING, PARKING LOT, SIDEWALK, AND CURB.
APPLY MULCH OR EROSION MAT TO PEROUS, DISTURBED AREAS THAT HAVE NOT BEEN RESTORED. (PER DNR TECH STANDARD 1058).
COMPLETE FINAL LANDSCAPING, RESTORE ALL PEROUS DISTURBED AREAS, AND CONSTRUCT PERMEABLE PAVEMENT PER DETAILS.

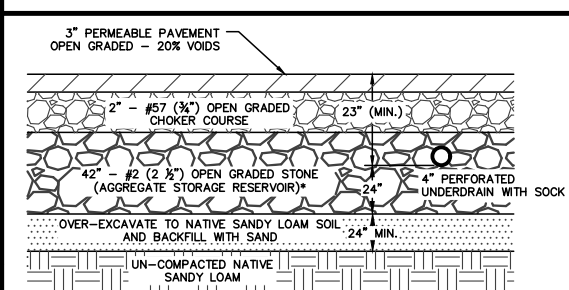
RESTORATION NOTES:
ALL PEROUS DISTURBED AREAS SHALL RECEIVE A MINIMUM OF FOUR (4) INCHES OF TOPSOIL, SEED, AND MULCH. ALL PEROUS DISTURBED AREAS SHALL RECEIVE FERTILIZER. RESTORATION WILL OCCUR AS SOON AFTER THE DISTURBANCE AS PRACTICAL. SEED MIXTURE 40 SHALL BE USED ON ALL DISTURBED AREAS. MIXTURES SHALL BE IN ACCORDANCE WITH SECTION 630 OF D.O.T. SPECIFICATIONS. AN EQUAL AMOUNT OF ANNUAL RYEGRASS SHALL BE ADDED TO THE MIX.

FERTILIZER SHALL ME THE FOLLOWING MINIMUM REQUIREMENTS: NITROGEN, NOT LESS THAN 16% PHOSPHORIC ACID, NOT LESS THAN 8% POTASH, NOT LESS THAN 8% FERTILIZER SHALL BE APPLIED AT THE RATE OF FOUR (4) POUNDS PER 1,000 SQUARE FEET. SEED MIXTURES SHALL BE APPLIED AT THE RATE OF FOUR (4) POUNDS PER 1,000 SQUARE FEET. MULCH SHALL CONSIST OF HAY OR STRAW APPLIED AT THE RATE OF TWO (2) TONS PER ACRE.

SEEDING FROM OCTOBER 1 THROUGH NOVEMBER 15 SHOULD BE AVOIDED TO PREVENT FREEZING OF NEW GROWTH. ADD WINTER WHEAT SEED AT ONE POUND PER 1,000 SQUARE FEET FOR SEEDING AFTER NOVEMBER 15.

OWNER:
5411 BASHFORD LLC
ATTN: DAN AND MEG CHIN
PO BOX 110
MCFARLAND WI, 53558

ENGINEER:
QUAM ENGINEERING, LLC
ATTN: RYAN QUAM
4604 SIGGELKOW ROAD, SUITE A
MCFARLAND, WI 53558



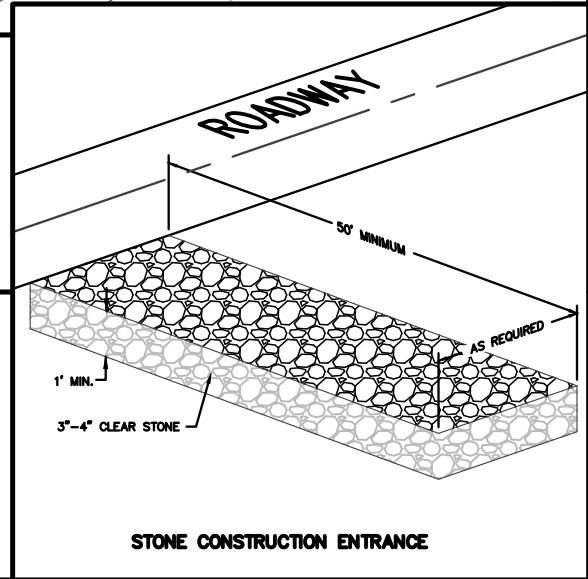
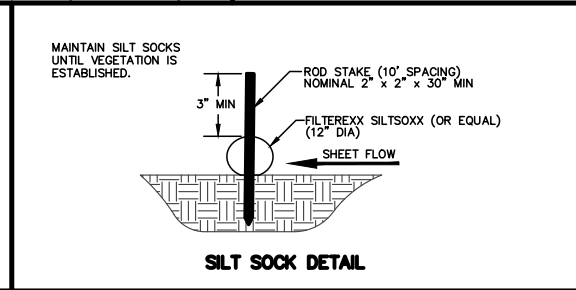
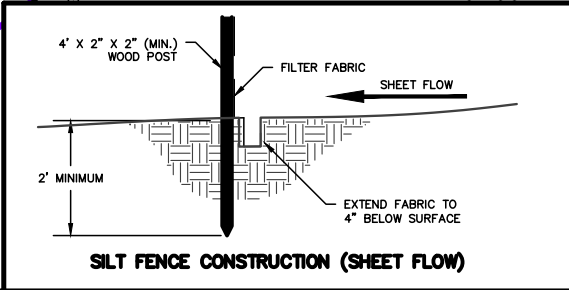
AGGREGATE STORAGE RESERVOIR NOTES:

- SHALL CONSIST OF OPEN GRADED BASE CONSISTING OF CRUSHED STONE OR CRUSHED GRAVEL WITH NO GREATER THAN 5% PASSING THE NO. 200 SIEVE.
- PROVIDE A MINIMUM POROSITY OF 30% PER ASTM C29 STANDARD TEST METHOD FOR BULK DENSITY ("UNIT WEIGHT") AND VOIDS IN AGGREGATE.
- COMPLY WITH SOUNDNESS AND WEAR, AND FRACTURE REQUIREMENTS LISTED IN WISCONSIN DOT STANDARD SPECIFICATIONS SECTION 301.2.4.5 - AGGREGATE BASE PHYSICAL PROPERTIES.
- COMPLY WITH CONSTRUCTION REQUIREMENT IN WISCONSIN DOT STANDARD SPECIFICATIONS SECTION 301.3 OR ADMINISTERING AUTHORITY.
- IF ASPHALT IS USED AS PERMEABLE PAVEMENT, THEN ASPHALT SHALL BE POLYMER MODIFIED BINDER, GROUND TIRE RUBBER (GTR), OR FIBERS (CELLULOSE) MEETING THE DRAIN DOWN REQUIREMENT FOR WSDOT SMA OF 0.30%. THE DRAIN DOWN FOR THE UNCOMPACTED HMA MIXTURE SHALL BE TESTED USING AASHTO T-305 PROCEDURE.

PERMEABLE PAVEMENT DETAIL

5411 BASHFORD STREET
GRADING AND EROSION CONTROL PLAN
PAGE: 3 OF 8 (EXHIBIT #3)
DATED: FEBRUARY 2, 2021

QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants
www.quamengineering.com
4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752



4" OBSERVATION WELL
IE=872.80

18" CURB
& GUTTER

ENCLOSED
REFUSE AREA
w/ (2) 4-CY
DUMPSTERS

EX.
GARAGE

PROPERTY LINE
(VERIFIED)

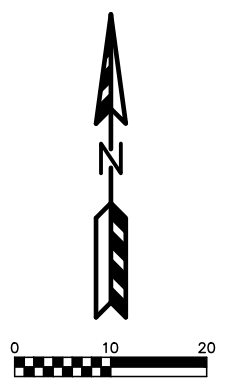
EX. COM
PEDESTA
(TY

EX.
DRIVEWAY
ENTRANCE

Built

Built

WAT SAN

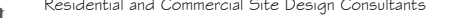


5411 BASHFORD STREET

UTILITY PLAN

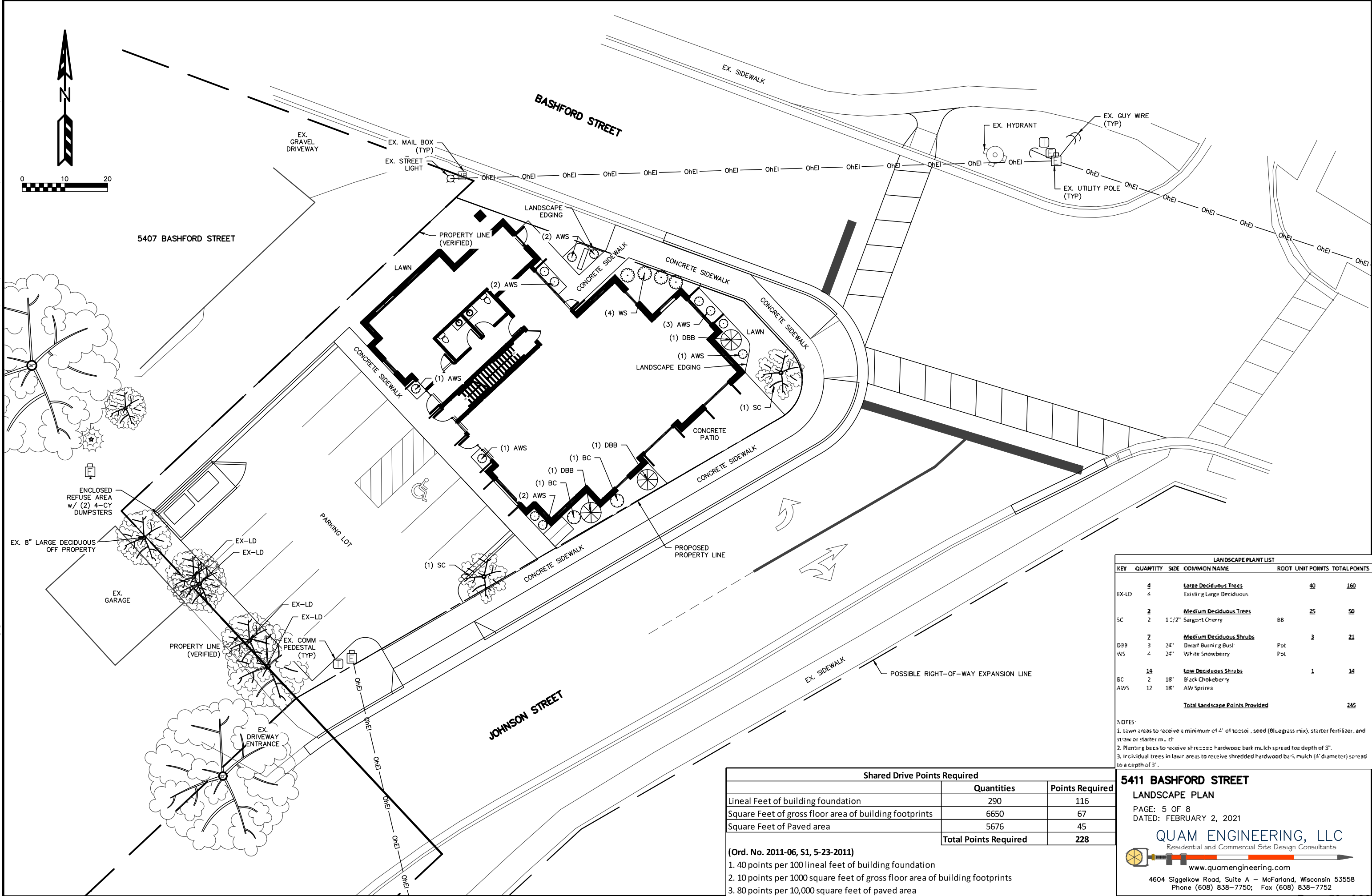
PAGE: 4 OF 8 (EXHIBIT #4)
DATED: FEBRUARY 2, 2021

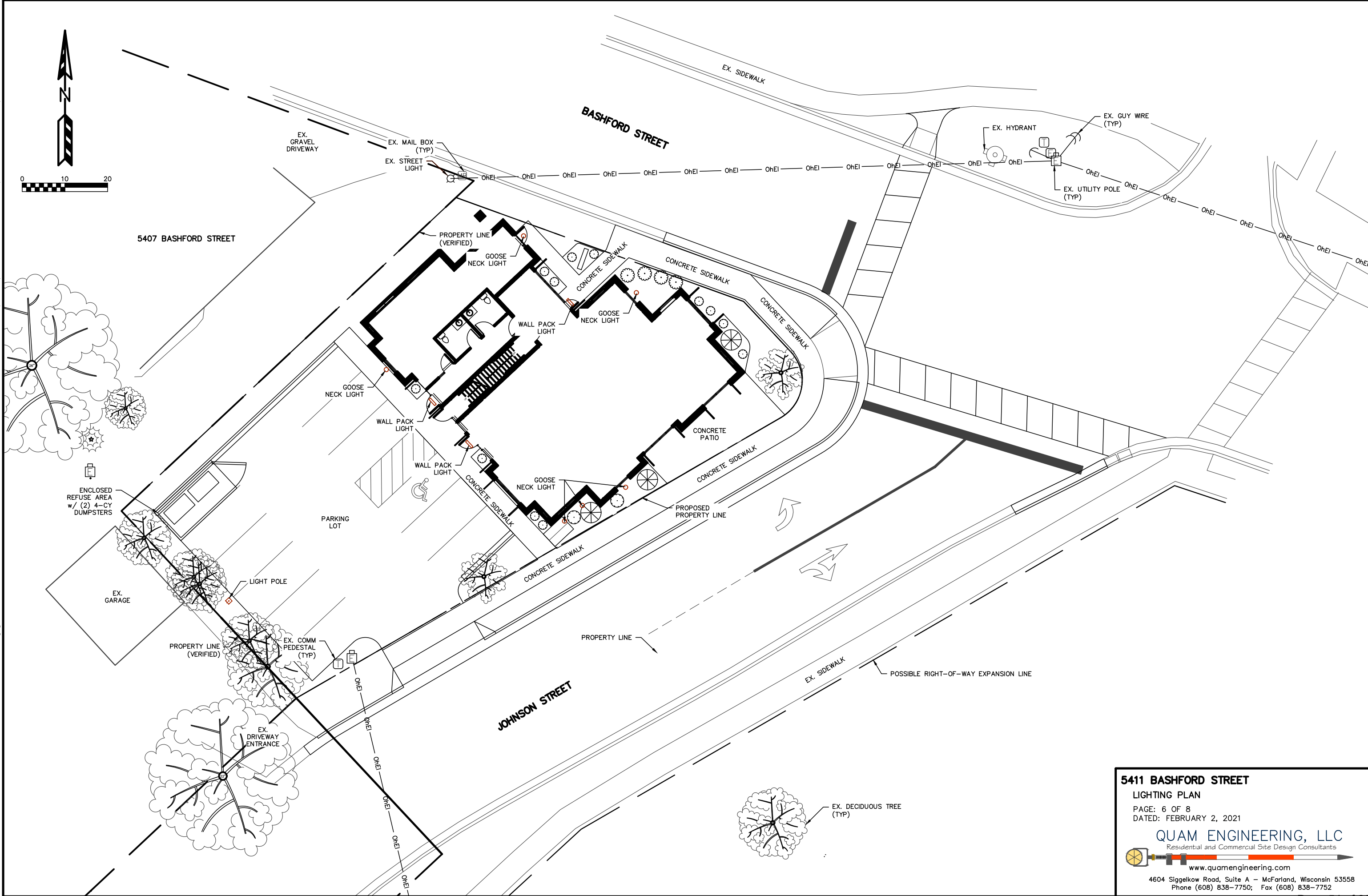
QUAM ENGINEERING, LLC
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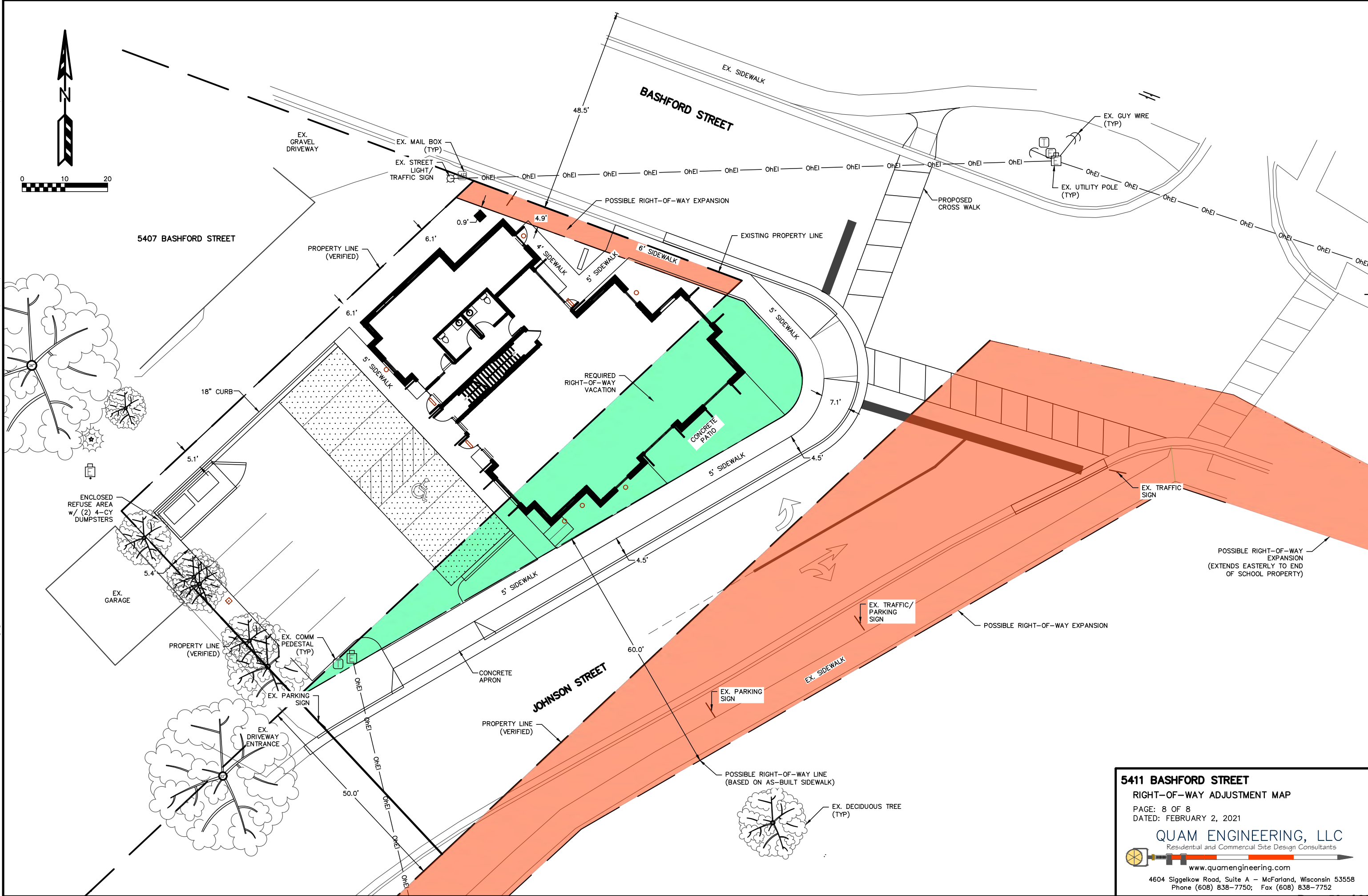




5411 BASHFORD STREET
LIGHTING PLAN
PAGE: 6 OF 8
DATED: FEBRUARY 2, 2021

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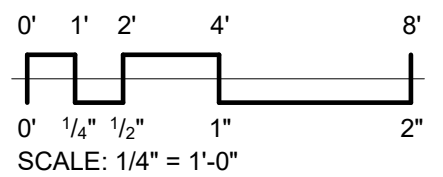
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PROJ. #:	20001-01
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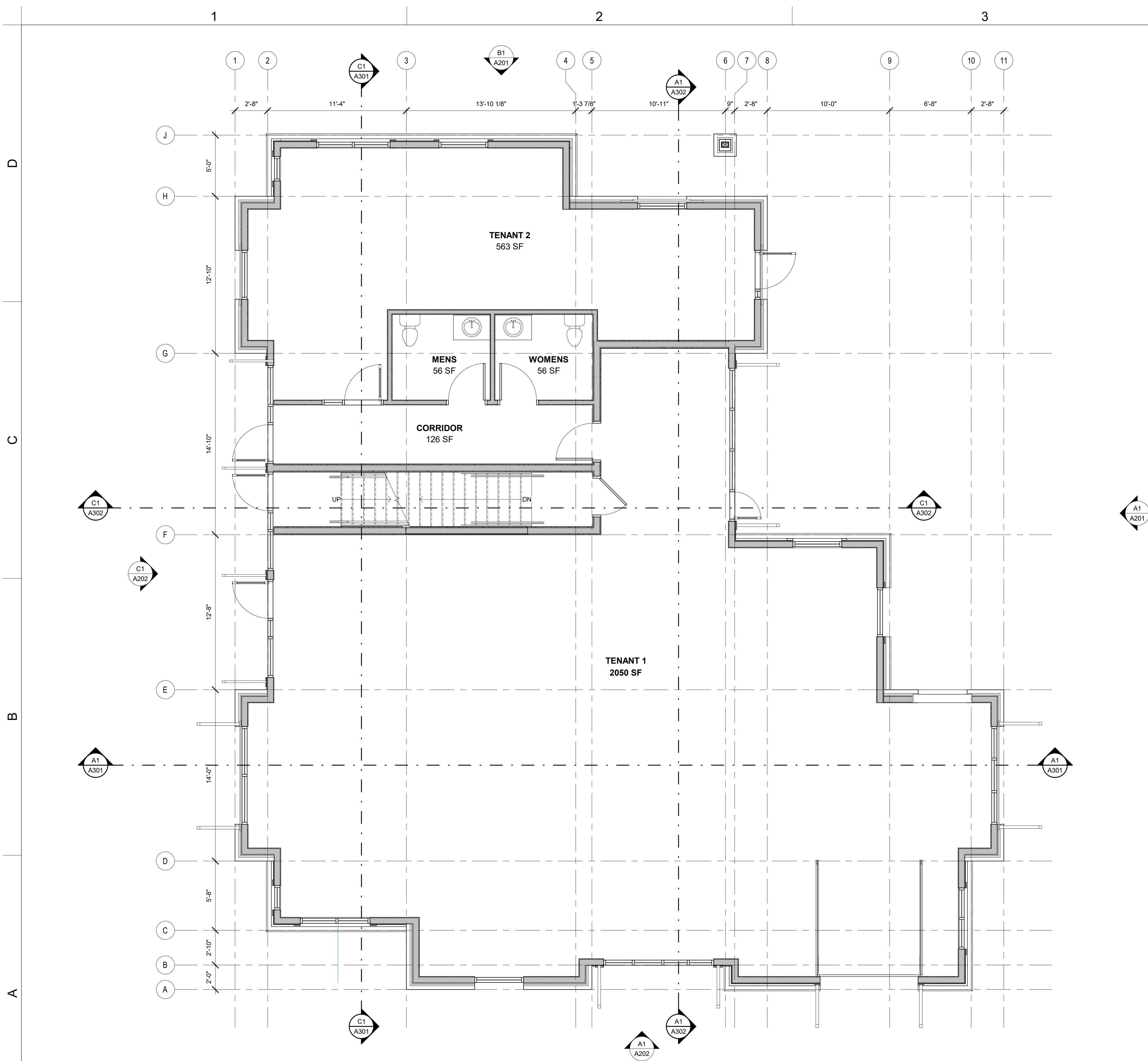
0 SKETCHWORKS
ARCHITECTURE 2020

FIRST FLOOR PLAN

A102



PRELIMINARY



A1 FIRST FLOOR PLAN
1/4" = 1'-0"

DAN CHIN HOMES MIXED USE

NEW BUILDING
5411 BASHFORD STREET
MCFARLAND, WI

Project Status

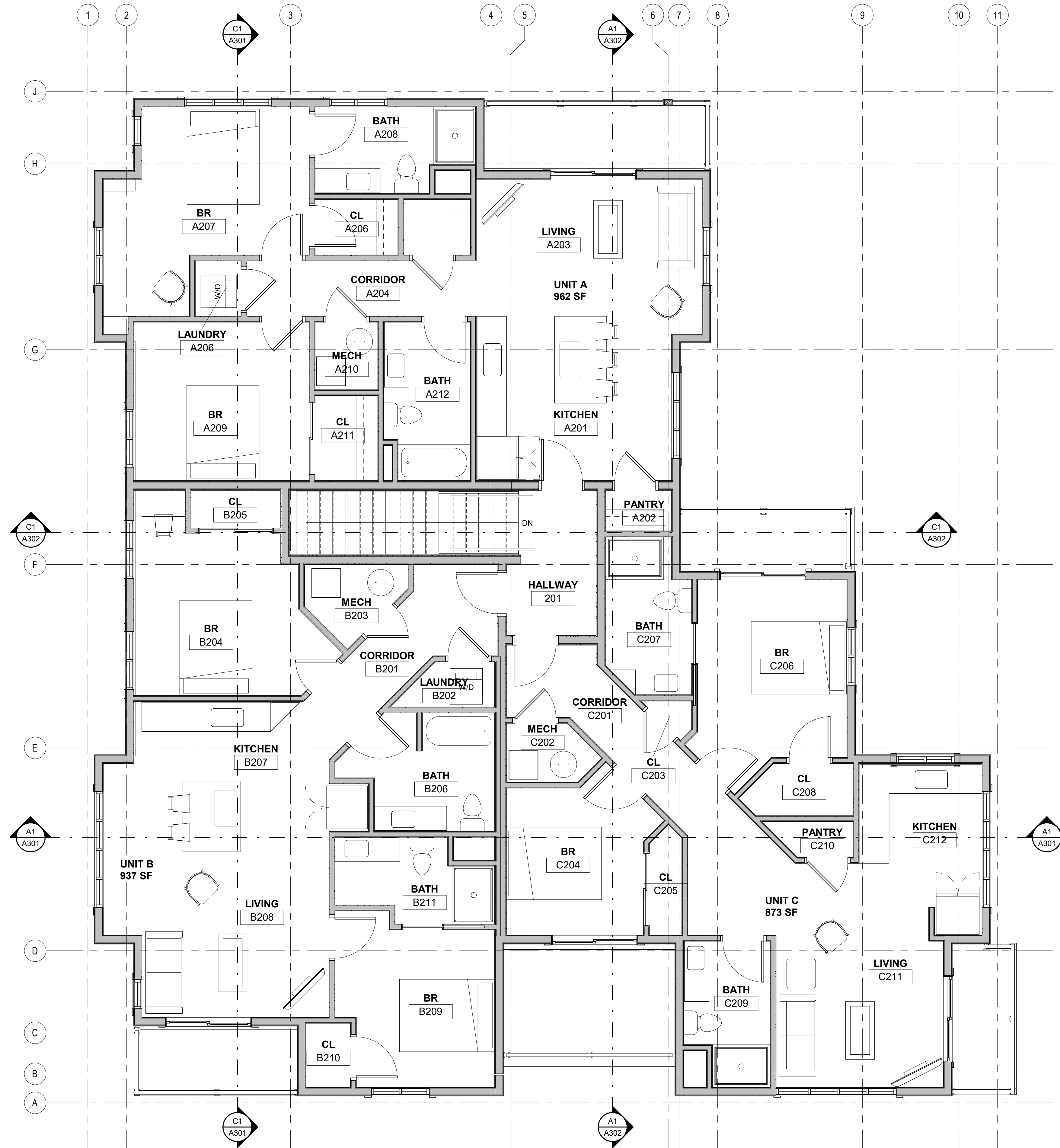
2021.01.31 PC SUBMITTAL

PROJ. #: 20001-01

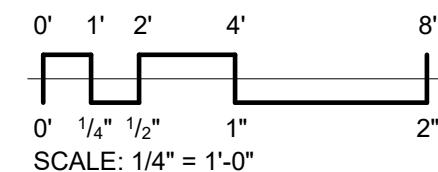
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ARCHITECTURE 2020

SECOND
FLOOR PLAN

A103



A1 SECOND FLOOR PLAN
1/4" = 1'-0"



PRELIMINARY

EXTERIOR MATERIAL SCHEDULE					
#	DESCRIPTION	MANUFACTURER	TYPE/STYLE	COLOR	COMMENTS
1	STONE VENEER	DUTCH QUALITY STONE	ELKWOOD WEATHER LEDGE	MIX (LT GREY, MED. GREY, BROWN)	-
2	PRECAST CAP	DUTCH QUALITY STONE	-	GREY	-
3	BOARD AND BATTEN VERTICAL SIDING	LP	-	WHITE	-
4	TRIM BOARD	LP	-	MED. BROWN	-
5	FASCIA BOARD	LP	-	WHITE	-
6	ROOFING	-	ARCHITECTURAL SHINGLES	GREY	-
7	WOOD FRAMED CANOPY	-	-	MED. BROWN	-
8	BALCONY	-	-	MED. BROWN	-
9	WOOD AND METAL FENCE	-	-	ANODIZED ALUM	-
10	HORIZONTAL SIDING	LP	-	GREY	-
11	CANOPY ROOF	-	STANDING SEAM ROOF	CHARCOAL	-

D

C



B1 NORTH ELEVATION
1/4" = 1'-0"

B

A



A1 EAST ELEVATION
1/4" = 1'-0"

DAN CHIN HOMES MIXED USE

NEW BUILDING

5411 BASHFORD STREET
MCFARLAND, WI

Project Status

2021.01.31 PC SUBMITTAL

PROJ. #: 20001-01

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ARCHITECTURE 2020

EXTERIOR
ELEVATIONS

A201

PRELIMINARY



EXTERIOR MATERIAL SCHEDULE					
#	DESCRIPTION	MANUFACTURER	TYPE/STYLE	COLOR	COMMENTS
1	STONE VENEER	DUTCH QUALITY STONE	ELKWOOD WEATHER LEDGE	MIX (LT GREY, MED. GREY, BROWN)	-
2	PRECAST CAP	DUTCH QUALITY STONE	-	GREY	-
3	BOARD AND BATTEN VERTICAL SIDING	LP	-	WHITE	-
4	TRIM BOARD	LP	-	MED. BROWN	-
5	FASCIA BOARD	LP	-	WHITE	-
6	ROOFING	-	ARCHITECTURAL SHINGLES	GREY	-
7	WOOD FRAMED CANOPY	-	-	MED. BROWN	-
8	BALCONY	-	-	MED. BROWN	-
9	WOOD AND METAL FENCE	-	-	ANODIZED ALUM	-
10	HORIZONTAL SIDING	LP	-	GREY	-
11	CANOPY ROOF	-	STANDING SEAM ROOF	CHARCOAL	-



C1 WEST ELEVATION
1/4" = 1'-0"



A1 SOUTH ELEVATION
1/4" = 1'-0"

DAN CHIN HOMES MIXED USE

NEW BUILDING

**3411 DASHFORD STREET
MCFARLAND, WI**

Project Status

021.01.31	PC SUBMITTAL
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PROJ. #:	20001-01
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ARCHITECTURE 2020

EXTERIOR ELEVATIONS

A202

PRELIMINARY



01/31/2021

DAN CHIN HOMES MIXED USE RENDINGS



7780 Elmwood Ave., Suite 208 • Middleton, WI 53562 • 608.836.7570

5411 Bashford Street TID #4 Dan Chin Homes - Mixed Use Redevelopment														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
IMPROV. DURING YEAR	BEGINNING OF YEAR VALUE	EST. GROWTH IN VALUE FROM NEW DEVELOP. ¹	CUMULATIVE VALUE	INFLATION INCREMENT ²	END OF YEAR VALUE	TAX INCREMENT VALUE	TAX VALUE YEAR	TAX RATE ³ \$1,000	TAX INCREMENT COLLECTED	COLLECTION YEAR	VILLAGE TIF PAYMENTS ⁴	ANNUAL CASH FLOW TO THE TID	CUMULATIVE PRJ FUND BALANCE ⁵	PAYMENT YEAR
2019	\$0	\$0	\$0	\$0	\$0	\$0	2020	\$20.06	\$0	2021	\$0	\$0	(\$60,000)	2021
2020	\$0	\$0	\$0	\$0	\$0	\$0	2021	\$19.45	\$0	2022	\$16,000	(\$16,000)	(\$76,000)	2022
2021	\$0	\$1,035,100	\$1,035,100	\$0	\$1,035,100	\$1,035,100	2022	\$19.45	\$20,133	2023	\$16,000	\$4,133	(\$71,867)	2023
2022	\$1,035,100	\$0	\$1,035,100	\$0	\$1,035,100	\$1,035,100	2023	\$19.45	\$20,133	2024	\$16,000	\$4,133	(\$67,734)	2024
2023	\$1,035,100	\$0	\$1,035,100	\$0	\$1,035,100	\$1,035,100	2024	\$19.45	\$20,133	2025	\$16,000	\$4,133	(\$63,601)	2025
2024	\$1,035,100	\$0	\$1,035,100	\$0	\$1,035,100	\$1,035,100	2025	\$19.45	\$20,133	2026	\$16,000	\$4,133	(\$59,468)	2026
2025	\$1,035,100	\$0	\$1,035,100	\$0	\$1,035,100	\$1,035,100	2026	\$19.45	\$20,133	2027	\$16,000	\$4,133	(\$55,335)	2027
2026	\$1,035,100	\$0	\$1,035,100	\$0	\$1,035,100	\$1,035,100	2027	\$19.45	\$20,133	2028	\$16,000	\$4,133	(\$51,202)	2028
2027	\$1,035,100	\$0	\$1,035,100	\$0	\$1,035,100	\$1,035,100	2028	\$19.45	\$20,133	2029	\$16,000	\$4,133	(\$47,070)	2029
2028	\$1,035,100	\$0	\$1,035,100	\$0	\$1,035,100	\$1,035,100	2029	\$19.45	\$20,133	2030	\$16,000	\$4,133	(\$42,937)	2030
2029	\$1,035,100	\$0	\$1,035,100	\$0	\$1,035,100	\$1,035,100	2030	\$19.45	\$20,133	2031	\$16,000	\$4,133	(\$38,804)	2031
2030	\$1,035,100	\$0	\$1,035,100	\$0	\$1,035,100	\$1,035,100	2031	\$19.45	\$20,133	2032	\$0	\$20,133	(\$18,671)	2032
2031	\$1,035,100	\$0	\$1,035,100	\$0	\$1,035,100	\$1,035,100	2032	\$19.45	\$20,133	2033	\$0	\$20,133	\$1,462	2033
2032	\$1,035,100	\$0	\$1,035,100	\$0	\$1,035,100	\$1,035,100	2033	\$19.45	\$20,133	2034	\$0	\$20,133	\$21,595	2034
2033	\$1,035,100	\$0	\$1,035,100	\$0	\$1,035,100	\$1,035,100	2034	\$19.45	x	2035	\$0	x	x	2035
2034	\$1,035,100	\$0	\$1,035,100	\$0	\$1,035,100	\$1,035,100	2035	\$19.45	x	2036	\$0	x	x	2036
Totals		\$1,035,100		\$0					\$241,595		\$160,000			

ASSUMPTIONS

- Assumes \$1,492,000 total project costs with final assessment 74% of total costs, or \$1,110,000 (94% of site and building hard costs), minus property value at time of TID creation \$74,900.
- No Inflation of assessment values
- No changes in tax rate
- Assumes \$160,000 TIF Loan funded through 10-year zero interest advance loan from TID #3. \$160,000 incentive paid to Developer at occupancy
- Estimated previous land acquisition and site clean up costs = \$60K.

TID DATES

Creation Date: 01-14-2008
Expenditure Period: 01-14-2028
Termination Period: 01-14-2033
Last Collection Year: 2034

\$	21,595	Net Increment
\$	1.10	Return on Investment

TAX INCREMENT FINANCING DEVELOPMENT INCENTIVES POLICY MANUAL



1. PURPOSE

The attached policies, and associated application, have been adopted by the Village of McFarland for the purpose of guiding decisions related to requests for development incentives within Village tax increment financing (TIF) districts.

2. DISCLAIMER

The authority to make decisions regarding the use of TIF funds is vested solely in the Village Board of the Village of McFarland. This policy manual and associated application have been prepared by the Village to provide both Village Officials and applicants a consistent process and set of criteria for reviewing requests for TIF assistance. The actual amount of TIF assistance provided to a project will be determined at the discretion of the Village Board on the basis of need, risk, project characteristics, applicant qualifications and the degree to which the project meets the public objectives of the Village described in Section 3 General Objectives and Section 6 Evaluation Criteria. The Village Board reserves the right to amend or adjust these policies, and recommend any project the Village Board deems to be in the best interests of the Village of McFarland.

The Village Board also reserves the right to reject any and all applications, even those which satisfy all of the attached criteria for the use of TIF for any reason whatsoever, without regard for the viability of the project. The Village will provide the applicant with reasons for rejecting the application. Examples why a project may be rejected include but are not limited to: the Village's own capacity to fund the project, the scale of the project is too small, the project results in minimal public benefits, failure to meet one or more evaluation criteria, other existing Village, County or State funding programs are available for the proposed project, the project results in a tax exempt property, etc.

3. GENERAL OBJECTIVES FOR THE USE OF TAX INCREMENT FINANCING – DEVELOPMENT INCENTIVES

The overall objective of the program is to stimulate redevelopment of commercial, industrial, multi-family (4+ units) residential, and mixed-use properties within the boundaries of Village TIF districts. While TIF is an important and useful economic development tool, it is essential that it be used appropriately to accomplish the Village's economic development goals and objectives. A fundamental principle of tax increment financing is that it is designed to encourage development that would not otherwise occur, or would only occur to a lesser extent, "but for" the assistance provided through tax increment financing. It is the policy of the Village Board to consider the judicious use of TIF incentives for those projects that demonstrate a substantial and significant public benefit by:

- ✓ Eliminating blight, unhealthy, or unsafe conditions
- ✓ Strengthening the employment and economic base of the Village
- ✓ Increasing property values and tax revenues
- ✓ Fostering rehabilitation and conservation activities
- ✓ Installing, constructing, or reconstructing community amenities or utilities
- ✓ Implementing plans and development strategies adopted by the Village
- ✓ Implementing high-quality site and building designs and materials

4. ELIGIBLE COSTS

Allowable uses of TIF development incentives include, but are not limited to:

- ✓ Land acquisition and surveying
- ✓ Construction costs of new building and utility improvements (interior or exterior)
- ✓ Environmental audits or remediation
- ✓ Demolition of buildings and site grading to bring sites to shovel ready status
- ✓ Rehabilitation of existing structures and utilities (interior or exterior)
- ✓ Site improvements (parking, landscaping, lighting, stormwater, signage, etc.)
- ✓ Planning, legal, engineering, architectural, financing, permit costs and reasonable developer fees

5. METHODS OF FINANCING & PROJECT COMPLETION ASSURANCES

Applications for TIF assistance require the applicant to indicate the type of financing method they are requesting from the Village from the list of options below. The list is ordered sequentially based on the Village's preferred methods of providing TIF assistance. Applicants seeking more advantageous financing terms (e.g. Tax Increment Loan at Project Start) should be aware that the Village reserves the right to both specify which form of financing the Village will offer based on the merits of the project AND to lower the amount of TIF assistance (i.e. as the Village incurs more risk the Village reserves the right to reduce the amount of assistance below the amount requested). The Village may also consider the use of a combination of financing methods.

- Pay-As-You-Go (Developer Financed Loan): Under a pay-as-you-go incentive the applicant finances the upfront costs related to the construction project and the Village agrees to make an annual payment back to the applicant starting with the first year the Village receives taxes from the improved property (i.e. two years after project completion). The terms of the annual payment are subject to the development agreement negotiated and signed by both parties. The terms are typically represented as a percentage of the annual tax increment collected over a set period of years (e.g. 90% of the actual tax increment collect over 10 years or until the total requested financing amount has been reached).
- Traditional Loan. The Village may provide financing in the form of a loan at project start (e.g. after completion of the development agreement and within 60 days of receiving all necessary building permits). The terms of the loan (i.e. interest rate, amortization schedule, collateral) will be negotiated as part of the development agreement. The Village may also consider the use of no-interest loans or loans with forgivable payments (e.g. waiving a final payment) to provide an additional incentive to the applicant based on the merits of the proposed project. The use of future tax increments generated from the project to pay back the loan from the Village is not applicable. Examples of this type of financing are usually part of a community façade improvement revolving loan program.
- Tax Increment Loan at Occupancy. The Village may provide financing in the form of a loan at occupancy. Under this form of financing the Village provides a cash payment at the time (e.g. within 60 days) the proposed applicant completes the project (i.e. receives a building occupancy permit from the Village). The Village reserves the right to withhold a percentage of the TIF assistance until all landscaping has been installed on the property in accordance with approved site plans. The loan is paid back through future tax increments generated from the project.
- Tax Increment Loan at Project Start. The Village may provide financing in the form of a loan at the start of a project. Under this form of financing the Village provides a cash payment at the time the project starts (e.g. after completion of the development agreement and within 60 days of receiving all necessary building permits). The Village reserves the right to stagger payments to the applicant from the time of obtaining building permits to the time of receiving a building occupancy permit based on meeting predetermined construction milestones. The Village reserves the right to withhold a percentage of the TIF assistance until all landscaping has been installed on the property in accordance with approved site plans. The loan is paid back through future tax increments generated from the project.

Applicants are advised that the Village will require certain financial and project completion guarantees. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, lien waivers for contractors, consent of mortgagee or other loan security instruments. In addition, the Village reserves the right to require an applicant to provide copies of paid invoices demonstrating actual costs incurred and to adjust accordingly any assistance provided by the Village in proportion to the ratio of estimated to actual project costs. **All terms and obligations of the Village and the applicant shall be finalized through the execution of a development agreement.**

6. EVALUATION CRITERIA – DEVELOPMENT INCENTIVE QUALIFICATIONS

The following criteria and qualifications will be used by the Village to evaluate requests for development incentives. All terms and obligations of the Village and the applicant shall be finalized through the execution of a development agreement.

-  **Location Criteria:** The proposed project must be within the boundaries of a Village TIF district at the time of approval of a development agreement.
-  **Ownership Criteria:** The applicant must be the owner of the property or have a written agreed option to purchase the property from the current owner at the time of approval of a development agreement. Proof of property ownership will be required prior to receiving financial assistance from the Village. Offer to be part of Develop. Agreement
-  **“But For” Criteria:** The applicant must demonstrate to the Village’s satisfaction that “but for” the TIF assistance, the project is not feasible on the proposed site, or would occur to a lesser extent, and that the public benefits described in Section 3 General Objectives would not be achieved. Project would occur to a lesser extent without proposed but for costs related to ROW and site utilities
-  **Financial Capability Criteria:** Each TIF application must include evidence that the applicant possesses the financial ability to complete and operate the project and will be liable for, or contribute equity of at least 15% of the total cost of the project. Proof of equity and private commercial lending commitment will be required prior to receiving financial assistance from the Village. Applicant proposes 12.06% equity, 14.75% Village contribution, and 73.19% commercial loan
-  **Maximum Assistance Criteria¹:** The total amount of TIF assistance in support of a project is based on the form of incentives requested as described below and the overall value of the project to the community. For applicants requesting a combination of financing (e.g. pay-go and tax increment loan at occupancy) the maximum amount of assistance shall not exceed 30% of the estimated total project costs, with the final percentage within each form of financing determined by the Village Board. The Village at its discretion may include in the total percentage of project costs other costs incurred by the Village in support of bringing the subject property to shovel ready status (e.g. prior land acquisition costs, environmental remediation costs, public works costs, etc.).
 - For Pay-As-You-Go (Developer Financed) Agreements the maximum amount of assistance is capped at 30% of the estimated total project costs.
 - For Traditional Loan Agreements the maximum amount of assistance is capped at 20% of the estimated total project costs.
 - For Tax Increment Loan at Occupancy Agreements the maximum amount of assistance is capped at 20% of the estimated total project costs. Applicant has requested 14.75% of Total Project Costs
 - For Tax Increment Loan at Project Start Agreements the maximum amount of assistance is capped at 10% of the estimated total project costs.
-  **Payback Period Criteria¹:** All requests for TIF assistance will be required to demonstrate that the tax increment estimated to be generated by the project will be sufficient to payback any TIF assistance provided by the Village (including applicable interest expenses) in support of the project according to the following terms:
 - For Pay-As-You-Go (Developer Financed) Agreements. Payments to the Developer shall commence with the first year in which the Village receives tax increment from the completed project and continue no longer than the year in which the applicable TID terminates, or until the maximum amount of assistance is reached, whichever comes first. In addition, the annual amount of tax increment applied toward retirement of the developer loan shall not exceed 90% of the actual annual amount of tax increment collected from the project, unless a higher percentage is granted by the Village Board.

¹ At the Village’s discretion, the maximum amount of assistance and/or the payback period criteria may be modified for projects that demonstrate substantial merit (e.g. completion of LEED Certified Buildings, projects which lead to at least 50% of all jobs created with annual salaries (not including benefits) at or exceeding the median household income for the Village as reported by the U.S. Census, etc.).

As proposed payback is 12 years; however, this assumes no interest on the advance of funds from TID #3 to TID #4. At 3% interest, TIF cash contribution would need to lower to \$140K to meet criteria

- ☐ For Traditional Loan Agreements. Within 12 years starting with the year the loan is obtained and no longer then the year in which the applicable TID terminates. Interest shall be charged based on current general obligation loan interest rates from the Wisconsin Board of Commissioners of Public Lands, for the applicable loan term, at the time of Village disbursement of funds, plus 0.15%.
- ☒ For Tax Increment Loan at Occupancy Agreements. Within 12 years starting with the year the loan is obtained and no longer then the year in which the applicable TID terminates.
- ☐ For Tax Increment Loan at Project Start Agreements. Within 7 years starting with the year the loan is obtained and no longer then the year in which the applicable TID Expenditure Period ends.
- ☒ Financial/Project Assurances Criteria: The applicant must agree to provide financial and project completion guarantees to the Village. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, lien waivers for contractors, consent of mortgagee or other loan security instrument. Applicant proposing \$1,110,000 assessment guarantee, 74% of total project costs, and 94% of site and building hard costs.
- ☒ Technical & Operational Capability Criteria: The applicant must provide evidence satisfactory to the Village that the applicant possesses the technical ability to complete the project or has obtained construction cost estimates from professional businesses capable of performing the work. Applicants must demonstrate that they have the ability to operate the proposed use. The Village may require applicants to submit copies of contracts with design professionals and construction contractor prior to receiving financial assistance from the Village. Quam Eng & Sketchworks Arch.
- ☒ Insurance Criteria: Applicants shall furnish to the Village certificates of insurance for all insurance policies required under the development agreement prior to receiving financial assistance from the Village. To be included in DA
- ☒ Adherence to Local Land Use Plans Criteria: The project is consistent with the Village of McFarland Comprehensive Land Use Plan, Village Building or Zoning Ordinances, or any other applicable plans and ordinances adopted by the Village which includes the subject property. Assuming approval of conditional use permit and site/design review permit by Plan Commission
- ☒ Adherence to TIF Project Plan Criteria: All requests for TIF assistance must clearly comply with the requirements of the Wisconsin TIF Statutes and the Village's adopted TID Project Plan applicable to the subject property.
- ☒ Creation of Tax Increment Criteria: The project will not result in a tax exempt property, aside from any remnant portions of a parcel which are specifically dedicated to the Village for public use. Applicants will be required to return any TIF assistance provided to the Village if during the terms of the development agreement the property becomes exempt from property taxes.
- ☒ Applicant in Good Standing Criteria: The applicant does not have a history of delinquent property tax payments or own any property within the Village with known zoning or building code violations.
- ☒ Absence of Conflict of Interest Criteria: The applicant is not a member of the Village Board or a Village Committee, or any other official, employee, or agent of the Village who is authorized to exercise policy decision-making functions or responsibilities in connection with the application.
- ☒ Application Criteria: A completed application, fee, and escrow have been filed with the Village Community Development Director.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, March 22, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding 2021 Street Paving and Stormwater Projects and authorize the projects for bidding.

PREVIOUS ACTION:

This item was recommended for approval at the March 9, 2021 Public Works Committee meeting and also at the March 16, 2021 Public Utilities Committee meeting.

ISSUE SUMMARY:

As part of the current plan set for the 2021 Street and Storm Sewers Project, this project will encompass a handful of smaller projects into one bid package to attract more bidders and improve construction pricing. The work includes pulverizing/resurfacing Renee Court from Lewis Lane to Exchange Street, multiple large pavement patches throughout the Village, improvements to the pedestrian bridge/culvert south of Larson Beach Road, and storm sewer repairs on Lake Edge Road and in the Lani Lane/Pheasant Run area. The Public Works Committee has reviewed it from the road repair perspective, and the Public Utilities Committee has reviewed it from the storm sewer repair perspective. Both groups recommend acceptance of the design and request authorization to bid the projects.

Additionally, it should be noted that the Public Works Committee began a process to better plan for paving projects in the future. Staff presented information from the State rating program and tools they offer to help communities align their resources with needed improvements. This work will continue until a multi-year plan has been developed to help guide budgeting decisions and ultimately implementation of that road work. While Renee Court is being put forward in advance of that planning work, it would have been a very high priority within that list of improvements. More to come on this for future years.

FINANCIAL/BUDGET IMPACT:

Funds allocated in the 2021 budget for this work is broken out as listed:
Street maintenance work - \$300,000
Storm sewer work - \$86,750

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommendation for the Village Board to accept the design for the 2021 Street Paving and Stormwater projects, and authorize the projects for bidding.

ATTACHMENTS:

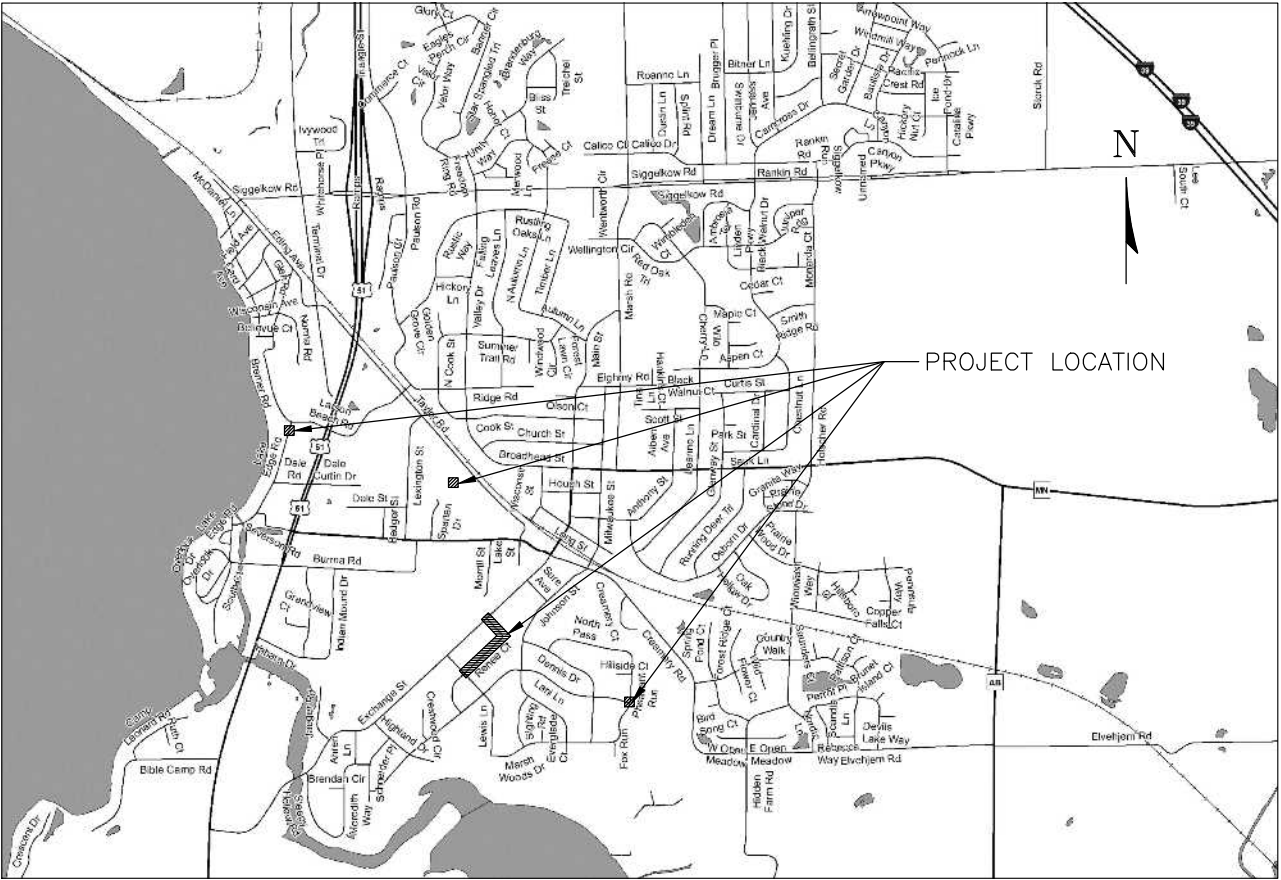
1. MC 181 CURRENT SET

2021 STREET AND STORM SEWER IMPROVEMENTS

RENEE COURT, PHEASANT RUN, LAKE EDGE ROAD, TAYLOR-FARWELL STORM SEWER

Village of McFarland, Wisconsin

SHEET INDEX	
SHEET NO.	SHEET DESCRIPTION
1	EROSION CONTROL PLAN
2	EROSION CONTROL NOTES & STANDARD CONSTRUCTION DETAILS
3	PLAN & PROFILE – RENEE COURT LEWIS LANE TO STATION 16+80
4	PLAN & PROFILE – RENEE COURT STATION 16+40 TO EXCHANGE STREET
5	CROSS SECTIONS – RENEE COURT STATION 11+28 TO STATION 16+08
6	CROSS SECTIONS – RENEE COURT STATION 16+73 TO STATION 20+45
7	PLAN & PROFILE – PHEASANT RUN & LAKE EDGE RD
8	PLAN & PROFILE – TAYLOR-FARWELL STORM SEWER
9	STORM SEWER – STANDARD CONSTRUCTION DETAILS
10	STREET IMPROVEMENTS – STANDARD CONSTRUCTION DETAILS



NO SCALE



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TOLL FREE

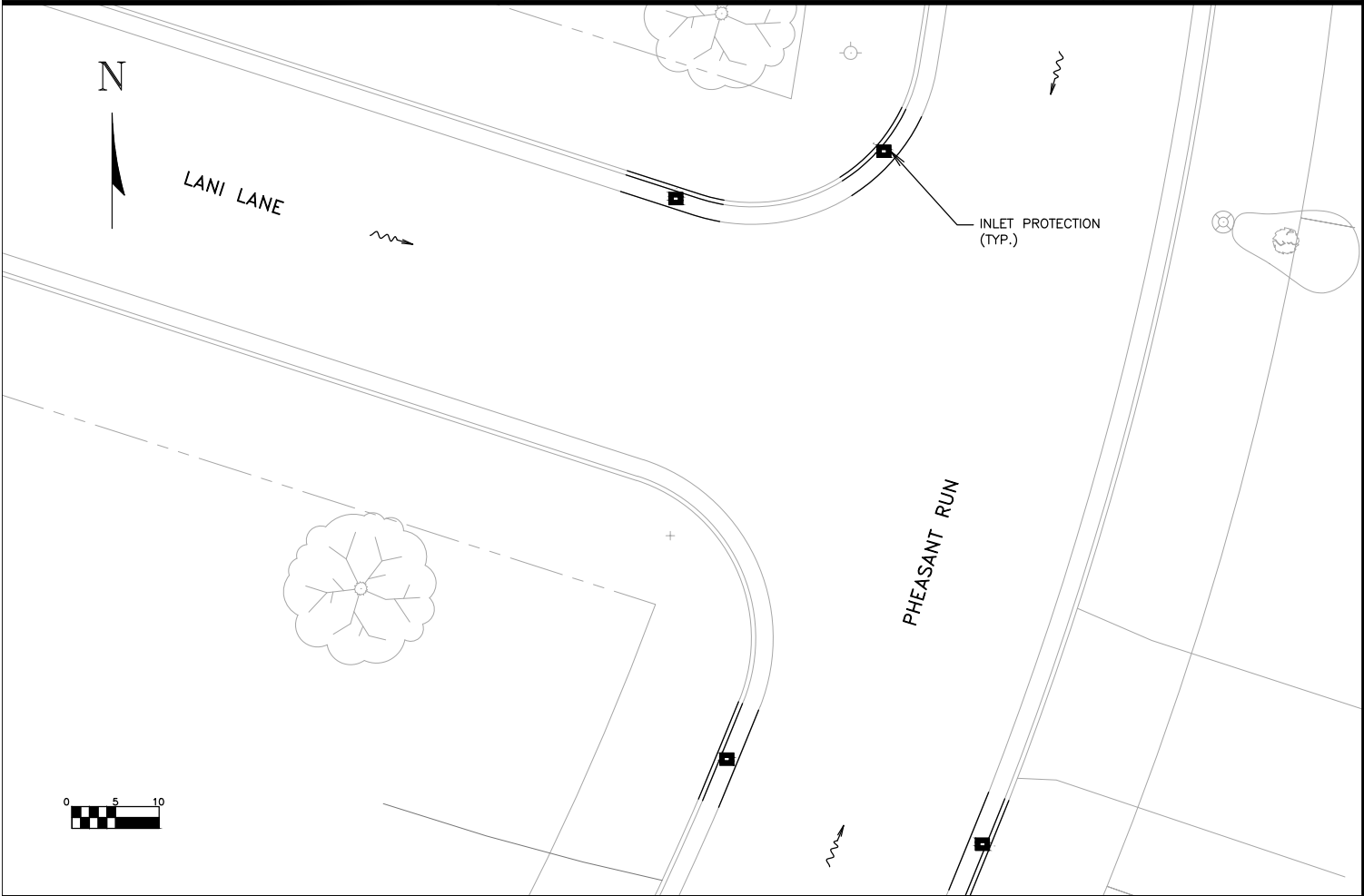
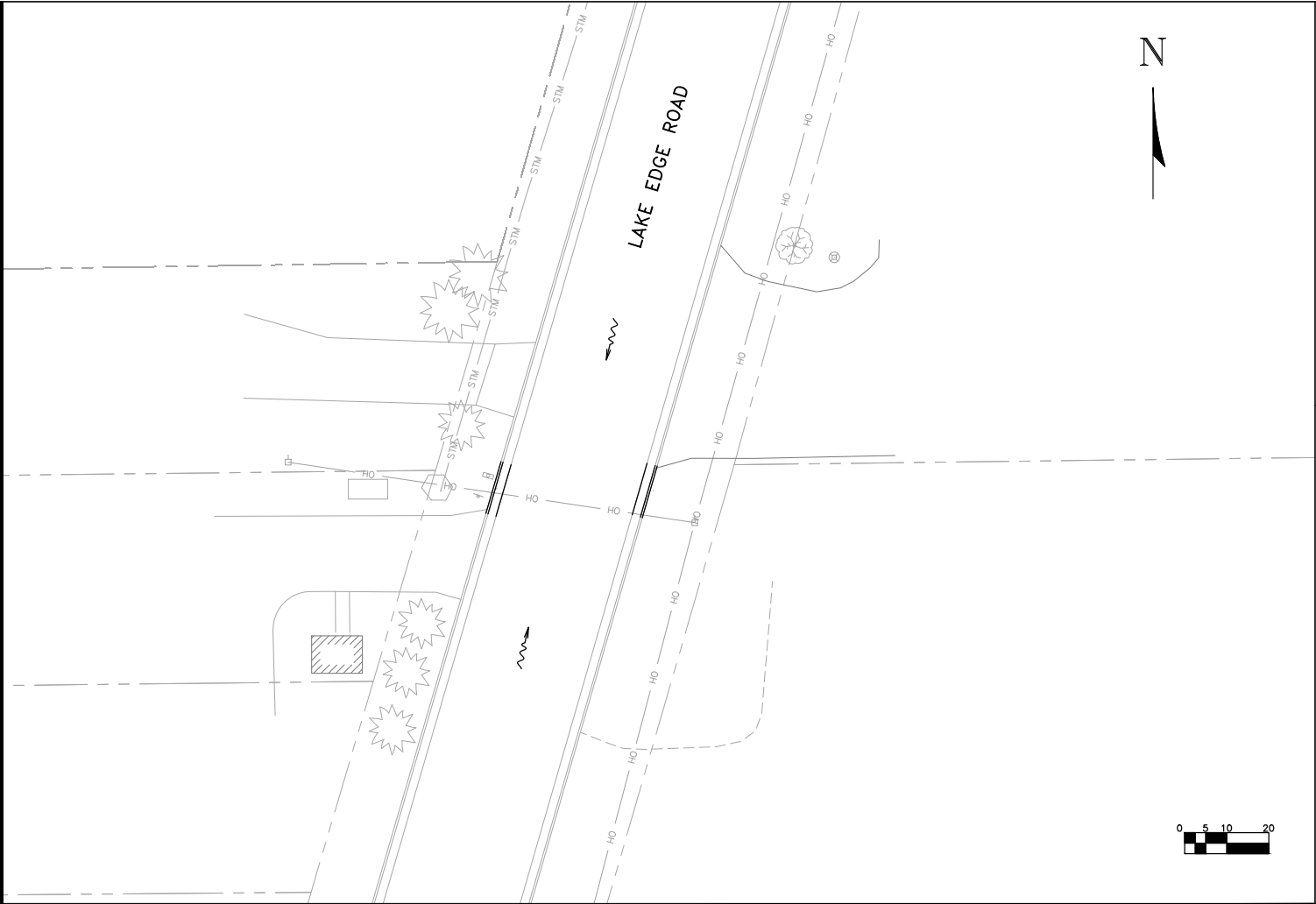
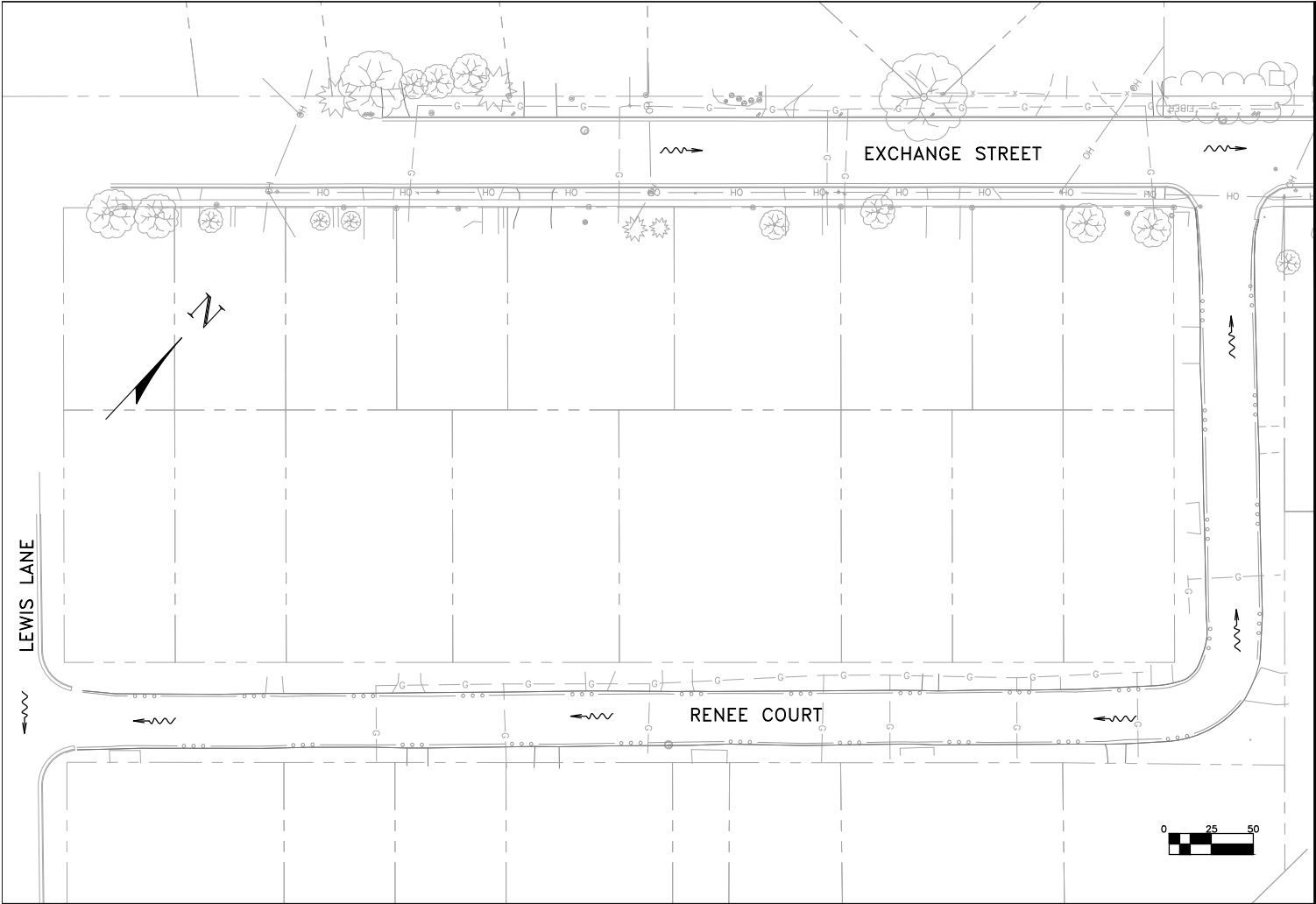
WIS. STATUTE 182.0175 (1974)
REQUIRES MIN. OF 3 WORK DAYS
NOTICE BEFORE YOU EXCAVATE.

LEGEND

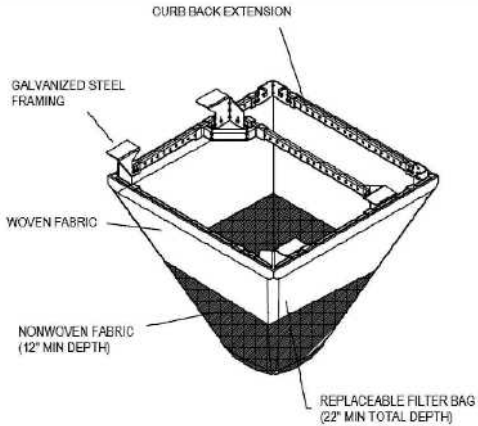
UNDERGROUND TELE.	UT
UNDERGROUND CATV.	UCATV
UNDERGROUND ELEC.	UE
OVERHEAD	OH
EXISTING GAS	G
PROPERTY LINE	WM
EXISTING WATER MAIN	WM
EXISTING SANITARY SEWER	SAN
EXISTING STORM SEWER	STM
EXISTING FENCE LINE	X
SAWCUT	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NEW STORM SEWER	=====
NEW WATER MAIN	=====
NEW SANITARY SEWER	=====

NEW ITEMS:	WATER VALVE	CURB STOP	HYDRANT	MANHOLE	CURB INLET	ENDWALL	GAS WARNING
EXISTING ITEMS:	FLAG POLE	MAILBOX	POWER POLE	LIGHT POLE	LAMP POST	PULL BOX	
	WATER VALVE	CURB STOP	HYDRANT	WELL	MONITORING WELL	TRACER WIRE	
	SANITARY MANHOLE	SANITARY VALVE	CLEANOUT	STORM MANHOLE	CURB INLET	CIRCULAR INLET	
	SQUARE INLET	ENDWALL	STUMP	DECID. TREE (RELATIVE SIZE SHOWN)	EVERGREEN	SHRUB OR HEDGE	SIGN
	CATV. PED.	TELE. PED.	ELEC. PED.	GAS VALVE	STREET SIGN	IRON PIPE	IRON ROD

NOTES: 1.) EXISTING FEATURES AND LABELS ARE SHOWN WITH SCREENED, LIGHTER LINES.
2.) NEW CONCRETE IS SHOWN SHADED IN PLAN VIEWS
3.) CONCRETE REMOVALS ARE SHOWN BY CROSS-HATCHING



2021 STREET AND STORM SEWER IMPROVEMENTS Renee Court, Pheasant Run, Lake Edge Road, Taylor-Farwell Storm Sewer Village of McFarland, Wisconsin		EROSION CONTROL PLAN	 TOWN & COUNTRY ENGINEERING, INC. 2912 Marketplace Drive Suite 103 Madison, WI 53719 (608) 273-3350 www.tceengineers.net
PROJECT NO.: MC 181	DRAWING FILE: MC 181 SHEETS.DWG		
DRAWN BY: J.C.A.	CHECKED BY: T.J.S.		
DATE: 2-17-21	REVISIONS:		
SCALE: VARIES			
SHEET: 1			



GENERAL NOTES:

WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED IN THE GEOTEXTILE FABRIC DOES NOT FALL INTO THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.

FRAMED INLET PROTECTION SHALL BE COMPLIANT WITH ALL ASTM STANDARD D8057-17 REQUIREMENTS, INCLUDING:
A. BYPASS OVERFLOW THAT MEETS OR EXCEEDS INLET DESIGN FLOW
B. FRAME AND BAG STRONG ENOUGH TO HANDLE FULL SEDIMENT LOAD.

INSTALLATION NOTES:

NO PART OF INLET PROTECTION SHALL BE PROJECTING ABOVE THE GRATE.

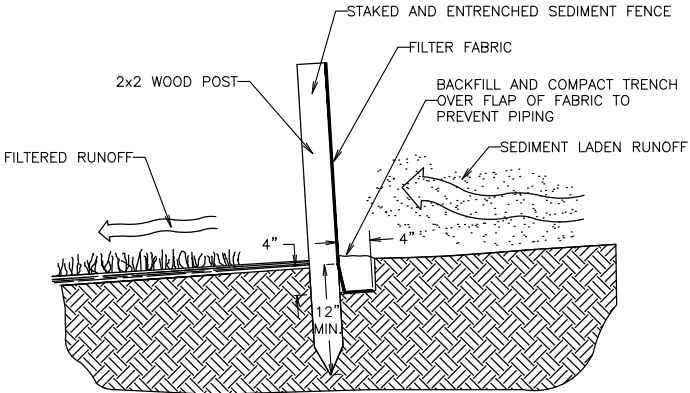
FOR COMBINATION INLETS, PROTECTION SHALL CAPTURE RUNOFF ENTERING BOTH GRATE AND CURB OPENING.

A DUAL FABRIC FILTER BAG, WITH NON-WOVEN BOTTOM AND WOVEN TOP SHALL BE USED.

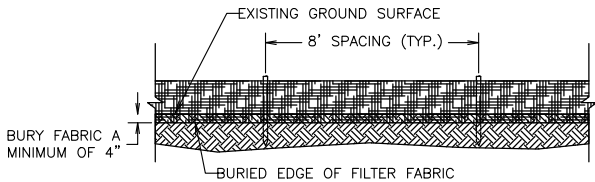
THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET WALLS AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.

DETAIL

INLET PROTECTION - FRAMED (W/ CURB BOX)



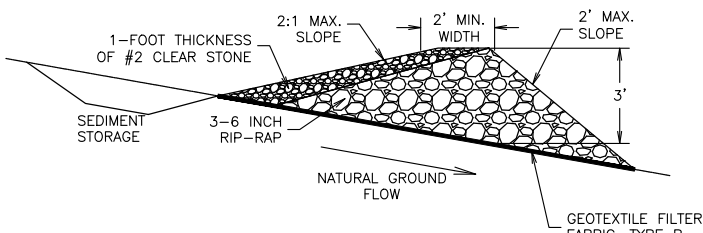
CROSS-SECTION OF A PROPERLY INSTALLED SEDIMENT FENCE



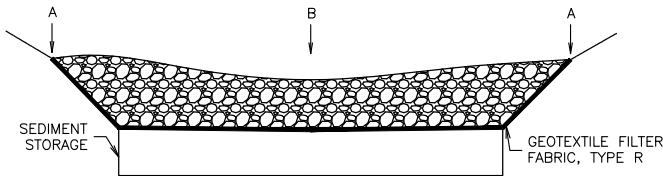
SEDIMENT FENCE DETAIL

DETAIL

SEDIMENT FENCE



SECTION VIEW



FRONT VIEW

DETAIL

STONE CHECK DAM

EROSION CONTROL NOTES:

- LOCATIONS MARKED WITH "■" TO RECEIVE INLET FILTER PROTECTION DURING CONSTRUCTION. ALL NEW STREET INLETS MUST ALSO RECEIVE INLET FILTER PROTECTION.
- CONSTRUCT A STONE CHECK DAM IN GUTTER LINE AT ALL LOCATIONS MARKED WITH "▲"
- SURFACE FLOW DIRECTION IS INDICATED WITH
- SILT FENCE INSTALLATION IS INDICATED WITH
- KEEP A COPY OF THE CURRENT EROSION CONTROL PLAN ON SITE THROUGHOUT THE DURATION OF THE PROJECT.
- SUBMIT PLAN REVISIONS OR AMENDMENTS TO THE WDNR AT LEAST 5 DAYS PRIOR TO FIELD IMPLEMENTATION.
- THE CONTRACTOR IS RESPONSIBLE FOR ROUTINE SITE INSPECTIONS AT LEAST ONCE EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A RAINFALL EVENT OF 0.5 INCHES OR GREATER. KEEP INSPECTION REPORTS ON-SITE AND MAKE THEM AVAILABLE UPON REQUEST.
- INSPECT AND MAINTAIN ALL INSTALLED EROSION CONTROL PRACTICES UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED.
- WHEN POSSIBLE: PRESERVE EXISTING VEGETATION (ESPECIALLY ADJACENT TO SURFACE WATERS), MINIMIZE LAND-DISTURBING CONSTRUCTION ACTIVITY ON SLOPES OF 20% OR MORE, MINIMIZE SOIL COMPACTION, AND PRESERVE TOPSOIL.
- REFER TO THE WDNR STORMWATER CONSTRUCTION TECHNICAL STANDARDS AT http://dnr.wi.gov/topic/stormwater/standards/const_standards.html.
- INSTALL PERIMETER EROSION CONTROLS AND ROCK TRACKING PAD CONSTRUCTION ENTRANCE(S) PRIOR TO ANY LAND-DISTURBING ACTIVITIES, INCLUDING CLEARING AND GRUBBING. USE WDNR TECHNICAL STANDARD STONE TRACKING PAD AND TIRE WASHING #1057 FOR ROCK CONSTRUCTION ENTRANCE(S).
- INSTALL INLET PROTECTION PRIOR TO LAND-DISTURBING ACTIVITIES IN THE CONTRIBUTING DRAINAGE AREA AND/OR IMMEDIATELY UPON INLET INSTALLATION. COMPLY WITH WDNR TECHNICAL STANDARD STORM DRAIN INLET PROTECTION FOR CONSTRUCTION SITES #1060.
- STAGE CONSTRUCTION GRADING ACTIVITIES TO MINIMIZE THE CUMULATIVE EXPOSED AREA. CONDUCT TEMPORARY GRADING FOR EROSION CONTROL PER WDNR TECHNICAL STANDARD TEMPORARY GRADING PRACTICES FOR EROSION CONTROL #1067.
- NOTIFY THE OWNER IF DEWATERING IS SCHEDULED TO OCCUR IN AREAS OF SOIL AND/OR GROUNDWATER CONTAMINATION, OR IF DEWATERING WILL OCCUR FROM A HIGH CAPACITY WELL (70 GPM OR MORE). DEWATER ONLY AFTER THE APPROPRIATE WDNR DEWATERING DISCHARGE PERMIT HAS BEEN OBTAINED.
- PROVIDE ANTI-SCOUR PROTECTION AND MAINTAIN NON-EROSIVE FLOW DURING DEWATERING. LIMIT PUMPING RATES TO EITHER (A) THE SEDIMENT BASIN/TRAP DESIGN DISCHARGE RATE, OR (B) THE BASIN DESIGN RELEASE RATE WITH THE CORRECTLY-FITTED HOSE AND GEOTEXTILE FILTER BAG. PERFORM DEWATERING OF ACCUMULATED SURFACE RUNOFF IN ACCORDANCE WITH WDNR TECHNICAL STANDARD DE-WATERING #1061.
- INSTALL AND MAINTAIN SILT FENCING PER WDNR TECHNICAL STANDARD SILT FENCE #1056. REMOVE SEDIMENT FROM BEHIND SILT FENCES AND SEDIMENT BARRIERS BEFORE SEDIMENT REACHES A DEPTH THAT IS EQUAL TO ONE-HALF OF THE FENCE AND/OR BARRIER HEIGHT.

- REPAIR BREAKS AND GAPS IN SILT FENCES AND BARRIERS IMMEDIATELY. REPLACE DECOMPOSING STRAW BALES (TYPICAL BALE LIFE IS 3 MONTHS). LOCATE, INSTALL, AND MAINTAIN STRAW BALES PER WDNR TECHNICAL STANDARD DITCH CHECKS #1062.
- INSTALL AND MAINTAIN FILTER SOCKS IN ACCORDANCE WITH WDNR TECHNICAL STANDARD INTERIM MANUFACTURED PERIMETER CONTROL AND SLOPE INTERRUPTION PRODUCTS #1071.
- IMMEDIATELY STABILIZE STOCKPILES AND SURROUND STOCKPILES AS NEEDED WITH SILT FENCE OR OTHER PERIMETER CONTROL IF STOCKPILES WILL REMAIN INACTIVE FOR 7 DAYS OR LONGER.
- IMMEDIATELY STABILIZE ALL DISTURBED AREAS THAT WILL REMAIN INACTIVE FOR 14 DAYS OR LONGER. BETWEEN SEPTEMBER 15 AND OCTOBER 15: STABILIZE WITH MULCH, TACKIFIER, AND A PERENNIAL SEED MIXED WITH WINTER WHEAT, ANNUAL OATS, OR ANNUAL RYE, AS APPROPRIATE FOR REGION AND SOIL TYPE. OCTOBER 15 THROUGH COLD WEATHER: STABILIZE WITH A POLYMER AND DORMANT SEED MIX, AS APPROPRIATE FOR REGION AND SOIL TYPE.
- STABILIZE AREAS OF FINAL GRADING WITHIN 7 DAYS OF REACHING FINAL GRADE.
- SWEEP/CLEAN UP ALL SEDIMENT/TRASH THAT MOVES OFF-SITE DUE TO CONSTRUCTION ACTIVITY OR STORM EVENTS BEFORE THE END OF THE SAME WORKDAY OR AS DIRECTED BY THE OWNER. SEPARATE SWEEP MATERIALS (SOILS AND TRASH) AND DISPOSE OF APPROPRIATELY.
- THE CONTRACTOR IS RESPONSIBLE FOR CONTROLLING DUST PER WDNR TECHNICAL STANDARD DUST CONTROL ON CONSTRUCTION SITES #1068.
- PROPERLY DISPOSE OF ALL WASTE AND UNUSED BUILDING MATERIALS (INCLUDING GARBAGE, DEBRIS, CLEANING WASTES, OR OTHER CONSTRUCTION MATERIALS) AND DO NOT ALLOW THESE MATERIALS TO BE CARRIED BY RUNOFF INTO THE RECEIVING CHANNEL.
- COORDINATE WITH THE OWNER TO UPDATE THE LAND DISTURBANCE PERMIT TO INDICATE THE ANTICIPATED OR LIKELY DISPOSAL LOCATIONS FOR ANY EXCAVATED SOILS OR CONSTRUCTION DEBRIS THAT WILL BE HAULED OFF-SITE FOR DISPOSAL. THE DEPOSITED OR STOCKPILED MATERIAL NEEDS TO INCLUDE PERIMETER SEDIMENT CONTROL MEASURES (SUCH AS SILT FENCE, HAY BALES, FILTER SOCKS, OR COMPACTED EARTHEN BERMS).
- FOR NON-CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED SLOPES, PROVIDE CLASS I, II OR III TYPE A EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD NON-CHANNEL EROSION MAT #1052.
- FOR CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED AREAS, PROVIDE CLASS I, II, OR III TYPE B EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD CHANNEL EROSION MAT #1053.
- MAKE PROVISIONS FOR WATERING DURING THE FIRST 8 WEEKS FOLLOWING SEEDING OR PLANTING OF DISTURBED AREAS WHENEVER MORE THAN 7 CONSECUTIVE DAYS OF DRY WEATHER OCCUR.
- INSTALL ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES (SUCH AS TEMPORARY SEDIMENT BASINS, DITCH CHECKS, EROSION CONTROL MATTING, SILT FENCING, FILTER SOCKS, WATTLES, SWALES, ETC.), OR AS DIRECTED BY THE OWNER.
- THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE WDNR REMEDIATION AND WASTE MANAGEMENT REQUIREMENTS FOR HANDLING AND DISPOSING OF CONTAMINATED MATERIALS. SITE-SPECIFIC INFORMATION FOR AREAS WITH KNOWN OR SUSPECTED SOIL AND/OR GROUNDWATER CONTAMINATION CAN BE FOUND ON WDNR'S BUREAU OF REMEDIATION AND REDEVELOPMENT TRACKING SYSTEM (BRRTS) PUBLIC DATABASE AT: <http://dnr.wi.gov/botw/>

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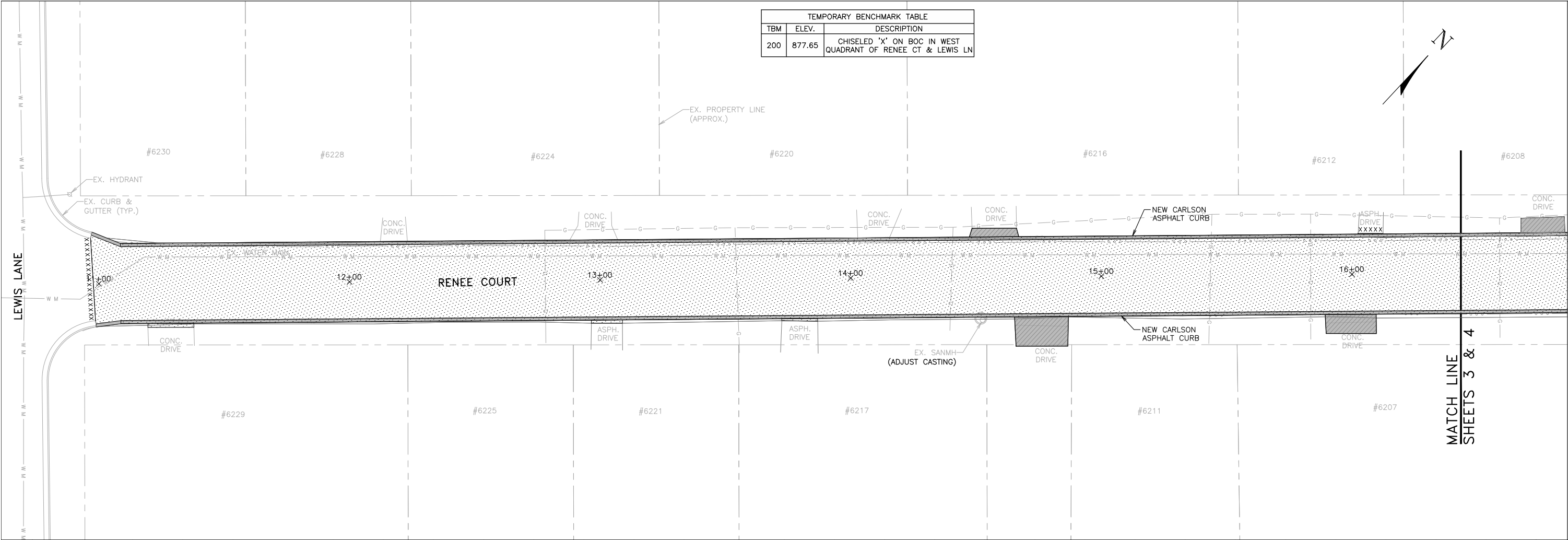
EROSION CONTROL NOTES & STANDARD
CONSTRUCTION DETAILS

2021 STREET AND STORM SEWER IMPROVEMENTS
Renee Court, Pleasant Run, Lake Edge Road
Taylor-Farwell Storm Sewer
Village of McFarland, Wisconsin

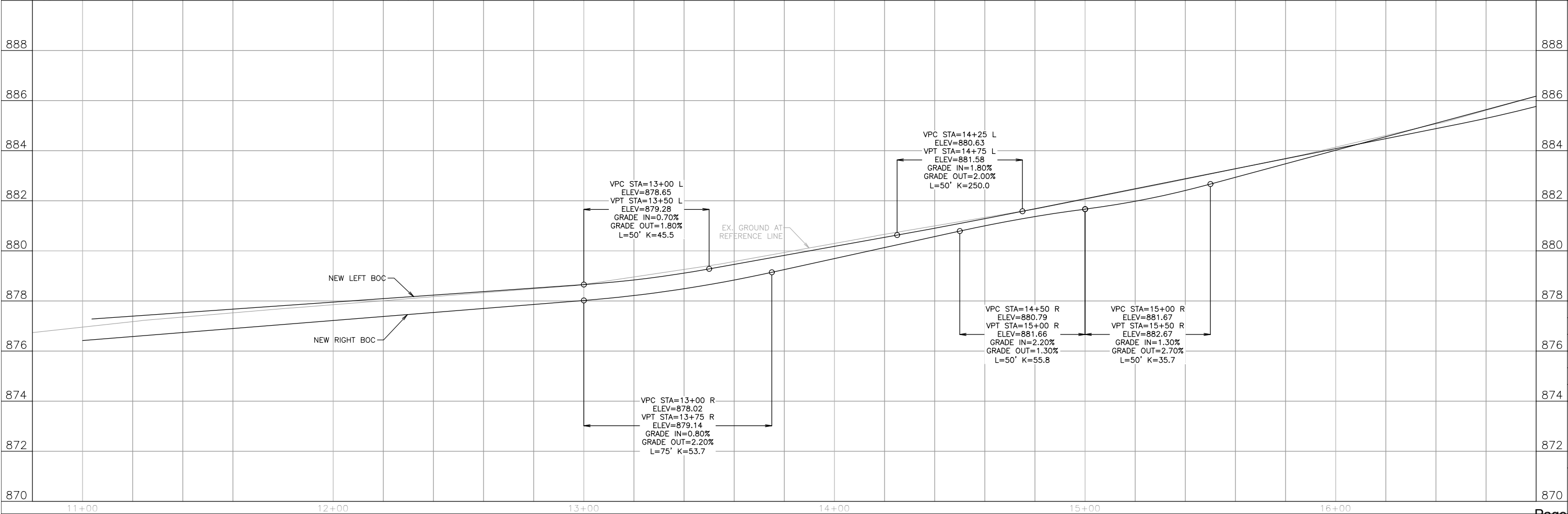
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T.J.S.
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REVISIONS:
SCALE:

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TEMPORARY BENCHMARK TABLE		
TBM	ELEV.	DESCRIPTION
200	877.65	CHISELED 'X' ON BOC IN WEST QUADRANT OF RENEE CT & LEWIS LN



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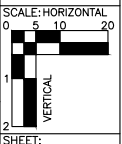


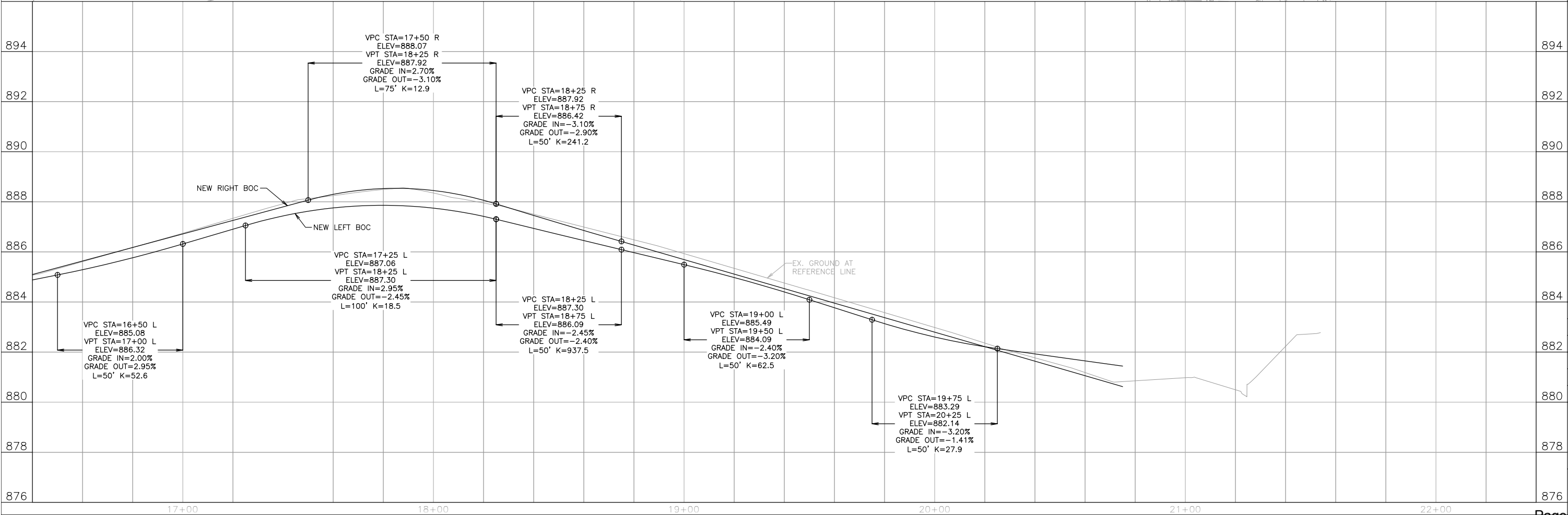
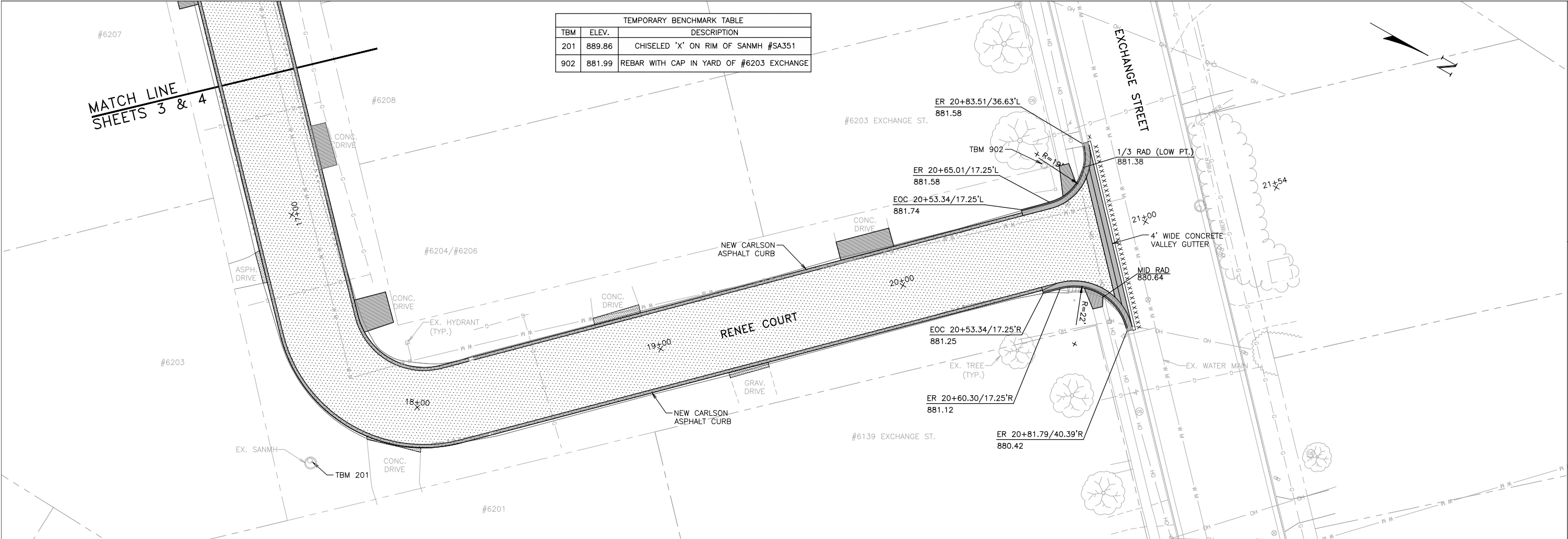
PLAN & PROFILE
RENEE COURT
Station 10+80 To Station 16+80

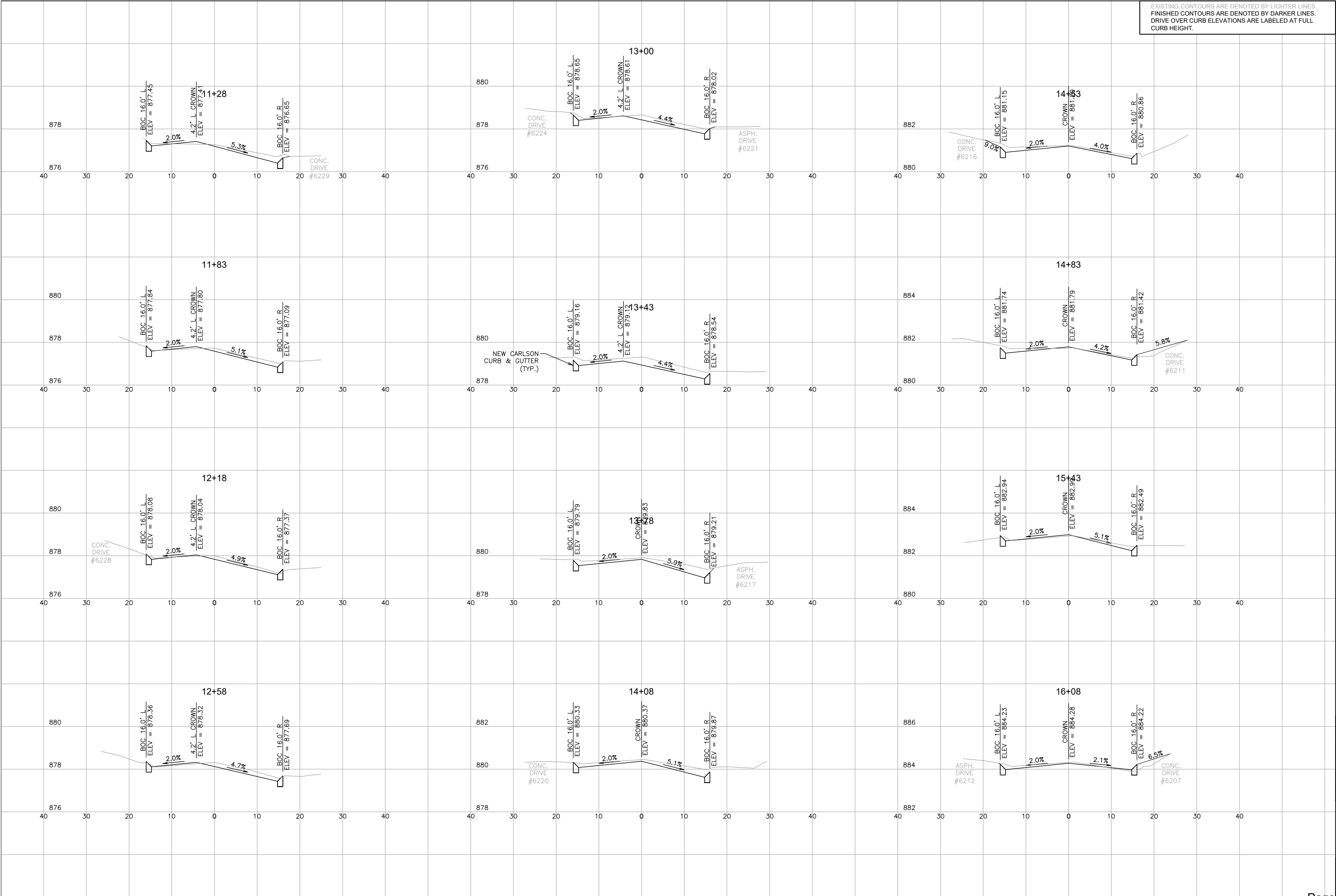
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CROSS SECTIONS
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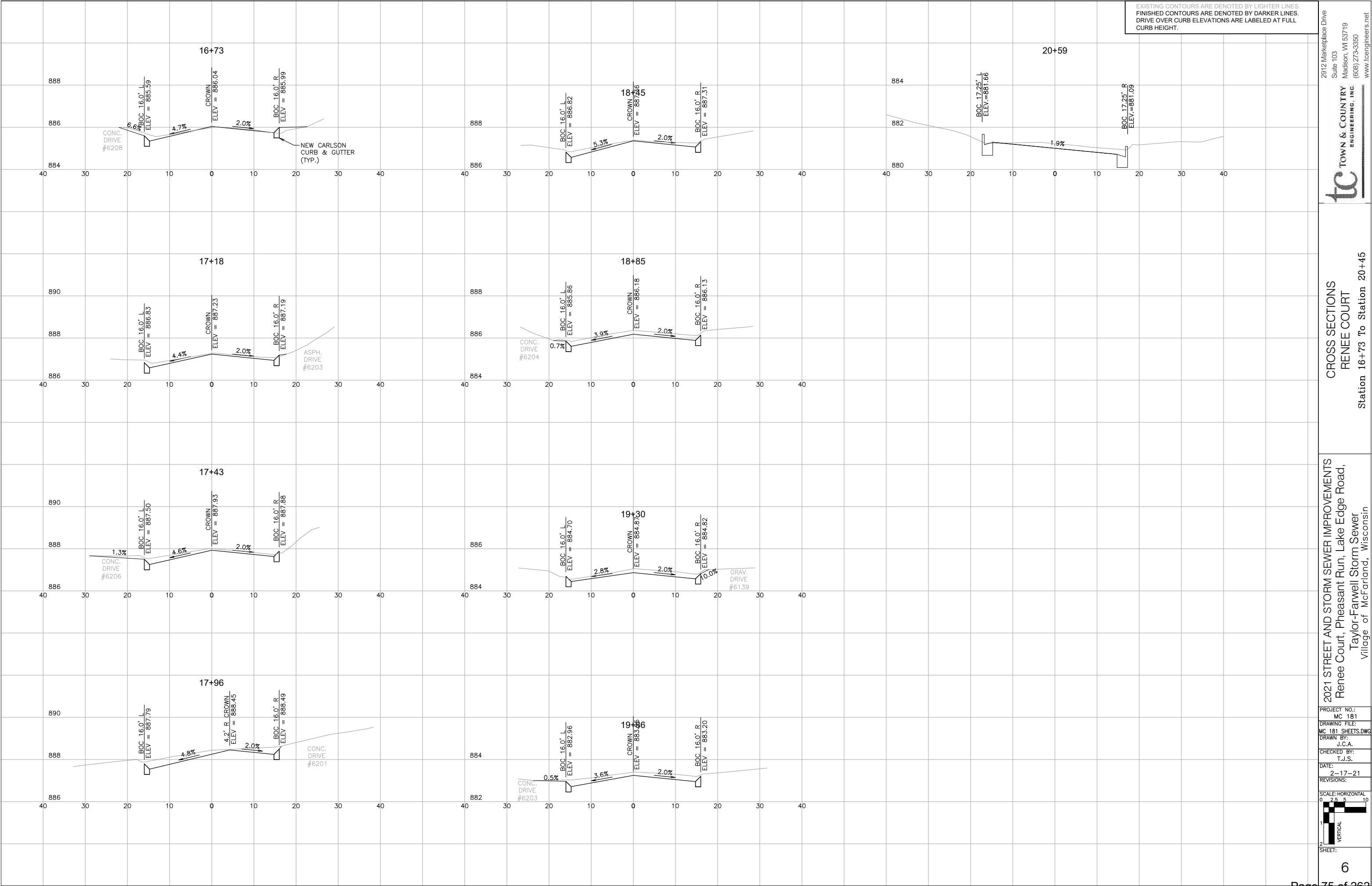
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CROSS SECTIONS
RENEE COURT
Station 16+73 To Station 20+45

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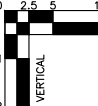
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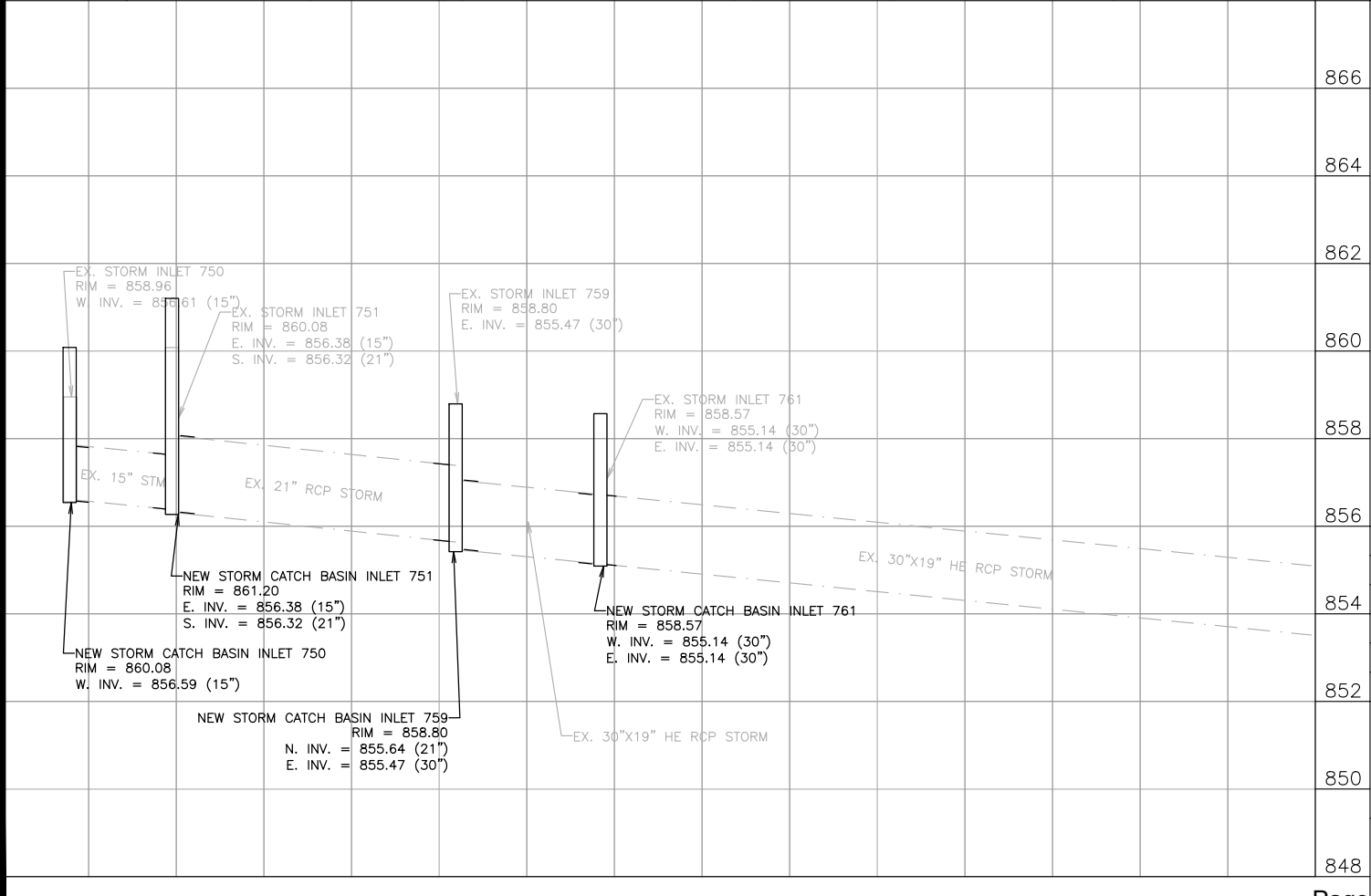
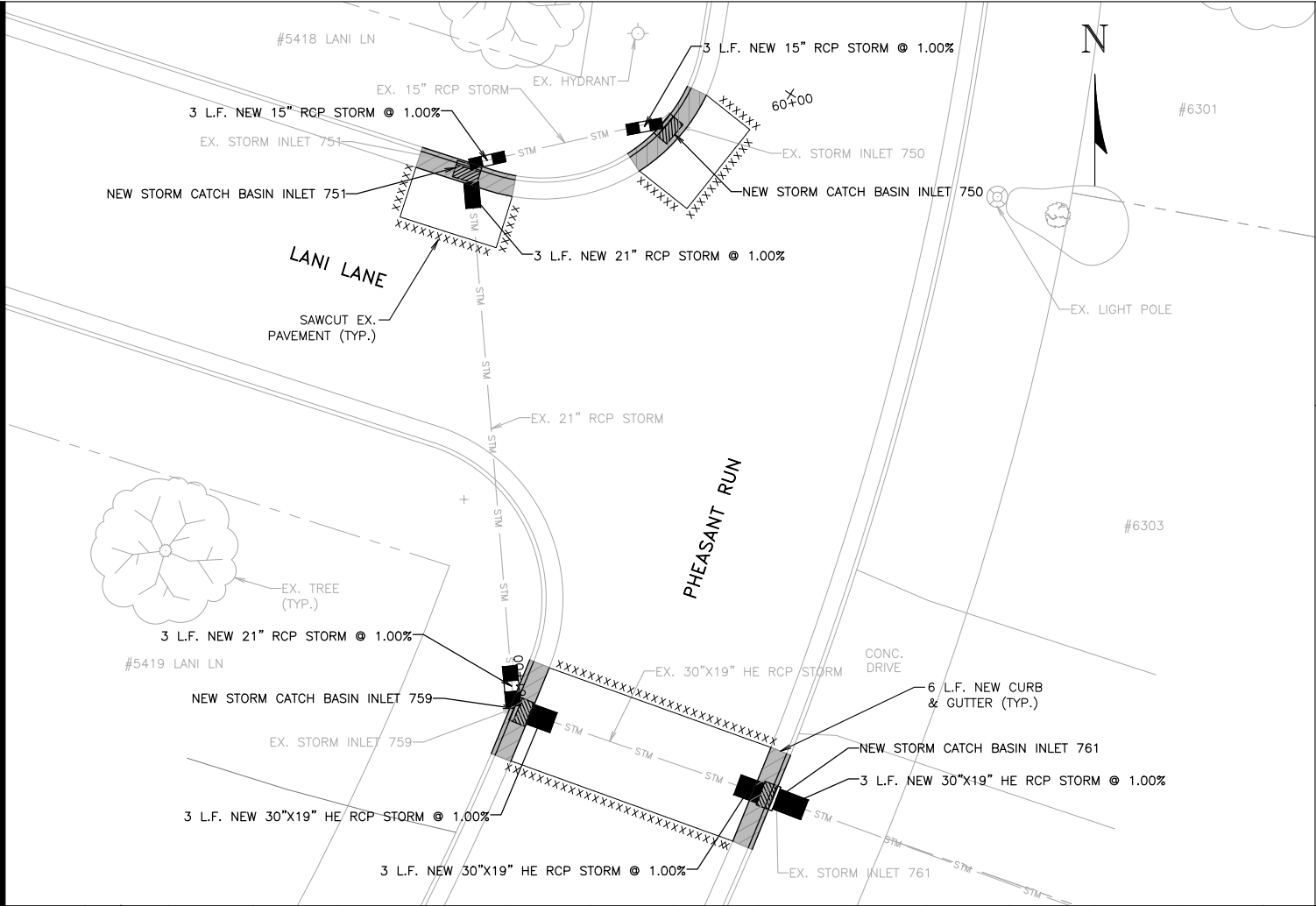
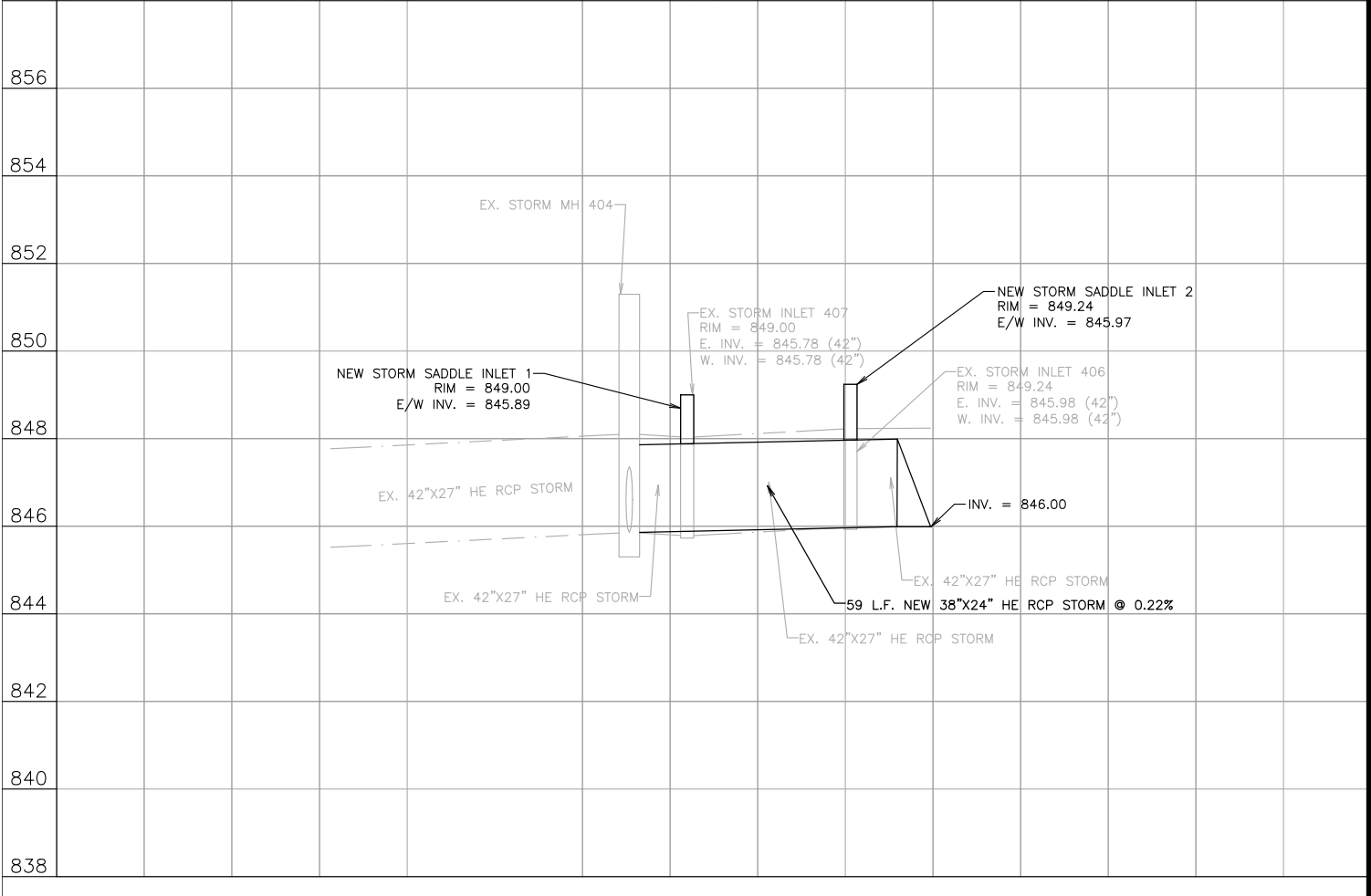
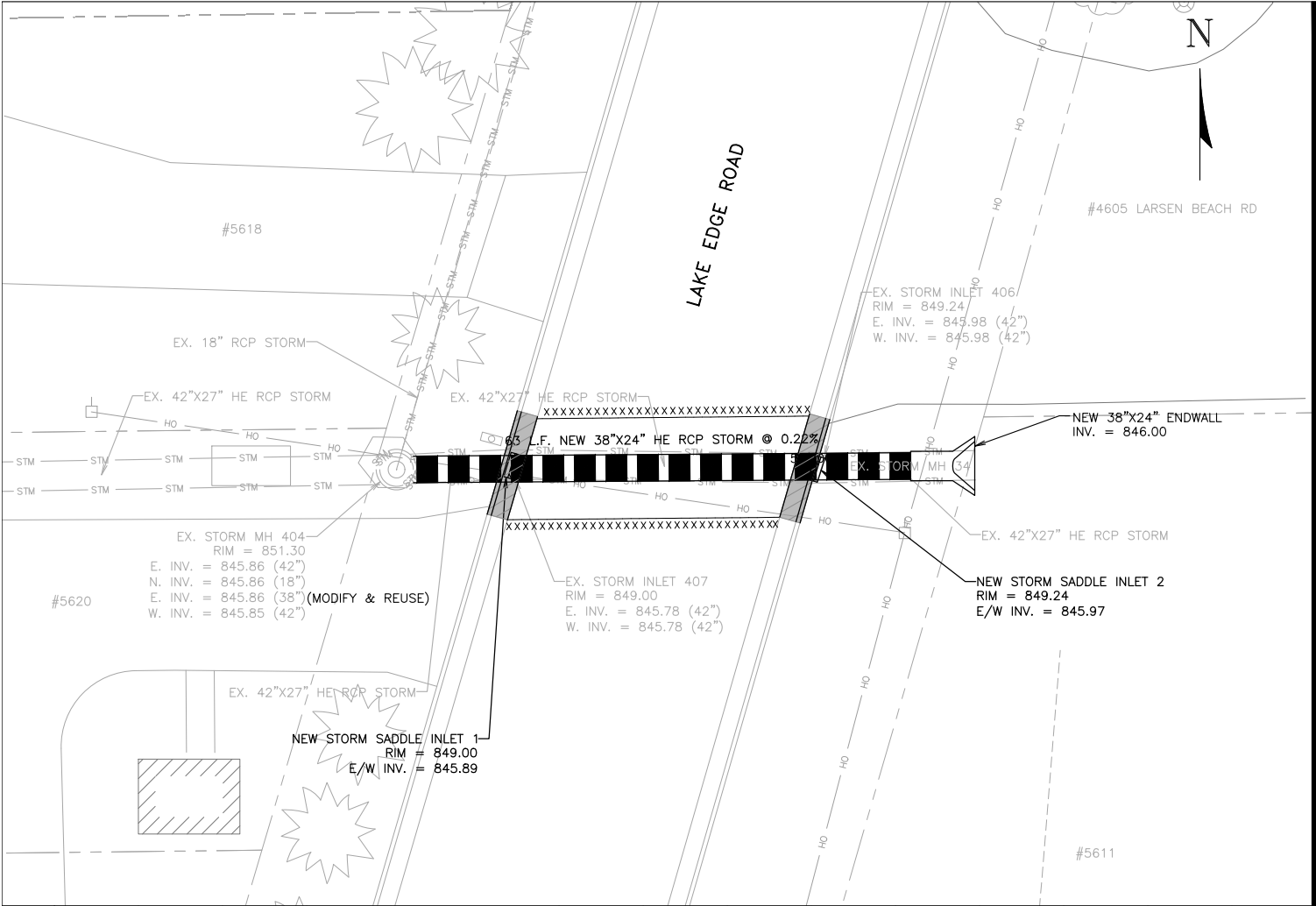
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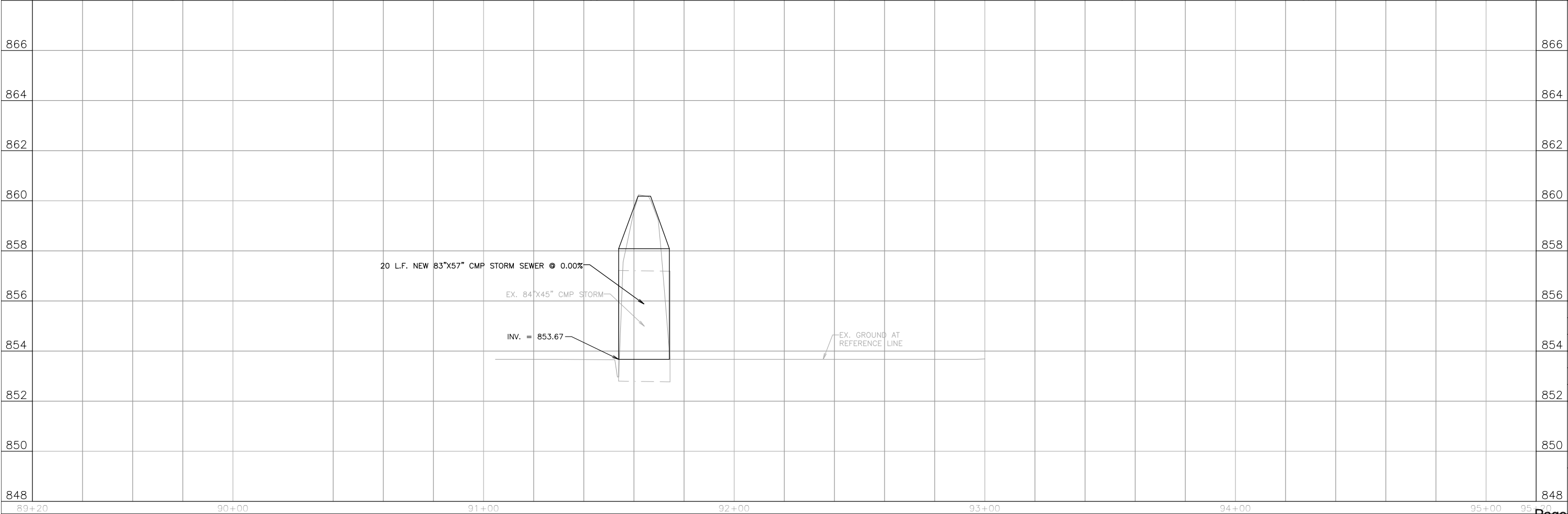
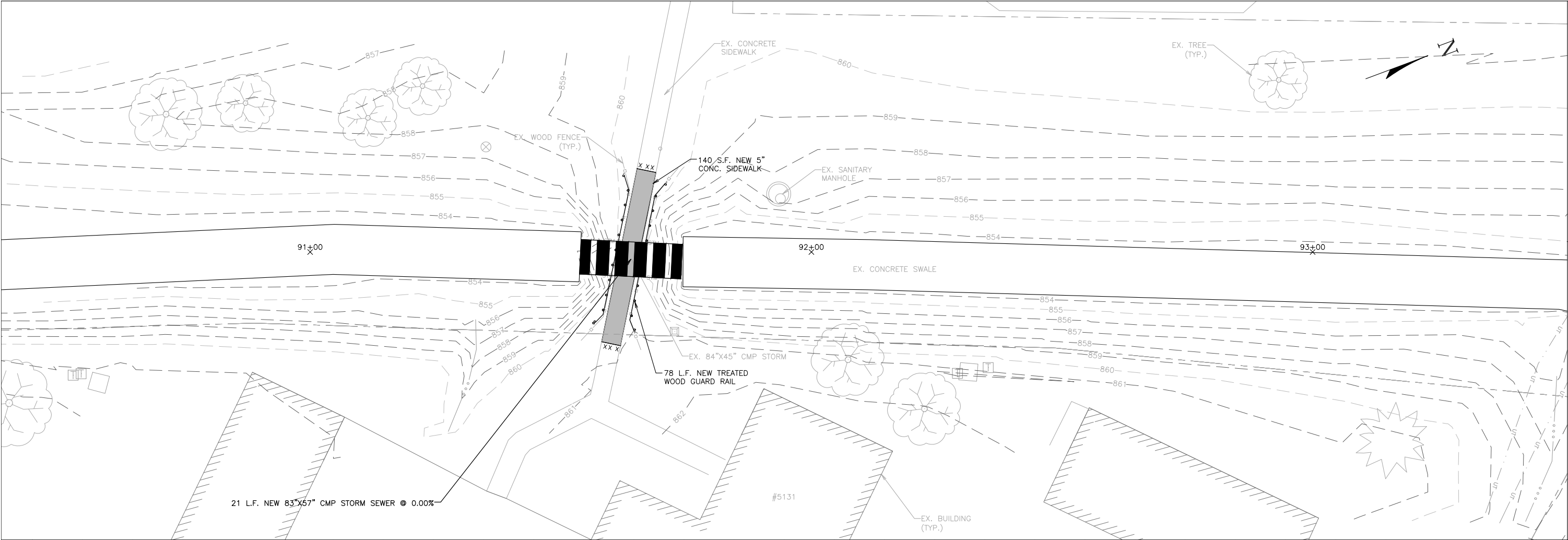
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PLAN & PROFILE
PHEASANT RUN & LAKE EDGE ROAD

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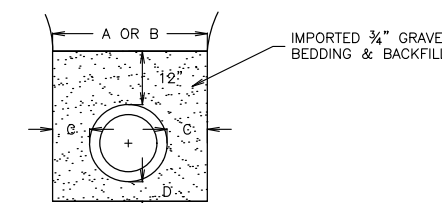
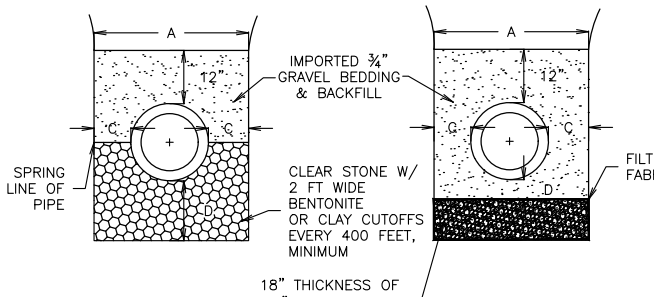
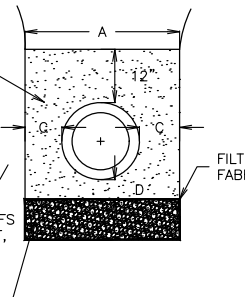
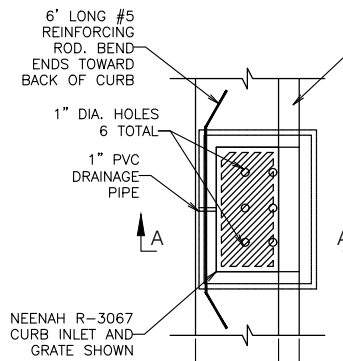
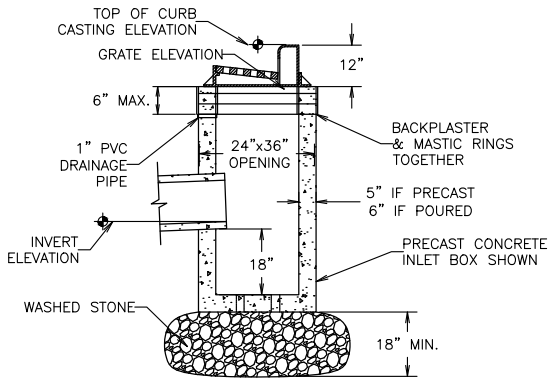
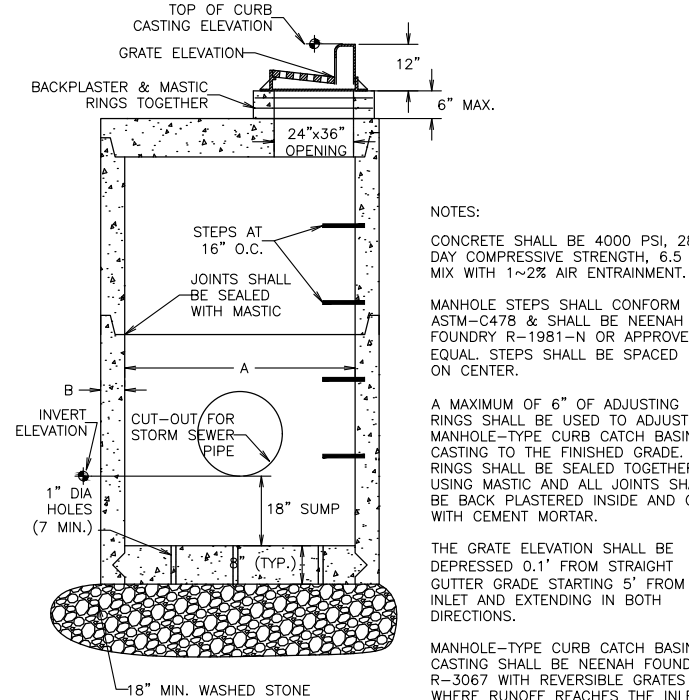
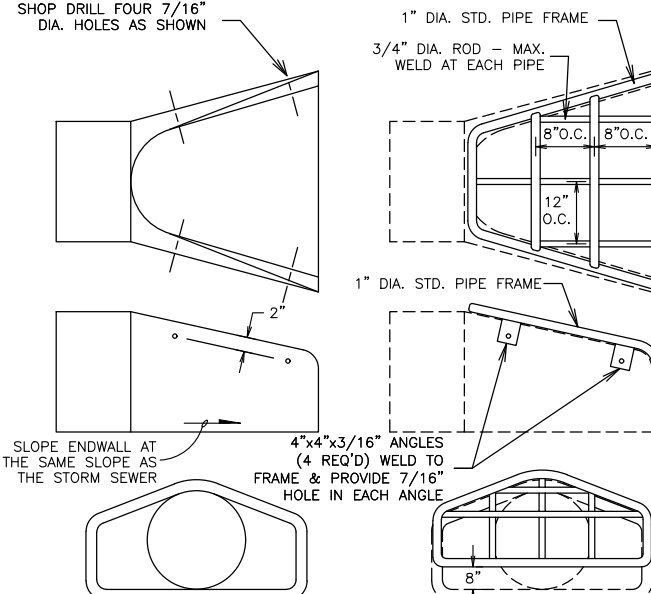
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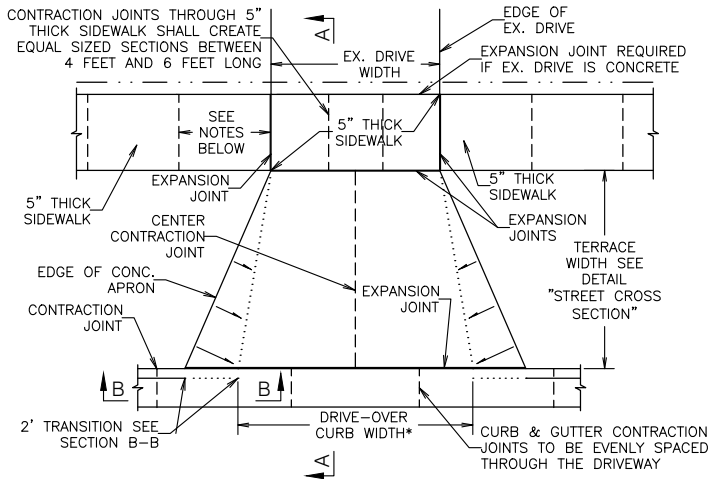
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PLAN & PROFILE
TAYLOR-FARWELL DRAINAGE SWALE
Station 89+00 To Station 95+00

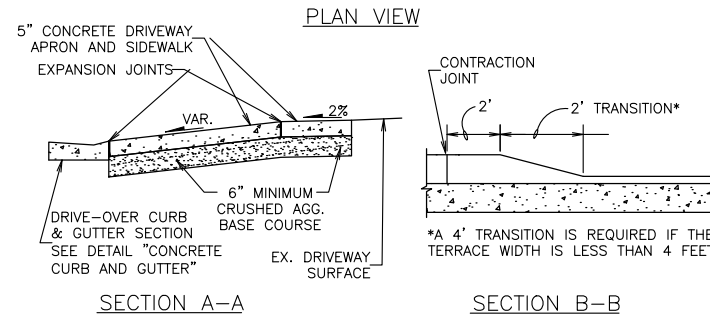
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SHEET:
8

2021 STREET AND STORM SEWER IMPROVEMENTS
Renee Court, Pheasant Run, Lake Edge Road,
Taylor-Farwell Storm Sewer
Village of McFarland, Wisconsin

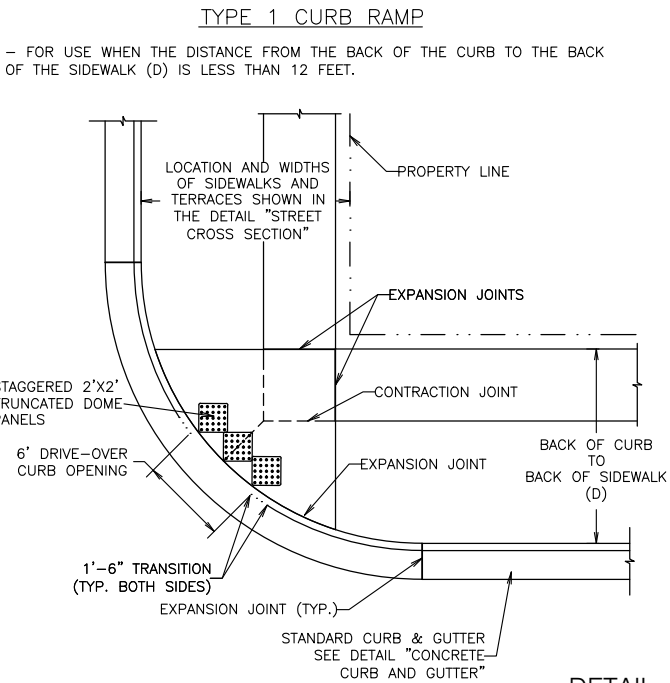
	DIMENSIONS: A: OUTSIDE DIAMETER OF PIPE PLUS 24" MAXIMUM, EXCEPT NEED NOT BE LESS THAN 36". TRENCH SHIELDS NARROWER THAN 4 FEET INSIDE WIDTH WILL NOT BE REQUIRED UNLESS SPECIFICALLY REQUIRED IN THE PROJECT SPECIFICATIONS. B: FOR ROCK, OUTSIDE DIAMETER OF PIPE PLUS 18" MAXIMUM, EXCEPT NEED NOT BE LESS THAN 36". C: MINIMUM – 6" D: MINIMUM 4" BELOW BARREL AND 3" BELOW BELL.	 IMPORTED 3/4" GRAVEL BEDDING & BACKFILL NORMAL PIPE TRENCH  WET TRENCH WITH SUMP DEWATERING  UNSTABLE TRENCH DETAIL TRENCH WIDTH AND BEDDING	 6' LONG #5 REINFORCING ROD. BEND ENDS TOWARD BACK OF CURB 1" DIA. HOLES 6 TOTAL 1" PVC DRAINAGE PIPE NEENAH R-3067 CURB INLET AND GRATE SHOWN 24" 6" PLAN VIEW STANDARD CURB SECTION SEE DETAIL "CONCRETE CURB AND GUTTER" NOTES: - TOP OF CURB AND PIPE INVERT ELEVATIONS ARE SHOWN ON THE PLANS. - THE GRATE ELEVATION SHALL BE DEPRESSED 0.1' FROM STRAIGHT GUTTER GRADE STARTING 5' FROM THE INLET AND EXTENDING IN BOTH DIRECTIONS. - THE CASTING SHALL BE NEENAH FOUNDRY R-3067 CURB INLET WITH REVERSIBLE GRATES WHERE RUNOFF REACHES THE INLET FROM BOTH DIRECTIONS. WHERE RUNOFF REACHES THE INLET FROM ONE DIRECTION A NEENAH R-3067-L CASTING SHALL BE USED. DIRECTIONAL SLOTS TO BE LOCATED TO DIRECT THE FLOW INTO THE STREET INLET. - MASTIC BETWEEN RINGS AND BACKPLASTER A SMOOTH LAYER OF GROUT OVER THE ENTIRE INNER AND OUTER SURFACES OF THE RINGS.  TOP OF CURB CASTING ELEVATION GRATE ELEVATION 12" 6" MAX. 24"x36" OPENING 1" PVC DRAINAGE PIPE 5" IF PRECAST 6" IF POURED 18" 18" MIN. WASHED STONE BACKPLASTER & MASTIC RINGS TOGETHER PRECAST CONCRETE INLET BOX SHOWN SECTION A-A DETAIL RECTANGULAR CATCH BASIN																				
	 TOP OF CURB CASTING ELEVATION GRATE ELEVATION 12" 6" MAX. 24"x36" OPENING BACKPLASTER & MASTIC RINGS TOGETHER STEPS AT 16" O.C. JOINTS SHALL BE SEALED WITH MASTIC A B CUT-OUT FOR STORM SEWER PIPE 18" SUMP 1" DIA HOLES (7 MIN.) 18" MIN. WASHED STONE STORM MANHOLE DIMENSIONS <table><tr><th rowspan="2">MANHOLE SIZE</th><th colspan="2">DIMENSION</th></tr><tr><th>A</th><th>B (MIN.)</th></tr><tr><td>48"</td><td>48"</td><td>5"</td></tr><tr><td>60"</td><td>60"</td><td>6"</td></tr><tr><td>72"</td><td>72"</td><td>7"</td></tr><tr><td>84"</td><td>84"</td><td>7"</td></tr><tr><td>96"</td><td>96"</td><td>9"</td></tr></table> DETAIL STORM SEWER MANHOLE CATCH BASIN NOTES: CONCRETE SHALL BE 4000 PSI, 28 DAY COMPRESSIVE STRENGTH, 6.5 BAG MIX WITH 1~2% AIR ENTRAINMENT. MANHOLE STEPS SHALL CONFORM TO ASTM-C478 & SHALL BE NEENAH FOUNDRY R-1981-N OR APPROVED EQUAL. STEPS SHALL BE SPACED 16" ON CENTER. A MAXIMUM OF 6" OF ADJUSTING RINGS SHALL BE USED TO ADJUST THE MANHOLE-TYPE CURB CATCH BASIN CASTING TO THE FINISHED GRADE. ALL RINGS SHALL BE SEALED TOGETHER USING MASTIC AND ALL JOINTS SHALL BE BACK PLASTERED INSIDE AND OUT WITH CEMENT MORTAR. THE GRATE ELEVATION SHALL BE DEPRESSED 0.1' FROM STRAIGHT GUTTER GRADE STARTING 5' FROM THE INLET AND EXTENDING IN BOTH DIRECTIONS. MANHOLE-TYPE CURB CATCH BASIN CASTING SHALL BE NEENAH FOUNDRY R-3067 WITH REVERSIBLE GRATES WHERE RUNOFF REACHES THE INLET FROM BOTH DIRECTIONS. WHERE RUNOFF REACHES THE INLET FROM ONE DIRECTION A NEENAH R-3067-L CASTING SHALL BE USED. DIRECTIONAL SLOTS TO BE LOCATED TO DIRECT THE FLOW INTO THE STREET INLET. A 2x3 LID OPENING IS REQUIRED FOR MANHOLE-TYPE CURB CATCH BASINS.	MANHOLE SIZE	DIMENSION		A	B (MIN.)	48"	48"	5"	60"	60"	6"	72"	72"	7"	84"	84"	7"	96"	96"	9"	 SHOP DRILL FOUR 7/16" DIA. HOLES AS SHOWN 1" DIA. STD. PIPE FRAME 3/4" DIA. ROD – MAX. WELD AT EACH PIPE 8" O.C. 8" O.C. 12" O.C. 2" 4"x4"x3/16" ANGLES (4 REQ'D) WELD TO FRAME & PROVIDE 7/16" HOLE IN EACH ANGLE SLOPE ENDWALL AT THE SAME SLOPE AS THE STORM SEWER ENDWALL DETAILS PIPE GATE DETAILS NOTES: - THE CONTRACTOR SHALL BOLT THE PIPE GATE TO THE CONCRETE ENDWALL WITH FOUR 3/8"x6" MACHINE BOLTS WITH NUTS ON INSIDE WALL. PAINTING SPECIFICATIONS: - THE PIPE GATE SHALL RECEIVER THE FOLLOWING PREPARATION & PAINTING. THE FIRST COAT SHALL BE RUS-OLEUM X-60 RED BARE METAL PRIMER OR APPROVED EQUAL. THE SECOND COAT SHALL BE RUS-OLEUM 960 ZINC CHROMATE PRIMER OR APPROVED EQUAL. THE THIRD COAT SHALL BE RUS-OLEUM 1282 HIGH GLOSS METAL FINISH OR APPROVED EQUAL. PREPARATION STEPS: - BARE METAL SURFACES – TREAT WITH THE THREE-COAT PAINTING SYSTEM LISTED AFTER A THOROUGH SCRAPING, WIRE BRUSHING & CLEANING. - EACH COAT OF PAINT SHALL BE APPLIED OVER THE ENTIRE GATE SURFACE. - ALLOW 24-48 HOURS DRYING TIME AT 60° OR ABOVE BETWEEN COATS.	2021 STREET AND STORM SEWER IMPROVEMENTS Renee Court, Pheasant Run, Lake Edge Road Taylor-Farwell Storm Sewer Village of McFarland, Wisconsin PROJECT NO.: MC 181 DRAWING FILE: MC 181 DETAILS.DWG DRAWN BY: J.C.A. CHECKED BY: T.J.S. DATE: 2-17-21 REVISIONS: SCALE: N.T.S. SHEET: 9
MANHOLE SIZE	DIMENSION																						
	A	B (MIN.)																					
48"	48"	5"																					
60"	60"	6"																					
72"	72"	7"																					
84"	84"	7"																					
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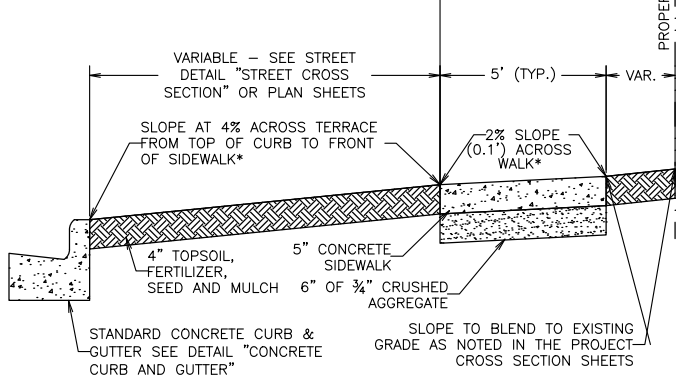
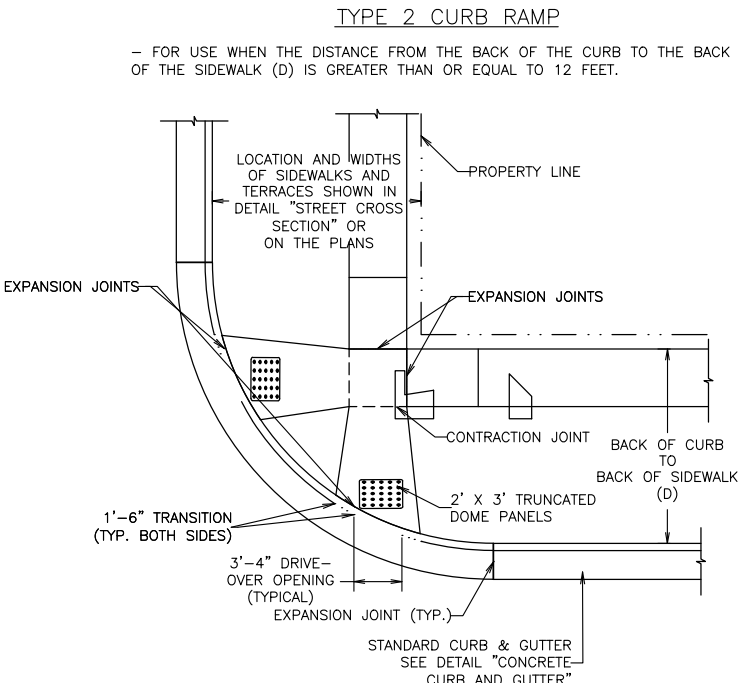
NOTES: - 5" THICK WALK WIDTH SHALL BE EQUAL TO THE EX. DRIVE WIDTH OR A MINIMUM OF 12' CENTERED ON THE EX. DRIVE. THE DRIVE-OVER CURB WIDTH SHALL BE EQUAL TO THE 5" THICK WALK WIDTH PLUS 2', CENTERED ON THE EX. DRIVE.
- CONTRACTION JOINTS IN 5" THICK SIDEWALKS SHALL BE PLACED EVERY 5'. EXPANSION JOINTS SHALL BE PLACED AT INTERVALS NOT TO EXCEED 96 FEET.



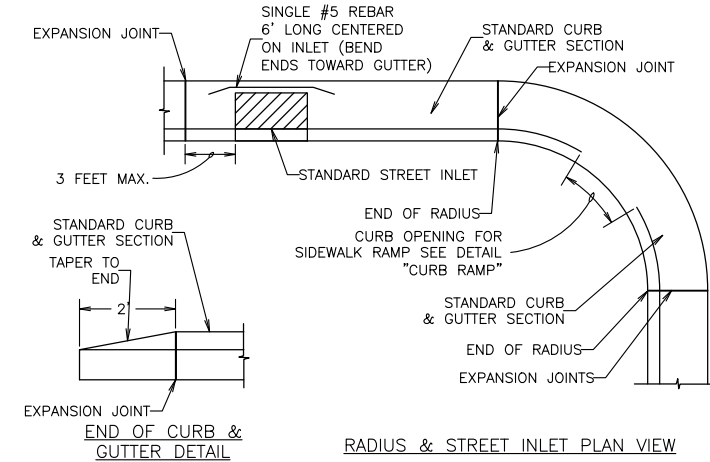
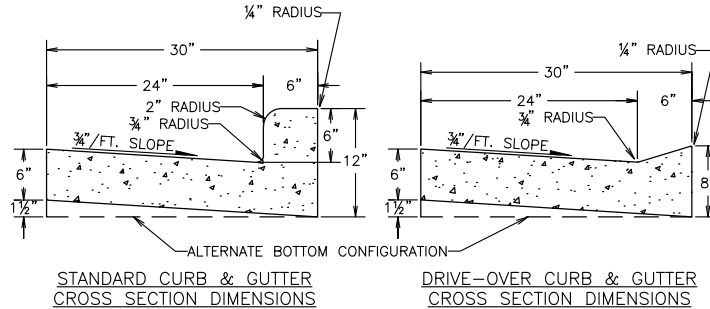
DETAIL DRIVEWAY



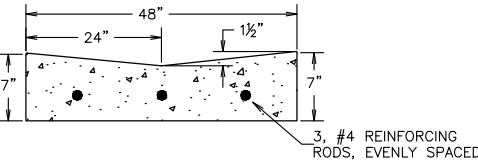
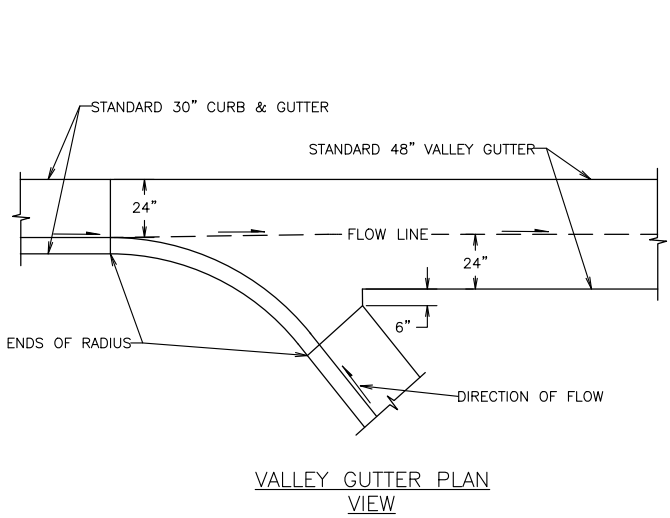
DETAIL CURB RAMP



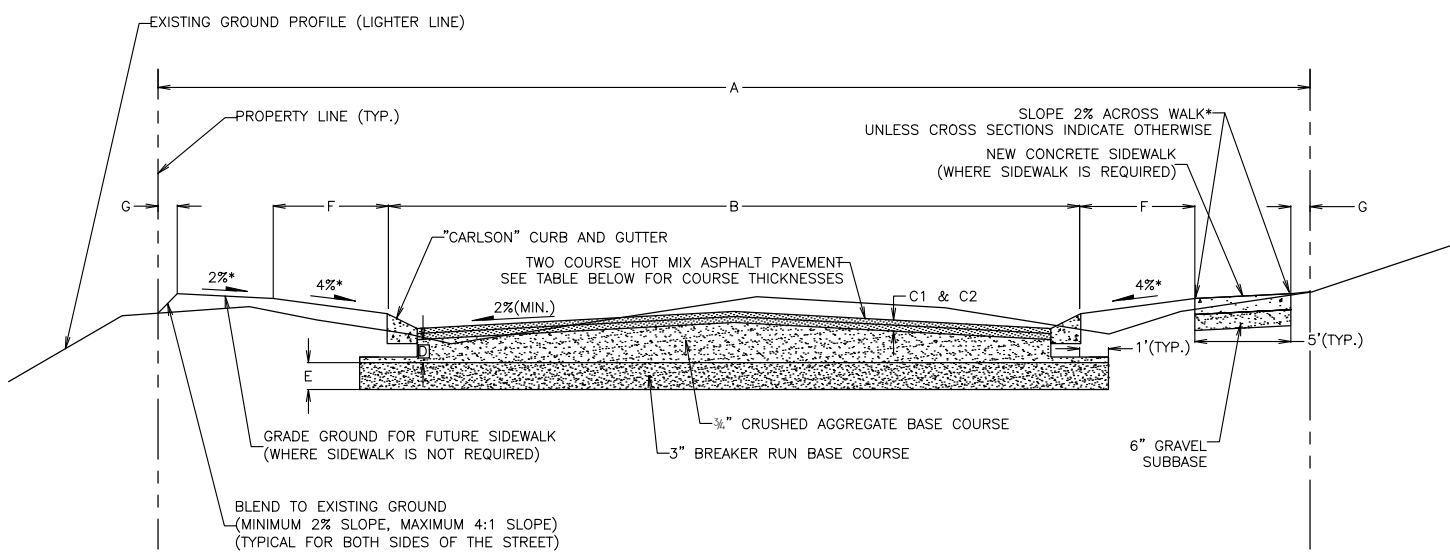
DETAIL SIDEWALK - TERRACE SECTION



DETAIL CONCRETE CURB AND GUTTER



DETAIL VALLEY GUTTER



	A	B	C1	C2	D	E	F	G
	RIGHT OF WAY WIDTH	CURB FACE TO CURB FACE WIDTH	LOWER COURSE THICKNESS	SURFACE COURSE THICKNESS	3/4\" C.A.B.C. THICKNESS*	3\" BREAKER RUN B.C. THICKNESS	TERRACE WIDTH	BACK OF WALK TO PROP. LINE
STREET NAME			1 1/4\"	1 1/2\"				
RENEE COURT								

*WHERE PLAN CROSS SECTIONS CONFLECT WITH THIS DETAIL, THE PLAN CROSS SECTION SHALL GOVERN.

NOTES:
THE CROWN OF THE ROAD SHALL BE CREATED USING THE 3/4\" CRUSHED AGGREGATE BASE COURSE. THE THICKNESS SHOWN IS THE MINIMUM THICKNESS REQUIRED AS MEASURED AT THE CONCRETE CURB & GUTTER SECTION.

THE 3\" BREAKER RUN BASE COURSE THICKNESS MAY NEED TO BE INCREASED DEPENDING UPON SUBGRADE CONDITIONS.

DETAIL STREET CROSS SECTION

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, March 22, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding the Municipal Separate Storm Sewer System (MS4) permit and plan.

PREVIOUS ACTION:

This item was recommended for approval at the March 16, 2021 Public Utilities Committee meeting.

ISSUE SUMMARY:

Attached is the 2020 DRAFT annual report for our Municipal Separate Storm Sewer System otherwise known as an MS4 Permit. This report is a DNR mandate that we have been submitting for several years now. This year the reporting requirements have increased. The permit governs storm water management practices in the Village and allows our discharge to area waterways. The Village remains compliant with these measures. The report is prepared by the village engineer, village staff and the staff of MAMSWaP and is presented for consideration of approval.

Once the report is voted on and passed by both the Public Utilities Committee and the Village Board, it will then be electronically submitted to the DNR. The report needs to be completed and submitted by March 31, 2021.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommendation of approval for the MS4 permit and plan to the Village Board.

ATTACHMENTS:

1. Final Permit S058416-4 7_1_19
2. 03.05.21 MS1703-2020_MS4_Annual_Report- DRAFT
3. MS4 Program Plan 03.11.21



4. AdaptiveManagementPlanSummary
5. Storm Sewer Map
6. Public Works Center Drainage Map
7. McFarland SWPPP March 2021



**STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES**

**INDIVIDUAL PERMIT TO DISCHARGE UNDER THE
WISCONSIN POLLUTANT DISCHARGE ELIMINATION SYSTEM
WPDES PERMIT NO. WI-S058416-4**

In compliance with the provisions of ch. 283.33, Wis. Stats., and chs. NR 151 and 216, Wis. Adm. Code,

THE CITIES OF FITCHBURG, MADISON, MIDDLETON, MONONA, STOUGHTON, SUN PRAIRIE, AND VERONA; THE VILLAGES OF COTTAGE GROVE, DEFOREST, MAPLE BLUFF, MCFARLAND, SHOREWOOD HILLS, WAUNAKEE AND WINDSOR; THE TOWNS OF BLOOMING GROVE, BURKE, MADISON, MIDDLETON AND WESTPORT; DANE COUNTY; AND THE UNIVERSITY OF WISCONSIN – MADISON

are permitted to discharge storm water from all portions of the

MUNICIPAL SEPARATE STORM SEWER SYSTEMS

owned or operated by the co-permittees listed above to waters of the state in accordance with the conditions set forth in this permit.

With written authorization by the Department, this permit will be used to cover a municipal separate storm sewer system initially covered under a previous version of a municipal separate storm sewer system permit. The **Start Date** of coverage under this permit is the date of the Department letter sent to the municipality authorizing coverage under this permit. The Department is required to charge an annual permit fee to owners and operators authorized to discharge under this permit in accordance with s. 283.33(9), Wis. Stats., and s. NR 216.08, Wis. Adm. Code.

State of Wisconsin Department of Natural Resources
For the Secretary

By:


Eric S. Rortved
Storm Water Engineer & Permit Drafter

7/01/19

Date Permit Signed/Issued

PERMIT EFFECTIVE DATE: July 1, 2019

EXPIRATION DATE: June 30, 2024

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1. APPLICABILITY CRITERIA

1.1 Permit Description and Purpose

Each municipality listed as a co-permittee under this permit submitted a reissuance application letter to the Department of Natural Resources (hereinafter referred to as “Department”) pursuant to s. NR 216.09, Wis. Adm. Code, to be covered under a group WPDES municipal storm water discharge permit for storm water discharges from the group’s municipal separate storm sewer systems (MS4s) to waters of the state. The co-permittees under this permit are continuing to work together, potentially along with other MS4 general permittees, under an intermunicipal agreement (Madison Municipal Storm Water Partnership) to refine and implement an extensive joint information and education plan and have agreed to cooperate as appropriate on permit requirements.

This permit regulates storm water discharges in accordance with ch. 283, Wis. Stats. and subch. I of ch. NR 216, Wis. Adm. Code, and implements the non-agricultural and transportation facility performance standards of ch. NR 151, Wis. Adm. Code. A municipality that is a co-permittee under this permit is only responsible for permit conditions relating to discharges from the MS4 under its jurisdiction for which it is the owner or operator.

1.2 Permitted Area

This permit covers all areas under the ownership, control or jurisdiction of the co-permittees that contribute to discharges from a municipal separate storm sewer system (MS4) that receives runoff from an urbanized area, adjacent developing areas and areas whose runoff is connected or will connect to a municipal separate storm sewer regulated under subch. I of ch. NR 216, Wis. Adm. Code.

1.3 Co-Permittees

There are 21 municipalities (or co-permittees) covered under this permit including: The Cities of Fitchburg, Madison, Middleton, Monona, Stoughton, Sun Prairie, and Verona; the Villages of Cottage Grove, DeForest, Maple Bluff, McFarland, Shorewood Hills, Waunakee and Windsor; the Towns of Blooming Grove, Burke, Madison, Middleton and Westport; Dane County; and the University of Wisconsin – Madison.

As a state entity, the University Wisconsin - Madison owns, controls and/or has jurisdiction in lands outside of their responsible MS4 permit compliance area. The lands outside of their permit compliance area shall be accounted under this WPDES permit as in the jurisdiction of the applicable co-permittee where they reside.

1.4 Dane County

Specifically, for Dane County as a co-permittee, this permit only authorizes discharges of storm water from the MS4 owned or operated by Dane County that occur within the geographical boundaries of the other co-permittees.

1.5 Authorized Discharges

1.5.1 This permit authorizes storm water point source discharges from the co-permittee’s MS4 to waters of the state in the permitted area. This permit also authorizes the discharge of storm water co-mingled with flows contributed by process wastewater, non-process wastewater, and storm water associated with industrial activity, provided the discharges are regulated by other WPDES permits or are discharges which are not considered illicit discharges pursuant to section 3.3 of this permit.

1.5.2 A permanent pumped storm water discharge from an otherwise internally drained area may be authorized under this permit, provided all of the following:

- a. Written confirmation must be received from the Department's storm water program that the discharge is authorized under this permit. The co-permittee shall provide the Department with a pumping management plan and other information it deems relevant to determine if the discharge should be authorized under this permit.
- b. The pumped discharge shall be operated in a manner to prevent accumulated sediment from entering the pumped water intake.
- c. The discharge shall be operated in a manner to prevent downgradient erosion.

1.5.3 The City of Middleton is authorized to discharge pumped water from Tiedeman Pond, which will flow over a mile before entering Lake Mendota, with additional requirements in section 4.2.

Note: The pumped discharge from Tiedeman Pond was previously authorized under WPDES permit no. WI-0049956-1. Once this permit is reissued, the Department will send a letter to the City of Middleton terminating its coverage under WPDES permit no. WI-0049956-1.

1.5.4 The City of Stoughton is authorized to discharge pumped water from Paradise Pond, which will flow over a mile before entering the Yahara River, with additional requirements in section 4.4.

Note: Authorization under this WPDES permit does not exempt the discharge from compliance with all other applicable local, state and federal regulations.

1.6 Water Quality Standards

1.6.1 This permit specifies the conditions under which storm water may be discharged to waters of the state for the purpose of achieving water quality standards contained in chs. NR 102 through 105, 140 and 207, Wis. Adm. Code. For the term of this permit, compliance with water quality standards will be addressed by adherence to the requirements in this permit.

1.6.2 This permit does not authorize discharges that the Department determines will cause or have reasonable potential to cause or contribute to an exceedance above any applicable water quality standards.

1.7 Outstanding and Exceptional Resource Waters

1.7.1 The co-permittee shall determine whether any part of its MS4 discharges to an outstanding resource water (ORW) or exceptional resource water (ERW). ORWs and ERWs are listed in ss. NR 102.10 and 102.11, Wis. Adm. Code. As of the issuance date of this permit, Black Earth Creek is an ORW and Sixmile Creek and the Sugar River are ERWs.

Note: An unofficial list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/topic/SurfaceWater/orwerw.html>

1.7.2 The co-permittee may not establish a new MS4 discharge of pollutants to an ORW or an ERW unless the storm water management programs required under this permit are designed to ensure that any new MS4 discharge of pollutants to an ORW or ERW will not exceed background concentration levels within the ORW or ERW.

Note: 'New MS4 discharge of pollutants' is defined under section 7.16.

1.7.3 If the co-permittee has an existing MS4 discharge to an ORW, it may increase the discharge of pollutants, either at the existing point of discharge or a new location, provided all the following are met:

- a. The pollutant concentration within the receiving water and under the influence of the existing discharge would not increase as compared to the level that existed prior to the co-permittee's effective date of coverage under WPDES permit nos. WI-S050075-1 or WI-S058416-3. The City of Stoughton and Village of Cottage Grove had an effective date of coverage of November 13, 2006 under WPDES permit no. WI-S050075-1 and the other 19 co-permittees had an effective date of coverage of July 1, 2009 under WPDES permit no. WI-S058416-3.
- b. The increased discharge would not result in a violation of water quality standards.

1.7.4 If the co-permittee has an existing MS4 discharge to an ERW, it may increase the discharge of pollutants if the increased discharge would not result in a violation of water quality standards.

1.8 Impaired Water Bodies and Total Maximum Daily Load Requirements

1.8.1 A TMDL was approved for the Rock River Basin by the Department and USEPA, which established sediment and total phosphorus Wasteload Allocations (WLAs) for permitted MS4s. Co-permittees shall comply with the TMDL provisions in Appendix A for discharge into the Rock River Basin.

Note: The reports for Department and USEPA approved TMDLs are available from the Department's Internet site at: <https://dnr.wi.gov/topic/TMDLs/tmdlreports.html>

1.8.2 By March 31 of each odd-numbered year, the co-permittee shall determine whether any part of its MS4 discharges to an impaired water listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC §1313(d)(1)(C), and the implementing regulation of the US Environmental Protection Agency, 40 CFR §130.7(c)(1). For a co-permittee that determines that any part of its MS4 does discharge to a listed impaired water but for which there is no Department and USEPA approved Total Maximum Daily Load (TMDL) for the pollutant of concern, the co-permittee shall include a written section in its storm water management program that discusses the management practices and control measures it will implement as part of its program to reduce, with the goal of eliminating, the discharge of pollutant(s) of concern that contribute to the impairment of the water body. This section of the co-permittee's program shall specifically identify control measures and practices that will collectively be used to try to eliminate the MS4's discharge of pollutant(s) of concern that contribute to the impairment of the water body and explain why these control measures and practices were chosen as opposed to other alternatives.

Note: Every two years, the Department updates and publishes a list of water bodies considered impaired under the Clean Water Act. The list is updated in even-numbered years. A list of Wisconsin impaired water bodies may be found on the Department's Internet site at: <http://dnr.wi.gov/topic/impairedwaters/>

1.8.3 The co-permittee may not establish a new MS4 discharge of pollutants of concern to an impaired water or increase the discharge of a pollutant of concern to an impaired water unless the new or increased discharge does not contribute to the receiving water's impairment, or the US Environmental Protection Agency and the Department have approved a Total Maximum Daily Load (TMDL) for the impaired water.

Note: ‘New MS4 discharge of pollutants’ and ‘pollutant of concern’ are defined under sections 7.16 and 7.20.

1.9 Wetlands

The co-permittee’s MS4 discharge shall comply with the applicable wetland water quality standards provisions in ch. NR 103, Wis. Adm. Code.

1.10 Endangered and Threatened Resources

The co-permittee’s MS4 discharge shall comply with the endangered and threatened resource protection requirements of s. 29.604, Wis. Stats., and ch. NR 27, Wis. Adm. Code.

1.11 Historic Property

The co-permittee’s MS4 discharge may not affect any historic property that is listed property, or on the inventory or on the list of locally designated historic places under s. 44.45, Wis. Stats., unless the Department determines that the MS4 discharge will not have an adverse effect on historic property pursuant to s. 44.40 (3), Wis. Stats.

1.12 General Storm Water Discharge Limitations

In accordance with s. NR 102.04, Wis. Adm. Code, co-permittee shall take all reasonable actions to prevent discharges from its MS4 that have an unreasonable effect on receiving water quality, human health, or aquatic life:

1.12.1 Substances that will cause objectionable deposits on the shore or in the bed of a body of water, shall not be present in such amounts as to interfere with public rights in waters of the state.

1.12.2 Floating or submerged debris, oil, scum or other material shall not be present in such amounts as to interfere with public rights in waters of the state.

1.12.3 Materials producing color, odor, taste or unsightliness shall not be present in such amounts as to interfere with public rights in waters of the state.

1.12.4 Substances in concentrations or combinations which are toxic or harmful to humans shall not be present in amounts found to be of public health significance, nor shall substances be present in amounts which are acutely harmful to animal, plant or aquatic life.

1.13 Transfers

Coverage under this permit is not transferable to another municipality without the express written approval of the Department. If the co-permittee’s MS4 is annexed into another municipality, the co-permittee shall immediately notify the Department by letter of the change. If the co-permittee ceases to own or operate any MS4 regulated under this permit, the Department may terminate its coverage under this permit.

1.14 Exclusions

The following are excluded from coverage and are not authorized under this permit:

1.14.1 Combined Sewer and Sanitary Sewer Systems

Discharges of water from a sanitary sewer or a combined sewer system conveying both sanitary and storm water. These discharges are regulated under a separate WPDES permit issued pursuant to s. 283.31, Wis. Stats.

1.14.2 Agricultural Facilities and Practices

Discharges from agricultural facilities and agricultural practices. “Agricultural facility” means a structure associated with an agricultural practice. “Agricultural practice” means beekeeping;

commercial feedlots; dairying; egg production; floriculture; fish or fur farming; grazing; livestock raising; orchards; poultry raising; growing of grain, grass, mint and seed crops; growing of fruits, nuts and berries; sod farming; placing land in federal programs in return for payments in kind; owning land, at least 35 acres of which is enrolled in the conservation reserve program under 16 USC 3831 to 3836; and vegetable raising.

1.14.3 Other Excluded Discharges

Storm water discharges from industrial operations or land disturbing construction activity requires separate coverage under a WPDES permit pursuant to subchs. II or III of ch. NR 216, Wis. Adm. Code. For example, while storm water from industrial or construction activity may discharge from an MS4, this permit does not satisfy the need to obtain any other permits for those discharges. This exclusion does not apply to the co-permittee's responsibility to regulate construction sites within its jurisdiction in accordance with sections 3.4 and 3.5 of this permit.

1.14.4 Non-MS4 Discharge

Storm water discharges that do not enter an MS4.

1.15 Compliance with Permit Requirements

Compliance with the requirements contained in this permit including the applicable appendices shall not be contingent upon receiving financial assistance from the Department or any other public or private grant or loan program.

2. GENERAL RESPONSIBILITIES FOR ALL CO-PERMITTEES

In addition to the requirements specified in sections 1 and 3 through 7, each co-permittee shall:

2.1 Minimize the discharge of pollutants from its MS4.

2.2 Implement the storm water management program and other pertinent requirements of this permit in all new areas added to the co-permittee's MS4 as the result of annexation by the co-permittee.

2.3 Implement the storm water management program and other pertinent requirements of this permit in all new areas added to the co-permittee's MS4 as the result of installation or taking jurisdiction of a new or existing MS4.

2.4 Individually or as agreed upon by the co-permittees, provide adequate financing, staff, equipment, and support capabilities to implement the requirements of this permit.

2.5 Comply with the conditions of this permit relating to discharges from the MS4 where it is the owner or operator.

2.6 Implement a storm water management program, as required by this permit, in portions of the municipality that discharge to an MS4.

2.7 Exercise and enforce its legal authority, as applicable, to control discharges to and from those portions of the MS4 that it owns or operates under its permitted area. This legal authority may be a statute, ordinance, permit, order or intermunicipal agreement, a series of contracts, or administrative rule in order to:

2.7.1 Control the contribution of pollutants to and the discharge of pollutants from the MS4.

2.7.2 Prohibit illicit discharges to the MS4.

2.7.3 Control the discharge of spills, dumping and disposal of materials other than storm water into the MS4.

2.7.4 Require compliance with conditions in ordinances, permits, contracts, orders or administrative rules.

2.7.5 Require compliance with the standards of ss. NR 151.11 and 151.23, Wis. Adm. Code, or equivalent local standards.

2.7.6 Require compliance with the standards of ss. NR 151.121 to 151.128 and 151.241 to 151.249, Wis. Adm. Code, or equivalent local standards.

2.7.7 Carry out all inspections, surveillance and monitoring procedures necessary to determine compliance with permit conditions including the prohibition of illicit discharges to the MS4.

Note: As a state entity, the University of Wisconsin – Madison has limited statutory authority than that of other municipal co-permittees regulated under this permit. See section 4.6 for the University of Wisconsin – Madison’s individual responsibility to meet the requirements of section 2.7.

2.8 Attend and participate in quarterly meetings of the co-permittees. Unless an alternative quarterly date or dates are agreed upon by the co-permittees, the quarterly meetings shall take place the first Tuesday of February, May, August, and November of each year. These meetings are to be used for review and approval schedules, receive work progress reports, and discuss issues pertaining to this permit or other relevant storm water management issues. Each co-permittee shall designate a representative to attend these meetings. The representative of the City of Madison shall provide the agenda, facilitate the conduct of the meetings, and provide a record of the proceedings in the form of minutes. The meetings shall be held at times and places determined by the co-permittees. Adequate notices of and agendas for the meetings shall be provided by the facilitator to the designated representatives for each co-permittee.

2.9 Cooperate with other co-permittees on sharing information and resources to facilitate storm water management activities on a regional or watershed basis and to avoid duplicative efforts.

2.10 Fulfill the commitments of an intermunicipal agreement to cooperate on storm water information and education.

2.11 Notify the affected co-permittee in the case of discovering a potential illicit discharge originating from its jurisdiction and discharging to the MS4 of the affected co-permittee.

2.12 Work cooperatively with other affected co-permittees in the case of discovering a potential illicit discharge of unknown source to determine the best actions to resolve the illicit discharge.

2.13 Submit information requested by the Department pertinent to the MS4, discharges from the system, activities related to implementation of the requirements of this permit, or other relevant information.

2.14 Meet with the Department on an as needed basis to discuss implementation of this permit or other relevant issues.

2.15 Keep contact information up-to-date and notify the Department in a timely manner when personnel changes occur for the appropriate contact person(s) knowledgeable about this permit and its implementation.

2.16 Respond to and resolve in timely manner complaints received from citizens and concerns raised by the Department relating to pollution and storm water issues within the co-permittee's jurisdiction.

2.17 Coordinate the requirements of this permit internally between the co-permittee's agencies, departments, and programs, and ensure that elected and municipal officials and appropriate staff are advised of this permit.

2.18 Implement the requirements of this permit in a manner that is consistent with the recommendations contained in priority watershed plans, the Dane County Water Quality Plan, and other storm water management plans funded by the Department and applicable to the co-permittee.

2.19 Incorporate the requirements of this permit in the development of master plans, neighborhood plans, development plans, and any other comprehensive planning activity to address water quality impacts from storm water discharges associated with implementation of these plans.

2.20 Undertake actions required by this permit in manner that is consistent and in conformance with other applicable regulatory programs.

Note: Examples of other regulatory programs that may be applicable are the U.S. Army Corps of Engineers 404 permit program and permits required under ch. 30, Wis. Stats.

3. PERMIT CONDITIONS

This permit establishes the following measurable goals, with a compliance schedule in section 5, for the co-permittee to maintain compliance with the minimum control measures for their storm water management program described under sections 3.1 through 3.6. The following permit conditions apply to the co-permittee, unless the Department issues a written determination that a condition is not appropriate under the circumstances. The co-permittee shall have a written storm water management program that describes in detail how the co-permittee intends to comply with the permit's requirements for each minimum control measure. The permit shall begin implementing any updates to its storm water management programs no later than March 31, 2021.

3.1 Public Education and Outreach

Each co-permittee shall maintain its public education and outreach program to increase the awareness of storm water pollution impacts on waters of the state and to encourage changes in public behavior to reduce such impacts. The co-permittee shall implement the following measurable goals:

3.1.1 MAMSWAP Membership. Continue to be a member of the Madison Area Municipal Storm Water Partnership (MAMSWaP) information and education program. Alternatively, if a co-permittee discontinues to be a member of the MAMSWaP information and education program then they must develop and implement a work plan on their own that otherwise meets the requirements of section 3.1 of this permit.

3.1.2 MAMSWaP Education Plan. Participate in the implementation of the most recent *Madison Area Municipal Storm Water Partnership (MAMSWaP) 5-Year Information and Education Plan*, which are prepared on behalf of the co-permittees. By December 1 of each year, the co-permittees shall collectively develop an annual work plan to guide implementation of the MAMSWaP information and education plan for the following calendar year. The information and education plan shall establish measurable goals for the topic areas listed in Table 1 below.

Note: MAMSWaP information and education plan documents are available online at: <http://www.ripple-effects.com/mamswap>

3.1.3 Educator Coordinator Cooperation. Cooperate with and assist the person functioning in the Storm Water Education Coordinator position created pursuant to the information and education agreement by providing pertinent information requested by the coordinator to facilitate implementation of the information and education plan. This section is not applicable if the co-permittee discontinues participation in the MAMSWaP information and education program.

3.1.4 Topics. Each co-permittee is individually responsible to have its own public education and outreach plan, which should follow the MAMSWaP information and educational plan and be adapted to its own municipality. Each co-permittee shall address all eight topics in Table 1 at least once during the permit term with a minimum of six topics being addressed each year, except, co-permittees that are a City, Village, or Town with a population less than 5,000 based on the latest U.S. Census, shall address a minimum of four topics each year. Topics may be repeated as necessary. Co-permittees shall select from the topic areas in Table 1.

Note: Universities should average its enrolled student population plus employee population over a recent ten-year period to determine which requirement it should follow for permit compliance. Universities are also expected to undertake public education efforts that reach the entire student body and staff.

Table 1: Public Education and Outreach Topic Areas and Descriptions

#	Topic Area	Description
1	Illicit Discharge Detection and Elimination	Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.
2	Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing	Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.
3	Yard Waste Management/Pesticide and Fertilizer Application	Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.
4	Stream and Shoreline Management	Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.
5	Residential Infiltration	Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.
6	Construction Sites and Post-Construction Storm Water Management	Inform and educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.
7	Pollution Prevention	Identify businesses and activities that may pose a storm water contamination concern and educate those specific audiences on methods of storm water pollution prevention.
8	Green Infrastructure/Low Impact Development	Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development.

Note: Additional information on green infrastructure and low impact development may be found on the USEPA's Internet site at: <https://www.epa.gov/green-infrastructure>

3.1.5 Delivery mechanism. The co-permittee shall use at least four public education delivery mechanisms each year. co-permittees that are a City, Village, Town, or University with a population of 5,000 or more based on the latest U.S. census shall use at least two from the Active/Interactive Mechanisms column in Table 2 each year. Co-permittees that are a City, Village, Town or University with a population less than 5,000 based on the latest U.S. census shall use at least one from the Active/Interactive Mechanisms column in Table 2 each year. Co-permittees that are a County shall use at least one from the Active/Interactive Mechanisms column in Table 2 each year.”

Note: A University should average its enrolled student population plus employee population over a recent ten-year period to determine which requirement it should follow for permit compliance. Universities are also expected to undertake public education efforts that reach the entire student body and staff.

Table 2: Public Education and Outreach Delivery Mechanisms (Active and Passive)

Active/Interactive Mechanisms	Passive Mechanisms
• Educational activities (school presentations, summer camps) • Informational booth at event • Targeted group training (contractors, consultants, etc.) • Government event (public hearing, council meeting) • Workshops • Tours • Others	• Passive print media (brochures at front desk, posters, etc.) • Distribution of print media (mailings, newsletters, etc.) via mail or email • Media offerings (radio and TV ads, press release, etc.) • Social media posts • Signage • Website • Other

3.1.6 Target audience. The co-permittee shall identify the target audience for each public education and outreach topic. Target audiences may include general public, public employees, residents, businesses, restaurants, contractors, developers, industries, and/or other appropriate audience.

3.2 Public Involvement and Participation

Each co-permittee shall maintain its public involvement and participation program, which complies with applicable state and local public notice requirements, to notify the public of activities required by this permit and to encourage input and participation from the public regarding these activities. The co-permittee shall implement the following measurable goals:

3.2.1 Permit activities. The co-permittee shall provide a minimum of one opportunity annually for the public to provide input on each of the following permit activities: annual report, storm water management program, and if applicable, adoption or amendment of storm water related ordinances.

3.2.2 Delivery mechanism. The co-permittee shall identify the public involvement and participation delivery mechanism for each permit activity mentioned in section 3.2.1. Delivery mechanisms may include, but not be limited to, public workshop, presentation of storm water information, government event (public hearing, council meeting, etc.), citizen committee meeting, or website.

3.2.3 Volunteer activity. The co-permittee must implement at a minimum one of the following volunteer public involvement and participation programs per year: group best management

practice (BMP) installation/maintenance, storm drain stenciling, planting community rain garden, clean up events, stream monitoring, citizen committee meetings, public workshop, presentation of storm water information, or other hands-on events.

3.2.4 Target participants. The co-permittee shall identify the targeted participants for each permit activity and volunteer program. Participants may include general public, public employees, residents, businesses, contractors, developers, industries, and/or other appropriate audience.

3.3 Illicit Discharge Detection and Elimination

The co-permittee shall continue to implement and enforce its program to detect and remove illicit connections and discharges to the MS4. The co-permittee shall implement the following measurable goals:

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

- a. Prohibit illicit discharges and the discharge, spilling or dumping of non-storm water substances or materials into waters of the state or the MS4.
- b. Identify non-storm water discharges or flows that are not considered illicit discharges. Categories of non-storm water discharges that are not considered illicit discharges include water line flushing, landscape irrigation, diverted stream flows, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, fire-fighting and discharges authorized under a WPDES permit. However, the occurrence of a discharge listed above may be considered an illicit discharge on a case-by-case basis if the co-permittee or the Department identifies it as a significant source of a pollutant to waters of the state.
- c. Establish inspection and enforcement authority.

Note: Chapter NR 815, Wis. Adm. Code, regulates injection wells including storm water injection wells. Construction or use of a well to dispose of storm water directly into groundwater is prohibited under s. NR 815.11(5), Wis. Adm. Code.

3.3.2 IDDE field screening. On-going dry weather field screening shall be conducted at 100% of the total major outfalls at least once during the term of the permit. Additionally, the co-permittee shall select minor outfalls for annual on-going dry weather field screening during the term of the permit. The co-permittee shall develop a prioritization procedure to assist with selecting minor outfalls and consideration shall be given to hydrological conditions, total drainage area of the site, population density of the site, traffic density, age of the structures or buildings in the area, history of the area and land use types when selecting outfalls for annual field screening. At a minimum, field screening shall be documented and include:

- a. Visual Observation - A narrative description of visual observations including color, odor, turbidity, oil sheen or surface scum, flow rate and any other relevant observations regarding the potential presence of non-storm water discharges or illicit dumping.
- b. Field Analysis - If flow is observed, a field analysis shall be conducted to determine the presence of illicit non-storm water discharges or illicit dumping. The field analysis

shall include sampling for pH, total chlorine, total copper, total phenol and detergents, unless the co-permittee elects instead to use detergent, ammonia, potassium and fluoride as the indicator parameters. Other alternative indicator parameters may be authorized by the Department in writing.

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

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

Note: The Department's MS4 Illicit Discharge Detection and Elimination guidance document includes several recommendations and criteria regarding selection of outfalls for field screening, screening frequency, indicator parameter selection, indicator parameter action levels and documentation. The Illicit Discharge Detection and Elimination guidance is available on the Department's Internet site at: <https://dnr.wi.gov/topic/stormwater/municipal/overview.html>

3.3.3 IDDE source investigation and elimination. Written procedures for responding to known or suspected illicit discharges. At a minimum, procedures shall be established for:

a. As soon as possible, investigating portions of the MS4 that, based on the results of field screening or other information, indicate a reasonable potential for containing illicit discharges or other sources of non-storm water discharges.

b. Responding to spills that discharge into and/or from the MS4 including tracking and locating the source of the spill if unknown.

c. Preventing and containing spills that may discharge into or are already within the MS4.

d. Promoting, publicizing, and facilitating public reporting of illicit discharges or water quality impacts associated with discharges into or from MS4s through a central contact point, including a form, website, email address and/or telephone number for complaints and spill reporting, and publicize to both internal co-permittee staff and the public.

e. Notifying the Department immediately in accordance with ch. NR 706, Wis. Adm. Code, if the co-permittee identifies a spill or release of a hazardous substance, which has resulted or may result in the discharge of pollutants into waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800-943-0003. The co-permittee shall cooperate with the Department in efforts to investigate and prevent such discharges from polluting waters of the state.

f. Detecting and eliminating cross-connections and leakage from sanitary conveyance systems into the MS4.

g. Providing the Department storm water program with advanced notice of the time and location of dye testing within an MS4. Department notification prior to dye testing is required due to the likelihood that dye observed in waterways will be reported to the Department as an illicit discharge or spill.

Note: The current storm water program contact is Eric Rortvedt and he may be notified via email at: Eric.Rortvedt@wisconsin.gov

h. Documentation of the following information:

- (1)** Dates and locations of IDDE screenings conducted in accordance with section 3.3.2.
- (2)** Reports of alleged illicit discharges received, including dates of the reports, and any follow-up actions taken by the co-permittee.
- (3)** Dates of discovery of all illicit discharges.
- (4)** Identification of outfalls, or other areas, where illicit discharge have been discovered.
- (5)** Sources (including a description and the responsible party) of illicit discharges (if known).
- (6)** Actions taken by the co-permittee, including dates, to address discovered illicit discharges.

3.3.4 The co-permittee shall take appropriate action to remove known illicit discharges from its MS4 system discovered under section 3.3 as soon as possible. If it will take more than 30 days to remove an illicit connection or if the potential illicit discharge is from a facility with WPDES permit coverage, the Department shall be contacted to discuss an appropriate action and/or timeframe for removal. Notwithstanding this 30-day timeframe and notification of the Department, the permittee shall be responsible for any known illicit connections to its MS4 system that are a significant risk to human health and the environment.

3.3.5 In the case of interconnected MS4s, the co-permittee shall notify the appropriate municipality within one working day of either of the following:

- a.** An illicit discharge that originates from the co-permittee's permitted area that discharges directly to a municipal separate storm sewer or property under the jurisdiction of another municipality.
- b.** An illicit discharge that has been tracked upstream to the interconnection point with or outfall from another municipality.

3.3.6 The name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills shall be included in the illicit discharge response procedure.

3.4 Construction Site Pollutant Control

Except for the University of Wisconsin-Madison as identified under section 4.6 of this permit, the co-permittee shall implement and enforce its program to reduce the discharge of sediment and construction materials from construction sites. The co-permittee shall implement the following measurable goals:

3.4.1 Construction site ordinance. An ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance. At a minimum, the ordinance or other regulatory mechanism shall establish or include:

a. Applicability and Jurisdiction, pursuant to the authority provided to the co-permittee under Wisconsin statutes, the ordinance shall apply to all construction sites with one acre or more of land disturbance, and to sites of less than one acre if they are part of a larger common plan of development or sale.

Note: The Department has guidance, dated February 2015, defining common plan of development at:

<https://dnr.wi.gov/topic/stormwater/documents/GuidanceCommonPlan.pdf>

b. Requirements for design and implementation of erosion and sediment control practices consistent with the criteria of those approved by the Department.

Note: Department approved erosion and sediment control practices may be found on the Department's Internet site at:

https://dnr.wi.gov/topic/stormwater/standards/const_standards.html

c. Construction site performance standards equivalent to those in ss. NR 151.11(6m), (7), and (8), and 151.23(4m), (5), and (6), Wis. Adm. Code, to achieve the following measurable goals:

(1) BMPs for construction sites that, by design, discharge no more than 5 tons per acre per year, or to the Maximum Extent Practicable (MEP), of the sediment load carried in runoff from initial grading to final stabilization.

(2) BMPs for transportation facilities that, by design, discharge no more than 5 tons per acre per year, or to the MEP, of the sediment load carried in runoff from initial grading to final stabilization.

Note: The requirements for erosion and sediment control practices, sediment performance standards, and preventive measures for non-transportation facilities can be found in s. NR 151.11(6m), Wis. Adm. Code, and for transportation facilities can be found in NR. 151.23(4m), Wis. Adm. Code.

d. Erosion and sediment control plan requirements for landowners of construction sites equivalent to those contained in s. NR 216.46, Wis. Adm. Code.

e. Inspection and enforcement authority.

f. Requirements for construction site operators to manage waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site to reduce adverse impacts to waters of the state.

Note: In accordance with section 3.10, when a town demonstrates to the Department that an adequate county ordinance that meets the requirements of this permit is administered and

enforced within its town, then the town may be excused from having to adopt its own ordinance. Model ordinances for construction site erosion and sediment control can be found in ch. NR 152, Wis. Adm. Code: https://docs.legis.wisconsin.gov/code/admin_code/nr/100/152

3.4.2 Erosion and sediment plan review. Written procedures for construction site plan review which incorporate consideration of potential water quality impacts. Preconstruction erosion control plan reviews shall be conducted for all construction sites with greater than one acre of land disturbance.

3.4.3 Administrative procedures. Written procedures for the administration of the construction site pollutant control program including the process for obtaining local approval, managing and responding to complaints, tracking regulated construction sites, and construction site plan receipt and consideration of information submitted by the public.

3.4.4 Construction site inspections and enforcement. Written procedures for construction site inspection and enforcement of erosion and sediment control measures. By April 1, 2020, at a minimum, the procedures shall establish:

a. Municipal departments or staff responsible for construction site inspections and enforcement.

Note: Municipal construction site inspectors should obtain certification as a Soil Erosion Inspector pursuant to s. SPS 305.63, Wis. Adm. Code, for more information: <https://dsps.wi.gov/Pages/Professions/SoilErosionInspector/Default.aspx>

b. Construction site inspection frequency. The co-permittee shall inspect all construction sites, at a minimum, in accordance with the frequency specified in **Error! Reference source not found.** below.

Table 3: Construction Site Inspection Frequency

Site	Inspection Frequency
(1) All sites one acre or more in size	• New projects shall be inspected within the first two weeks of commencement of land disturbing construction activity • All active sites shall be inspected at least once every 45 days • All inactive sites shall be inspected at least once every 60 days
(2) Follow up inspection	• Follow up inspections are required within 7 days of any sediment discharge or inadequate control measure, unless corrections were made and observed by the inspector during initial inspection or corrections were verified via photographs submitted to the inspector
(3) Final inspection	• Confirm that all graded areas have reached final stabilization and that all temporary control measures are removed, and permanent storm water management BMPs are installed as designed

c. Construction site inspection documentation. Compliance with the inspection requirements in 3.4.4.a. and b. above, shall be determined by proper documentation and maintenance of records of an established inspection program designed to inspect all sites.

Note: The Department's Construction Site Inspection Report (Form 3400-187) may be used to document inspections. The form can be found on the Department's Internet site at: <https://dnr.wi.gov/topic/Stormwater/construction/forms.html>

d. Enforcement mechanisms that will be used to obtain compliance.

3.5 Post-Construction Storm Water Management

Except for the University of Wisconsin – Madison as identified under section 4.6, the co-permittee shall implement and enforce its program to require control of discharges from areas of new development, infill, and redevelopment, after construction is completed. The co-permittee shall implement the following measurable goals:

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

a. Applicability and jurisdiction, pursuant to the authority provided to the co-permittee under Wisconsin statutes, the ordinance shall apply to construction sites with one acre or more of land disturbance, and sites of less than one acre if they are part of a larger common plan of development or sale.

b. Requirements for design and implementation of post-construction storm water management control practices consistent with the criteria of those approved by the Department.

Note: Department approved post-construction storm water management control practices may be found on the Department's Internet site at:
https://dnr.wi.gov/topic/stormwater/standards/postconst_standards.html

c. For new development and infill, post-construction performance standards equivalent to those in ss. NR 151.122 through 151.126 and 151.242 through 151.246, Wis. Adm. Code, that meet the measurable goals for pollutant removal and post-construction storm water treatment. Post-construction performance standards for new development and infill may be more restrictive than those required in this section 3.5.1.c. if necessary to comply with federally approved TMDL requirements.

d. For redevelopment, post-construction performance standards equivalent to or more restrictive than those in ss. NR 151.122 through 151.126 and 151.242 through 151.246, Wis. Adm. Code, that meet the measurable goals for pollutant removal and post-construction storm water treatment.

e. Storm water plan requirements for landowners of construction sites equivalent to those contained in s. NR 216.47, Wis. Adm. Code.

f. Long-term maintenance requirements for landowners and other persons responsible for long-term maintenance of post-construction storm water control measures, including requirements for routine inspection and maintenance of privately-owned post-construction storm water control measures that discharge to the MS4 to maintain their pollutant removal operating efficiency.

g. Inspection and enforcement authority.

Note: In accordance with section 3.10, when a town demonstrates to the Department that an adequate county ordinance that meets the requirements of this permit is administered and enforced within its town, then the town may be excused from having to adopt its own ordinance. Model ordinances for post-construction storm water management can be found in ch. NR 152, Wis. Adm. Code: https://docs.legis.wisconsin.gov/code/admin_code/nr/100/152

3.5.2 Administrative procedures. Written procedures for the administration of the post-construction storm water management program including the process for obtaining local approval and responding to complaints.

3.5.3 Storm water management plan review. Written procedures for post-construction site plan review which incorporate consideration of potential water quality impacts. Post-construction site plan reviews should be conducted for all construction sites (both publicly or privately sponsored) with greater than one acre of land disturbance.

Note: The Department recommends that municipal staff reviewing plans obtain training on post-construction plan review.

3.5.4 Long-term maintenance, inspections and enforcement. Written procedures that will be used by the co-permittee through its ordinance jurisdiction, approval process, and authority to, at a minimum, track and enforce the long-term maintenance of storm water management facilities implemented to meet the applicable post-construction performance standards in section 3.5.1.c and d of this permit. The procedures shall include:

- a. A mechanism for tracking regulated sites.
- b. A set inspection frequency of no less than once per permit term.
- c. Inspection documentation.
- d. Follow up enforcement with timeframes for corrective maintenance.

3.6 Pollution Prevention

The co-permittee shall continue to implement its pollution prevention program to prevent or reduce pollutant runoff from the MS4 to waters of the state. The co-permittee shall implement the following measurable goals:

3.6.1 Storm water management facilities. Update and maintain an inventory of municipally owned or operated storm water best management BMPs such as wet detention ponds, bioretention devices, infiltration basins and trenches, permeable pavement, proprietary sedimentation devices, vegetated swales, or any similar practices or devices used to meet a water quality requirement under this permit. At a minimum, the inventory shall be maintained in a tabular format and contain the following information for each best management practice:

- a. A key corresponding to the location of the BMP on the storm sewer system map required under section 3.8.
- b. The name and a description of the BMP, including the type and year constructed.
- c. A confirmation of whether each of the following elements exist or are not available:
 - (1) An operation and maintenance plan with inspection procedures and schedule.

(2) A record drawing.

Note: A record drawing is a complete clean set of drawings that accurately reflect how the final practice was built.

(3) If owned by another entity but used by the co-permittee to meet a water quality requirement in this permit, written documentation that the co-permittee has permission from the owner to use the BMP for this purpose.

3.6.2 For each BMP inventoried under section 3.6.1, the co-permittee shall develop and implement a maintenance plan with inspection procedures and schedule to maintain the pollutant removal operating efficiency of the practice in compliance with any water quality requirement under this permit. Documentation of inspections and maintenance activities shall be maintained.

Note: Chapter NR 528, Wis. Adm. Code, *Management of Accumulated Sediment from Storm Water Management Structures*, establishes a process to regulate sediment removal and use to help storm water pond owners manage storm water pond sediment. Information on NR 528 and managing accumulated sediment from storm water ponds is available through the Department's Internet site at: <https://dnr.wi.gov/topic/waste/nr528.html>

3.6.3 Municipally owned facilities. The Storm Water Pollution Prevention Plans (SWPPPs) for municipal garages, municipal storage areas, and other sources of storm water pollution from municipal facilities located within the permitted area shall be maintained and updated annually as needed and shall include the information in sections 3.6.3.a. When a SWPPP is updated, it shall be submitted to the Department with the annual report.

a. SWPPPs shall include the following information:

(1) The physical locations of each facility with a key corresponding to the locations on the storm sewer system map required under section 3.8.

(2) The contact information for the individual(s) with overall responsibility for each facility.

(3) A map of each facility, drawn to scale, and including the following features:

i. The locations and descriptions of major activities and storage areas.

ii. Identification of drainage patterns, potential sources of storm water contamination, and discharge points.

iii. Identification of nearby receiving waters or wetlands.

iv. Identification of connections to the co-permittee's MS4.

(4) A description of procedures, good housekeeping activities, and any BMPs installed to reduce or eliminate storm water contamination.

(5) A maintenance plan with inspection procedures and schedule for each facility to identify deficiencies, necessary improvements and/or repairs, assess effectiveness, and address new or unaddressed potential sources of storm water contamination.

(6) Spills prevention and response standard operating procedures.

b. The co-permittee is not required to comply with section 3.6.3 if the co-permittee certifies that the municipal facility qualifies for no exposure with the Department's concurrence.

(1) No exposure means that the facility shall have all materials and activities protected by a storm-resistant shelter to prevent exposure to storm water. Materials or activities include material handling equipment or activities, industrial machinery, raw materials, intermediate products, by-products, final products or waste products. Material handling activities include the storage, loading and unloading, transportation or conveyance of any raw material, intermediate product, final product or waste product.

(2) The co-permittee shall certify for no exposure for each facility at least once each permit term. The co-permittee shall submit a letter requesting no exposure, an inspection report of the site, and photos of all materials or activities at the site. The photo locations shall be labeled on an aerial photo diagram.

3.6.4 Implement measures to reduce municipal sources of storm water contamination within source water protection areas.

Note: Wisconsin's source water assessment program information may be found on the Department's Internet site at: <https://dnr.wi.gov/topic/drinkingwater/sourcewaterprotection.html>

3.6.5 Collection services/Storm sewer system maintenance activities.

a. Street sweeping. If routine street sweeping is utilized to meet a water quality requirement under this permit, the co-permittee shall maintain documentation of the number and type of equipment used, standard operating procedures, an estimate of the number of lane-miles swept annually, and an estimate of the weight in tons of material collected annually.

b. Catch basins. If routine cleaning of catch basins with sumps is utilized to meet a water quality requirement under this permit, the co-permittee shall maintain documentation of the number of catch basins cleaned, standard operating procedures, and an estimate of the weight in tons of material collected annually.

c. Material handling and disposal. Material collected under a. and b. of this section shall be handled and stored in a manner that prevents contamination of storm water runoff and shall be disposed of or beneficially reused in accordance with applicable solid and hazardous waste statutes and administrative codes. Non-storm water discharges to waters of the state associated with dewatering and drying material collected under sections a. and b. of this section are not authorized by this permit.

Note: Information on managing waste and materials is available on the Department's Internet site at: <https://dnr.wi.gov/topic/Waste/>. Information on WPDES permits for non-storm water discharges is available on the Department's Internet site at: <https://dnr.wi.gov/topic/wastewater/>

d. Leaf management. Proper management of leaves and grass clippings from municipally owned properties and private property. The program may include instructions to private property owners for on-site composting, on-site beneficial reuse, or

yard waste drop-off as opposed to a municipal collection program. On-site management and/or drop-off shall be communicated to private property owners in accordance with the public education and outreach program implemented under section 3.1 of this permit. If the co-permittee has a municipal collection program, collected material shall be handled and stored in a manner that prevents contamination of storm water runoff. For a municipal leaf collection program, the co-permittee shall maintain the following documentation:

- (1) A description of the leaf collection program, including the type of pick-up methodology and equipment used, timing of associated street cleaning, standard operating procedures, schedule and frequency, and instructions for private property owners.
- (2) An estimate of the weight in tons of material collected annually.
- (3) Municipally operated leaf disposal locations with a key corresponding to the locations on the storm sewer system map required under section 3.8. If the disposal location is outside of the MS4 boundary, then the co-permittee can provide documentation if the disposal is taken elsewhere.

Note: The Department has developed “Interim Municipal Phosphorus Reduction Credit for Leaf Management Programs” guidance to assist permitted MS4s on creditable phosphorus reduction through leaf collection and management. The guidance document may be found on the Department’s Internet site at: https://dnr.wi.gov/topic/stormwater/standards/ms4_modeling.html

3.6.6 Winter Road Management. If road salt or other deicers are applied by the co-permittee or a contractor on behalf of the co-permittee, no more shall be applied than necessary to maintain public safety. Documentation on deicing activities shall be performed by the co-permittee or a contractor on behalf of the co-permittee and include the following:

- a. Contact information for the individual(s) with overall responsibility for winter roadway maintenance.
- b. A description of the types of deicing products used.
- c. The amount of deicing product used per month. Alternatively, this information may be reported on a storm by storm basis, which will be more useful to correlate with air or pavement temperature and snow depth.
- d. A description of the type of equipment used.
- e. An estimate of the number of lane-miles treated with deicing products for the roadways that the co-permittee is responsible for, and an estimate in acres of the total area of municipally-owned parking lots treated with deicing products by the co-permittee or contractor.
- f. If applicable, snow disposal locations with a key corresponding to the locations on the storm sewer system map required under section 3.8.

Note: Snow treatment and disposal guidance for municipalities is available through the Department’s Internet site at: <https://dnr.wi.gov/topic/stormwater/publications.html>

g. A description of anti-icing, pre-wetting and brining, equipment calibration, pavement temperature monitoring, and/or salt reduction strategies implemented or being considered, and/or alternative products.

h. Other measurable data or information that the co-permittee uses to evaluate or modify its deicing activities.

Note: The Wisconsin Department of Transportation (WisDOT) “Highway maintenance manual,” Chapter 6, contains guidelines on winter maintenance including application of road salt and other deicers. Chapter 6 is available on the WisDOT’s Internet site at: <https://wisconsindot.gov/Pages/doing-bus/local-gov/hwy-mnt/mntc-manual/chapter06.aspx>. The WisDOT highway salt storage requirements are contained in ch. Trans 277, Wis. Adm. Code.

3.6.7 Nutrient management. Application of turf and garden fertilizers on municipally controlled properties (such as parks, athletic fields, golf courses), with pervious surfaces over 5 acres each, shall be implemented in accordance with a site-specific nutrient application schedule based on appropriate soil tests.

Note: To assist co-permittees with this requirement, the Department has developed a technical standard and fact sheet for turf nutrient management. These documents may be found on the Department’s Internet site at: https://dnr.wi.gov/topic/stormwater/standards/turf_nutrient.html

3.6.8 Environmentally sensitive Development. Consideration of environmentally sensitive land development designs for municipal projects, including green infrastructure and low impact development, shall be designed, installed, and maintained to comply with a water quality requirement under this permit.

Note: Additional information on green infrastructure and low impact development may be found on the following USEPA Internet sites:
<https://www.epa.gov/green-infrastructure>
<https://www.epa.gov/nps/urban-runoff-low-impact-development>

3.6.9 Internal training and education. At a minimum, the co-permittee shall hold one annual training event for appropriate municipal staff and other personnel involved in implementing each of the elements of the pollution prevention program under this section 3.6. Documentation shall be maintained of the date, the number of people attending the training, the names of each person attending and a summary of their responsibilities, and the content of the training. The co-permittee shall inform contractors performing any services to implement section 3.6 of the permit requirements and expectations. The co-permittee shall also inform their elected officials of the permit requirements and expectations.

3.7 Storm Water Quality Management (Developed Urban Area Standard)

Each co-permittee shall continue to implement its municipal storm water quality management program. This program shall maintain compliance with the developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code, for those areas of the municipality that were not subject to the post-construction performance standards of ss. NR 151.12 or 151.24, or ss. NR 151.121 through 151.126 or ss. 151.242 through 151.246, Wis. Adm. Code. The co-permittee shall implement the following measurable goals:

3.7.1 To the maximum extent practicable, the co-permittee shall implement and maintain storm water management practices necessary to meet the more restrictive total suspended solids reduction of the following:

a. As required under s. 281.16(2)(am)3., Wis. Stats., the co-permittee shall maintain source area controls, structural storm water management facilities, and non-structural storm water BMPs that the co-permittee implemented on or before July 1, 2011 to achieve a reduction of 20% or more of total suspended solids carried by storm water runoff from existing development to waters of the state.

b. Maintain a 20% reduction in the annual average mass of total suspended solids discharging from the MS4 to surface waters of the state as compared to implementing no storm water management controls. All source area controls, structural storm water management practices, and non-structural control practices implemented to achieve the 20% reduction in total suspended solids shall be maintained.

Note: The total suspended solids reduction requirement applies to storm water runoff from areas of urban land use and is not applicable to agricultural or rural land uses and associated roads. Additional MS4 modeling guidance for modeling the total suspended solids control is available on the Department's Internet site at:

http://dnr.wi.gov/topic/stormwater/standards/ms4_modeling.html. The co-permittee may elect to meet the applicable total suspended solids standard above on a watershed or regional basis by working with other co-permittee(s) to provide regional treatment that collectively meets the standard.

3.8 Storm Sewer System Map

3.8.1 Each co-permittee shall continue to maintain its own MS4 map. The storm sewer system map shall be updated annually as needed for changes occurring in the permitted area boundaries. The municipal storm sewer system map shall include:

a. Identification of waters of the state, name and identification of whether the receiving water is an ORW, ERW or listed as an impaired water under s. 303(d) of the Clean Water Act, storm water drainage basin boundaries for each MS4 outfall and municipal separate storm sewer conveyance systems.

b. Identification of all known MS4 outfalls discharging to waters of the state and other MS4s. Major outfalls shall be uniquely identified.

c. Location of any known discharge to the MS4 that has been issued WPDES permit coverage by the Department. A list of WPDES permit holders in the co-permittee's area may be obtained from the Department.

d. Location of municipally owned or operated structural storm water management facilities including detention basins, infiltration basins, and manufactured treatment devices. If the co-permittee will be taking total suspended solids credit for pollutant removal from privately-owned facilities, they must be identified.

e. Identification of publicly owned parks, recreational areas and other open lands.

f. Location of municipal garages, storage areas and other public works facilities.

g. Identification of streets. Note that other geographic features such as railroads, airports, and water features may be identified.

3.8.2 The City of Madison shall maintain the common storm sewer system map for the entire group permit area. Each co-permittee is responsible for providing annual updates to the City of

Madison for updating the common storm sewer system map for inclusion in the annual report as outlined in section 3.9. The common storm sewer system map shall contain the following components:

- a. Delineation and identification of storm water drainage basins including watersheds, sub-watersheds, and sewersheds using the naming conventions developed by the City of Madison.
- b. Locations of major structural controls including retention, detention, and infiltration facilities.
- c. Locations of publicly owned parks, recreational areas, and other open lands such as environmental corridors and conservancies.
- d. Municipal boundaries for all co-permittees.
- e. Central Urban Service Area boundaries.
- f. Geographic features including streets, highways, railroads, airports, and water features.
- g. Township and Range System.
- h. Contours at a minimum interval of ten feet.

3.8.3 Each co-permittee shall ensure that the information provided on the common storm sewer system map for the co-permittee's areas of jurisdiction is updated annually to reflect improvements to the MS4 through December 31 of each year. Each co-permittee shall be responsible for delivering hard copy changes for the storm sewer system map to the City of Madison by January 31 each year.

3.8.4 The City of Madison shall submit the annually updated common storm sewer system map to the Department with the annual report as outlined in section 3.9.

3.9 Annual Report

Each co-permittee shall submit an annual report to the Department by **March 31 of the following year**. The co-permittee shall invite the municipal governing body, interest groups and the general public to review and comment on the annual report. The annual report shall include:

3.9.1 The status of implementing the permit requirements, status of meeting measurable program goals and compliance with permit schedules.

Note: Dane County will provide the information for the assessment of the information and education plan since it has taken the lead in the implementation of that plan. However, each co-permittee will be expected to report on its respective public information and education efforts.

3.9.2 A fiscal analysis which includes the annual expenditures and budget for the reporting year, and the anticipated budget for the next year.

3.9.3 A summary of the number and nature of inspections and enforcement actions conducted to ensure compliance with the required ordinances.

3.9.4 Identification of any known water quality improvements or degradation in the receiving water to which the co-permittee's MS4 discharges. Where degradation is identified, identify why and what actions are being taken to improve the water quality of the receiving water.

3.9.5 An evaluation of program compliance, the appropriateness of identified BMPs, and progress towards achieving identified measurable goals. Any program changes made as a result of this evaluation shall be identified and described in the annual report. For any identified deficiencies towards achieving the requirements under section 3 of this permit or lack of progress towards meeting a measurable goal, the co-permittee shall initiate program changes to improve their effectiveness.

3.9.6 If applicable, notice that the co-permittee is relying on another municipality or entity to satisfy any of the permit requirements and a description of the arrangement where a permit requirement is being met in this manner.

3.9.7 A duly authorized representative of the co-permittee shall sign and certify the annual report and include a statement or resolution that the co-permittee's governing body or delegated representatives have reviewed or been apprised of the content of the annual report.

3.9.8. The annual report and other required reports, and permit compliance documents shall be submitted electronically through the Department's electronic reporting system.

Note: The Department's electronic reporting system is Internet-based and available at: <https://dnr.wi.gov/permits/water/>. Municipal storm water permit eReporting information and user support tools can be found at: <https://dnr.wi.gov/topic/stormwater/municipal/eReporting.html>

3.10 Cooperation

The co-permittee may, by written agreement, implement this permit with another municipality or contract with another entity to perform one or more of the conditions of this permit. The co-permittee is ultimately responsible for compliance with the conditions of this permit. The co-permittee may rely on another municipality or contract with another entity to satisfy a condition of this permit if all the following are met:

3.10.1 The other municipality or entity implements the required control measure or permit requirement.

3.10.2 A particular control measure, or component thereof, is at least as stringent as the corresponding permit requirement.

3.10.3 The other municipality or entity agrees to implement a control measure or permit requirement on the co-permittee's behalf. This shall be shown by formal written agreement, signed by both parties' authorized representatives. The agreement shall be explicit as to which specific permit conditions are being covered by which municipality or other entity. Copies of current agreements shall be submitted with the annual report or to the Department upon request.

Note: If a county is implementing and enforcing an adequate storm water ordinance(s) within a town, the town would then not have to adopt its own ordinance. However, the town, as the co-permittee, is still expected to evaluate how the county is implementing and enforcing the ordinance in the town's permitted Area, to verify the county is meeting the permit condition. Another example, if another entity agrees to implement the permit condition of long-term maintenance inspections, the co-permittee must evaluate that the entity is completing inspections as agree upon. The co-permittee should not assume that another entity

is implementing a permit condition as required because the co-permittee remains responsible for compliance with the conditions of this permit.

3.11 Amendments

The co-permittee shall amend a program required under this permit as soon as practicable if the co-permittee becomes aware that it does not meet a requirement of this permit. The co-permittee shall amend its program if notified by the Department that a program or procedure is insufficient or ineffective in meeting a requirement of this permit. The Department notice to the co-permittee may include a deadline for amending and implementing the amendment.

3.12 Reapplication for Permit Coverage

To retain authorization to discharge after the expiration date of this permit, the co-permittee shall apply for reissuance of this permit in accordance with the requirements of s. NR 216.09, Wis. Adm. Code, at least 180 days prior to this permit's expiration date.

4. SPECIAL RESPONSIBILITIES FOR CERTAIN CO-PERMITTEES

In addition to the requirements specified in sections 1 through 3 of this permit, certain co-permittees have additional or special requirements that apply to them as follows:

4.1 City of Madison

The City of Madison shall meet the following requirements:

4.1.1 Facilitate and prepare and provide the agenda and minutes for the quarterly meetings required under section 2.8.

4.1.2 Manage and annually update the common storm sewer system map required under section 3.8.2 of this permit. Any apportioning of the funds needed to manage and update the storm sewer system map may be negotiated between the City of Madison and the co-permittees.

4.1.3 Establish new or updated intergovernmental agency agreement(s) with the University of Wisconsin to meet the requirements identified within section 4.6.2. The status of all draft intergovernmental agency agreements shall be reported in the annual report by the City of Madison to establish new or updated intergovernmental agency agreements by the expiration of this permit. Once a new or revised intergovernmental agency agreement is made, it shall be submitted with the next annual report.

4.2 City of Middleton

The City of Middleton is required to comply with the following:

4.2.1 The pumped discharge from Tiedeman Pond shall be operated in a manner to prevent accumulated sediment from discharging from Tiedeman Pond.

4.2.2 The discharge shall be operated in a manner to prevent downgradient erosion.

4.2.3 For the term of this permit, the City of Middleton's average annual pollutant load reductions applied to the drainage area to Tiedeman Pond have been calculated to be 79.7% for total suspended solids (TSS) and 47.2% for total phosphorus (TP).

Note: The above reductions were calculated using effluent monitoring data from 2006 to 2014 as compared to the WinSLAMM predicted annual average influent load. At next permit reissuance, the future pollutant reduction can be calculated using effluent monitoring data representing annual average conditions as compared to WinSLAMM predicted annual average influent load.

4.2.4 The WLA assigned to the Tiedeman Pond discharge permit no. WI-0049956-1 shall not be included in the percent reduction analysis required under Appendix A, section A.2, A.4 or A.5 of this permit.

4.2.5 Monitor the discharge from Tiedeman Pond at a location representative of the discharge from the pond as identified in Table 4. The sampling of total phosphorus and total suspended solids is only required in calendar years 2022 and 2023. The results shall be reported to the Department as indicated in section 6.22 of this permit.

Table 3: Sampling Point 001 – Tiedeman Pond Discharge

Parameter	Units	Sample Frequency	Sample Type
Flow Rate	MGD	Daily	Calculated
Phosphorus, Total*	mg/L	2/Month	Grab
Suspended Solids, Total*	mg/L	2/Month	Grab

* Sampling for total phosphorus and total suspended solids is only required in calendar years 2022 and 2023.

4.3 Village of Shorewood Hills

Establish new or updated intergovernmental agency agreement(s) with the University of Wisconsin to meet the requirements identified within section 4.6.2. The status of all draft intergovernmental agency agreements shall be reported in the annual report by the Village of Shorewood Hills to establish new or updated intergovernmental agency agreements by the expiration of this permit. Once a new or revised intergovernmental agency agreement is made, it shall be submitted with the next annual report.

4.4 City of Stoughton

The City of Stoughton is required to comply with the following:

4.4.1 The pumped discharge from Paradise Pond shall be operated in a manner to prevent accumulated sediment from discharging from Paradise Pond.

4.4.2 The discharge shall be operated in a manner to prevent downgradient erosion.

4.4.3 For the term of this permit, the City of Stoughton's annual average pollutant load reductions applied to the drainage area to Paradise Pond have been calculated to be 82.1% for TSS and 56.0% for TP.

Note: The above reductions were based on WinSLAMM modeling of annual average conditions with a weir outlet as opposed to pumping. At next permit reissuance (or upon DNR concurrence of the treatment performance documented by analysis of the 2017 to 2021 monitoring data), the future treatment performance can be calculated using effluent monitoring data representing annual average conditions as compared to WinSLAMM predicted annual average influent load.

4.4.4 Monitor the discharge from Paradise Pond at a location representative of the discharge from the pond as identified in Table 5. The sampling of total phosphorus and total suspended solids is required through calendar year 2021. The results shall be reported to the Department as indicated in section 6.22 of this permit.

Table 5: Sampling Point 002 – Paradise Pond Discharge

Parameter	Units	Sample Frequency	Sample Type
Discharge Volume	MG	Daily	Calculated
Phosphorus, Total*	mg/L	2/Pumping Event	Grab
Suspended Solids, Total*	mg/L	2/Pumping Event	Grab

* Sampling for total phosphorus and total suspended solids is only through calendar year 2021.

4.5 Dane County

Dane County shall meet the following requirements:

4.5.1 As specified in the information and education agreement, maintain a half-time position to provide public information and education services under this permit on behalf of the co-permittees.

4.5.2 In consultation with the Department and other co-permittees, function as the lead agency in implementation of the information and education plan prepared on behalf of the co-permittees.

4.5.3 Provide updates on the status and implementation of the information and education plan at the quarterly meetings and provide information on plan implementation for the annual report required under section 3.9.

4.6 University of Wisconsin-Madison

As a state entity, the University of Wisconsin – Madison (University) has limited statutory authority to implement and enforce requirements of sections 3.4 and 3.5 of this permit. Therefore, their written storm water management program shall specify their collaboration with other government or non-government agencies, municipalities, or local or federal partners to establish the intent of sections 3.4 and 3.5.

In addition to the applicable requirements specified in sections 1 through 3 of this permit, the University of Wisconsin – Madison shall meet the following requirements:

4.6.1 In their storm water management plan, the University shall address how construction site pollutant control and post-construction storm water management is achieved by construction activity contracted and performed by the University, construction activity contracted by the University of Wisconsin System (UWS), and construction activity contracted by Department of Administration Division (DOA), Division of Facility Development and Management (DFDM), and how each of these construction administration options is consistent with the requirements of section 3.4 and 3.5.

4.6.2 Establish new or updated intergovernmental agency agreements with the Village of Shorewood Hills, the City of Madison, the United States, and any other applicable co-permittees. These intergovernmental agreements shall include, at a minimum:

- a. Defining responsibilities in regard to managing, inspecting, and reporting of all above ground and underground storm water conveyance into, out of, or through the permit area of the University.
- b. Means and methods of storm water and illicit discharge reporting requirements between the University and other co-permittees.
- c. The implementation and management of SWPPPs from lands or operations of the University outside of its permit jurisdictional area.

The status of all draft intergovernmental agency agreements shall be reported in the annual report by the University to establish new or updated intergovernmental agency agreements by the expiration of this permit. Once a new or revised intergovernmental agency agreement is made, it shall be submitted with the next annual report.

4.6.3 Continue to implement policies and procedures to the extent of its legal authority to control illicit discharges to and from those portions of the MS4 that it owns or operates consistent with

the requirements of section 3.3 of this permit.

4.6.4 To the maximum extent practicable, the University of Wisconsin – Madison is encouraged to utilize the resources available through its academic and research programs to facilitate compliance with the requirements of this permit.

5. COMPLIANCE SCHEDULE

The co-permittee shall comply with the specific permit conditions contained in sections 2 and 3 according to the schedule in this section 5 and Table 6. The co-permittee shall begin implementing any updates to its storm water management programs no later than March 31, 2021. Required reports and permit compliance documents shall be submitted electronically through the Department's electronic reporting system.

Note: The Department's electronic reporting system is Internet-based and available at: <https://dnr.wi.gov/permits/water/>. Municipal storm water permit eReporting information and user support tools can be found at: <https://dnr.wi.gov/topic/stormwater/municipal/eReporting.html>

5.1 Impaired Waterbodies and Total Maximum Daily Loads

5.1.1 The co-permittee shall determine whether any part of its MS4 discharge to an impaired water body as required under section 1.8.2 of this permit **by March 31 of each odd-numbered year.**

5.1.2 If the co-permittee is subject to TMDL requirements under section 1.8, the co-permittee shall submit to the Department materials in accordance with the schedule as required in Appendix A of this permit.

5.2 Public Outreach and Education

The co-permittee shall submit to the Department the public education and outreach program developed for the term of this permit as required under section 3.1 of this permit by **March 31, 2021**. Include with the annual report submittal via the Department's electronic reporting system.

5.3 Public Involvement and Participation

The co-permittee shall submit to the Department the public involvement and participation program developed for the term of this permit as required under section 3.2 of this permit by **March 31, 2021**. Include with the annual report submittal via the Department's electronic reporting system.

5.4 Illicit Discharge Detection and Elimination

The co-permittee shall submit to the Department the illicit discharge detection and elimination program developed for the term of this permit as required under section 3.3.2 to 3.3.6 of this permit by **March 31, 2021**. Include with the annual report submittal via the Department's electronic reporting system.

5.5 Construction Site Pollutant Control

The co-permittee shall submit to the Department the construction site pollutant control program developed for the term of this permit as required under sections 3.4.2 to 3.4.4 of this permit by **March 31, 2021**. Include with the annual report submittal via the Department's electronic reporting system.

5.6 Post-Construction Storm Water Management

The co-permittee shall submit to the Department the post-construction storm water management program developed for the term of this permit as required under sections 3.5.2 to 3.5.4 of this permit by **March 31, 2021**.

5.7 Pollution Prevention

5.7.1 The co-permittee shall submit to the Department the municipal storm water management facility inventory as required under section 3.6.1 of this permit by **March 31, 2021**. Include with the annual report submittal via the Department's electronic reporting system. When the inventory is updated, it shall be submitted by **March 31 of each year** to the Department.

5.7.2 The co-permittee shall submit to the Department the maintenance plan for municipal storm water management facilities as required under section 3.6.2 of this permit by **March 31, 2021**.

5.7.3 The co-permittee shall update SWPPPs for municipally owned properties as needed as required under section 3.6.3 of this permit. When a SWPPP is updated, it shall be submitted by **March 31 of each year** to the Department.

5.8 Storm Water Quality Management

The co-permittee shall report compliance with the developed urban area performance standards as required under section 3.7 of this permit by **March 31 of each year**.

5.9 Storm Sewer System Map

The co-permittee shall update the storm sewer system map as required under section 3.8 of this permit. When the MS4 map is updated, it shall be submitted by **March 31 of each year** to the Department.

5.10 Annual Report

The co-permittee shall submit to the Department an annual report as required under section 3.9 of this permit for each calendar year by **March 31 of the following year**. The annual report and other required reports, and permit compliance documents shall be submitted electronically through the Department's electronic reporting system.

Table 6: Compliance Schedule for Permit Requirements

PERMIT SECTION	ACTIVITY	COMPLIANCE DATE	COMMENTS
Section 1.8.1	Total Maximum Daily Load implementation	See Appendix A.	Applies to a co-permittee that discharges to the Rock River TMDL.
Section 1.8.2	Discharges to an impaired water body	By March 31 of each odd-numbered year thereafter	All co-permittees.
Section 3.1	Public Education and Outreach – Submit public education and outreach program for the permit term with annual report	March 31, 2021	All co-permittees
Section 3.2	Public Involvement and Participation – Submit public involvement and participation program for the permit term with annual report	March 31, 2021	All co-permittees
Section 3.3.2 to 3.3.6	Illicit Discharge Detection and Elimination – Submit illicit discharge detection and elimination program for the permit term with annual report	March 31, 2021	All co-permittees
Section 3.4.2 to 3.4.4	Construction Site Pollutant Control – Submit construction site pollutant control program for the permit term with annual report	March 31, 2021	All co-permittees
Section 3.5.2 to 3.5.4	Post-Construction Storm Water Management – Submit post-construction storm water management program for the permit term with annual report	March 31, 2021	All co-permittees
Section 3.6	Pollution Prevention – Section 3.6.1, submit the municipal storm water management facility inventory with annual report	March 31, 2021, and annually thereafter (if updates)	All co-permittees
	Pollution Prevention – Section 3.6.2, submit the maintenance plan for municipal storm water management facilities with annual report	March 31, 2021	All co-permittees
	Pollution Prevention – Section 3.6.3, submit SWPPPs for municipally owned properties with annual report	March 31 of each year reporting on previous calendar year (if updates)	All co-permittees
Section 3.7	Storm Water Quality Management – Report TSS percent reduction	March 31 of each year reporting on previous calendar year (if updates)	All co-permittees
Section 3.8.2	Common Storm Sewer Map	March 31, and annually thereafter (if updates)	City of Madison
Section 3.9	Submit Annual Report	March 31 of each year reporting on previous calendar year	All co-permittees

6. GENERAL CONDITIONS

The conditions in s. NR 205.07(1) and (3), Wis. Adm. Code, are incorporated by reference in this permit. The co-permittee shall be responsible for meeting these requirements, except for s. NR 205.07(1)(n), Wis. Adm. Code, which does not apply to facilities covered under general permits. Some of these requirements are outlined below. Requirements not specifically outlined below can be found in s. NR 205.07(1) and (3), Wis. Adm. Code.

6.1 Duty to Comply: The co-permittee shall comply with all conditions of the permit. Any act of noncompliance with this permit is a violation of this permit and is grounds for enforcement action.

6.2 Enforcement Action: The Department is authorized under s. 283.89 and 283.91, Wis. Stats., to utilize citations or referrals to the Wisconsin Department of Justice to enforce the conditions of this permit. Violation of a condition of this permit is subject to a fine of up to \$10,000 per day of the violation.

6.3 Compliance Schedules: Reports of compliance or noncompliance with interim and final requirements contained in any compliance schedule of the permit shall be submitted in writing within 14 days after the scheduled due date, except that progress reports shall be submitted in writing on or before each schedule date for each report. Any report of noncompliance shall include the cause of noncompliance, a description of remedial actions taken, and an estimate of the effect of the noncompliance on the co-permittee's ability to meet the remaining scheduled due dates.

6.4 Noncompliance

6.4.1 Upon becoming aware of any co-permit noncompliance that may endanger public health or the environment, the co-permittee shall report this information by a telephone call to the Department regional storm water specialist within 24 hours. A written report describing the noncompliance shall be submitted to the Department regional storm water specialist within 5 days after the co-permittee became aware of the noncompliance. The Department may waive the written report on a case-by-case basis based on the oral report received within 24 hours. 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.

6.4.2 Reports of any other noncompliance not covered under General Conditions sections 6.3, 6.4.1, or 6.6. shall be submitted with the annual report. The reports shall contain all the information listed in General Conditions section 6.4.1.

6.5 Duty to Mitigate: The co-permittee shall take all reasonable steps to minimize or prevent any adverse impact on the waters of the state resulting from noncompliance with the permit.

6.6 Spill Reporting: The co-permittee shall immediately notify the Department, in accordance with s. 292.11(2)(a), Wis. Stats., which requires any person who possesses or controls a hazardous substance or who causes the discharge of a hazardous substance to notify the DNR 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 the DNR's 24-hour HOTLINE at 1-800-943-0003.

Note: For details on state and federal reportable quantities, visit:

<https://dnr.wi.gov/topic/Spills/define.html>

6.7 Proper Operation and Maintenance: The co-permittee shall at all times properly operate and maintain all facilities and systems of treatment and control which are installed or used by the municipality to achieve compliance with the conditions of the permit and the storm water management plan. Proper operation and maintenance include effective performance, adequate funding, adequate operator staffing and training 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 conditions of this permit.

6.8 Bypass: The co-permittee may temporarily bypass a storm water treatment facility if necessary for human safety or maintenance to assure efficient operation. A bypass shall comply with the general storm water discharge limitations in Section 1.12 of this permit. Notification of the Department is not required for these types of bypasses. Any other bypass is prohibited.

Note: A discharge from a storm water treatment facility that exceeds the operational design capacity of the facility is not considered a bypass.

6.9 Duty to Halt or Reduce Activity: Upon failure or impairment of storm water management practices identified in the storm water management program, the co-permittee shall, to the extent practicable and necessary to maintain permit compliance, modify or curtail operations until the storm water management practices are restored, or an alternative method of storm water pollution control is provided.

6.10 Removed Substances: Solids, sludges, filter backwash or other pollutants removed from or resulting from treatment or control of storm water shall be stored and disposed of in a manner to prevent any pollutant from the materials from entering the waters of the state, and to comply with all applicable federal, state, and local regulations.

6.11 Additional Monitoring: If a co-permittee monitors any pollutant more frequently than required by the permit, the results of that monitoring shall be reported to the Department in the annual report.

6.12 Inspection and Entry: The co-permittee shall allow authorized representatives of the Department, upon the presentation of credentials, to:

6.12.1 Enter upon the municipal premises where a regulated facility or activity is located or conducted, or where records are required to be maintained under the conditions of the permit;

6.12.2 Have access to and copy, at reasonable times, any records that are required under the conditions of the permit;

6.12.3 Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices or operations regulated or required under the permit; and

6.12.4 Sample or monitor at reasonable times, for the purposes of assuring permit compliance, any substances or parameters at any location.

6.13 Duty to Provide Information: The co-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 co-permittee shall give advance notice to the Department of any planned changes to the storm water management program which may result in noncompliance with permit requirements. The co-permittee shall also furnish the Department, upon request, copies of records required to be kept by the co-permittee.

6.14 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 an invasion of personal rights, or any infringement of federal, state or local laws or regulations.

6.15 Other Information: Where the co-permittee becomes aware that it failed to submit any relevant facts in applying for permit coverage or submitted incorrect information in any plan or report sent to the Department, it shall promptly submit such facts or correct information to the Department.

6.16 Records Retention: The co-permittee shall retain records of all monitoring information, copies of all reports required by the permit, and records of all data used to complete the notice of intent for a period of at least 5 years from the date of the sample, measurement, report or application. The co-permittee shall retain records documenting implementation of the minimum control measures in sections 3.1 through 3.6 of this permit for a period of at least 5 years from the date the record was generated.

6.17 Permit Actions: As provided in s. 283.53, Wis. Stats., after notice and opportunity for a hearing, this permit may be modified, suspended or revoked, in whole or in part, for cause. If a co-permittee files a request for a permit modification, revocation or reissuance, or a notification of planned change or anticipated noncompliance, this action by itself does not relieve the co-permittee of any permit condition.

6.18 Signatory Requirements: All applications, reports or information submitted to the Department shall be signed by a ranking elected official, or other person authorized by those responsible for the overall operation of the MS4 and storm water management program activities regulated by the permit. The representative shall certify that the information was gathered and prepared under his or her supervision and, based on report from the people directly under supervision that, to the best of his or her knowledge, the information is true, accurate, and complete.

6.19 Attainment of Water Quality Standards after Authorization: At any time after authorization, the Department may determine that the discharge of storm water from a co-permittee's MS4 may cause, have the reasonable potential to cause, or contribute to an excursion of any applicable water quality standard. If such determination is made, the Department may require the co-permittee to do one of the following:

6.19.1 Develop and implement an action plan to address the identified water quality concern to the satisfaction of the Department.

6.19.2 Submit valid and verifiable data and information that are representative of ambient conditions to demonstrate to the Department that the receiving water or groundwater is attaining the water quality standard.

6.20 Continuation of the Expired General Permit: The Department's goal is to reissue this general permit prior to its expiration date. However, in accordance with s. NR 216.09, Wis. Adm. Code, a co-permittee shall reapply to the Department at least 180 days prior to the expiration date for continued coverage under this permit after its expiration. If the permit is not reissued by the time the existing permit expires, the existing permit remains in effect. To reapply for permit coverage, a co-permittee shall send a letter to the Department that includes proposed changes to the storm sewer system map, storm water management program and any other relevant change.

6.21 Need to Halt or Reduce Activity not a Defense: It is not a defense for a co-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.

Sections 6.22 through 6.25 apply to effluent sampling and monitoring result associated with the pumped discharges from Tiedeman Pond by the City of Middleton and Paradise Pond by the City of Stoughton.

6.22 Monitoring Results: Monitoring results obtained during the previous month shall be summarized and reported on a Department Wastewater Discharge Monitoring Report. The report may require reporting of any or all of the information specified below under 'Recording of Results'. This report is to be returned to the Department no later than the date indicated on the form. A copy of the Wastewater Discharge Monitoring Report Form or an electronic file of the report shall be retained by the permittee.

Monitoring results shall be reported on an electronic discharge monitoring report (eDMR). The eDMR shall be certified electronically by a responsible executive or 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 'eReport Certify' page certifies that the electronic report form is true, accurate and complete.

If the permittee monitors any pollutant more frequently than required by this permit, the results of such monitoring shall be included on the Wastewater Discharge Monitoring Report.

The permittee shall comply with all limits for each parameter regardless of monitoring frequency. For example, monthly, weekly, and/or daily limits shall be met even with monthly monitoring. The permittee may monitor more frequently than required for any parameter.

6.23 Sampling and Testing Procedures: Sampling and laboratory testing procedures shall be performed in accordance with Chapters NR 218 and NR 219, Wis. Adm. Code and shall be performed by a laboratory certified or registered in accordance with the requirements of ch. NR 149, Wis. Adm. Code. Groundwater sample collection and analysis shall be performed in accordance with ch. NR 140, Wis. Adm. Code. The analytical methodologies used shall enable the laboratory to quantitate all substances for which monitoring is required at levels below the effluent limitation. If the required level cannot be met by any of the methods available in NR 219, Wis. Adm. Code, then the method with the lowest limit of detection shall be selected. Additional test procedures may be specified in this permit.

6.24 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.

6.25 Reporting of Monitoring Results: The permittee shall use the following conventions when reporting effluent monitoring results:

- Pollutant concentrations less than the limit of detection shall be reported as < (less than) the value of the limit of detection. For example, if a substance is not detected at a detection limit of 0.1 mg/L, report the pollutant concentration as < 0.1 mg/L.

- Pollutant concentrations equal to or greater than the limit of detection, but less than the limit of quantitation, shall be reported and the limit of quantitation shall be specified.

7. DEFINITIONS USED IN THIS PERMIT

Definitions for some of the terms found in this permit are as follows:

7.1 Co-Permittee means a person who has applied for and received WPDES permit coverage for storm water discharge. For the purposes of this permit, co-permittee is the owner or operator of a municipal separate storm sewer system authorized to discharge storm water into waters of the state.

7.2 Department means the Wisconsin Department of Natural Resources.

7.3 Development means residential, commercial, industrial and institutional land uses and associated roads.

7.4 Erosion means the process by which the land's surface is worn away by the action of wind, water, ice or gravity.

7.5 Hazardous Substance means any substance or combination of substances including any waste of a solid, semisolid, liquid or gaseous form which may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness or which may pose a substantial present or potential hazard to human health or the environment because of its quantity, concentration or physical, chemical or infectious characteristics. This term includes, but is not limited to, substances which are toxic, corrosive, flammable, irritants, strong sensitizers or explosives as determined by the Department.

7.6 Illicit Connection means any man-made conveyance connecting an illicit discharge to a municipal separate storm sewer system.

7.7 Illicit Discharge means any discharge to a municipal separate storm sewer system that is not composed entirely of storm water except discharges authorized by a WPDES permit or other discharge not requiring a WPDES permit such as landscape irrigation, individual residential car washing, fire fighting, diverted stream flows, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, lawn watering, flows from riparian habitats and wetlands, and similar discharges. However, the occurrence of a discharge listed above may be considered an illicit discharge on a case-by-case basis if the co-permittee or the Department identifies it as a significant source of a pollutant to waters of the state.

7.8 Impaired Water means a water body impaired in whole or in part and listed by the Department pursuant to 33 USC § 1313(d)(1)(A) and 40 CFR 130.7, for not meeting a water quality standard, including a water quality standard for a specific substance or the water body's designated use.

7.9 Infiltration means the entry and movement of precipitation or runoff into or through soil.

7.10 Jurisdiction means the area where the co-permittee has authority to enforce its ordinance(s) or otherwise has authority to exercise control over a particular activity of concern.

7.11 Land Disturbing Construction Activity means any man-made alteration of the land surface resulting in a change in the topography or existing vegetative or non-vegetative soil cover that may result

in storm water runoff and lead to increased soil erosion and movement of sediment into waters of the state. land disturbing construction activity includes clearing and grubbing, demolition, excavating, pit trench dewatering, filling and grading activities.

7.12 Maximum Extent Practicable or MEP has the meaning given it in s. NR 151.002(25), Wis. Adm. Code.

7.13 Major Outfall means a municipal separate storm sewer outfall that meets one of the following criteria:

7.13.1 A single pipe with an inside diameter of 36 inches or more, or from an equivalent conveyance (cross sectional area of 1,018 square inches) which is associated with a drainage area of more than 50 acres.

7.13.2 A municipal separate storm sewer system that receives storm water runoff from lands zoned for industrial activity that is associated with a drainage area of more than 2 acres or from other lands with 2 or more acres of industrial activity, but not land zoned for industrial activity that does not have any industrial activity present.

7.14 Municipality means any city, town, village, county, county utility district, town sanitary district, town utility district, school district or metropolitan sewage district or any other public entity created pursuant to law and having authority to collect, treat or dispose of sewage, industrial wastes, storm water or other wastes.

7.15 Municipal Separate Storm Sewer System or MS4 means a conveyance or system of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, constructed channels or storm drains, which meets all the following criteria:

7.15.1 Owned or operated by a municipality.

7.15.2 Designed or used for collecting or conveying storm water.

7.15.3 Which is not a combined sewer conveying both sanitary and storm water.

7.15.4 Which is not part of a publicly owned wastewater treatment works that provides secondary or more stringent treatment.

7.16 New MS4 Discharge of Pollutants means an MS4 discharge that would first occur after the co-permittee's effective date of coverage under WPDES permit nos. WI-S050075-1 or WI-S058416-3 to a surface water to which the MS4 did not previously discharge storm water, and does not include an increase in an MS4's discharge to a surface water to which the MS4 discharged on or before coverage under such permit. The City of Stoughton and Village of Cottage Grove had an effective date of coverage of November 13, 2006 under WPDES permit no. WI-S050075-1 and the other 19 co-permittees had an effective date of coverage of July 1, 2009 under WPDES permit no. WI-S058416-3.

7.17 Outfall means the point at which storm water is discharged to waters of the state or to a storm sewer of another MS4.

7.18 Permitted Area means the areas of land under the jurisdiction of the co-permittee that drains into a municipal separate storm sewer system, which is regulated under a permit issued pursuant to subch. I of NR 216, Wis. Adm. Code.

7.19 Pollutant of Concern means a pollutant that is causing impairment of a water body.

7.20 Reach means a specific stream segment, lake or reservoir as identified in a TMDL.

7.21 Reachshed means the drainage area contributing runoff to a given reach.

7.22 Redevelopment means areas where development is replacing older development.

7.23 Riparian Landowners are the owners of lands bordering lakes and rivers.

7.24 Sediment means settleable solid material that is transported by runoff, suspended within runoff or deposited by runoff away from its original location.

7.25 Start Date is the initial date of permit coverage, which is specified in the Department letter authorizing coverage under this permit.

7.26 Storm Water Management Practice means structural or non-structural measures, practices, techniques or devices employed to avoid or minimize soil, sediment or pollutants carried in runoff to waters of the state.

7.27 Storm Water Pollution Prevention Plan or SWPPP refers to the development of a site-specific plan that describes the measures and controls that will be used to prevent and/or minimize pollution of storm water.

7.28 Structural Storm Water Management Facilities are engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins and grassed swales.

7.29 Total Maximum Daily Load or TMDL means the amount of pollutants specified as a function of one or more water quality parameters, that can be discharged per day into a water quality limited segment and still ensure attainment of the applicable water quality standard.

7.30 Urbanized Area means a place and the adjacent densely settled surrounding territory that together have a minimum population of 50,000 people, as determined by the U.S. bureau of the census based on the latest decennial federal census.

7.31 Wasteload Allocation or WLA means the allocation resulting from the process of distributing or apportioning the total maximum load to each individual point source discharge.

7.32 Waters of the State has the meaning given it in s. 283.01(20), Wis. Stats.

7.33 WPDES Permit means a Wisconsin Pollutant Discharge Elimination System permit issued pursuant to ch. 283, Wis. Stats.

Appendix A: MS4 Co-Permittees Subject to the Rock River TMDL

A.1 Applicability and Structure of Appendix.

A.1.1 Applicability. In accordance with section 1.8.1, this Appendix A applies to co-permittees subject to “Total Maximum Daily Loads for Total Phosphorus and Total Suspended Solids in the Rock River Basin,” approved by USEPA September 2011.

A.1.2 Structure of Appendix. This appendix is structured to provide co-permittees with several compliance options. Section A.2 defines full TMDL compliance while sections A.3, A.4, and A.5 provide different compliance options. Section A.3 applies to co-permittees that are participating in an approved adaptive management plan. Section A.4 details requirements for co-permittees that can comply with the TMDL during this permit term. Section A.5 applies to co-permittees who have not been able to utilize sections A.3 or A.4. Section A.5 contains two compliance tracks; co-permittees may choose between the requirements stipulated under Section A.5.2 or meet the requirements under section A.5.3. Section A.6 outlines reporting requirements.

A.2 Full TMDL Compliance.

A.2.1 USEPA is allowing the Department to evaluate MS4 compliance with TMDL Wasteload Allocations (WLAs) using a percent reduction framework consistent with Wisconsin’s storm water program. For consistency with existing storm water program requirements, demonstration of TMDL compliance will use the percent reduction measured from the no runoff management controls (no-controls) condition. The percent reduction from no-controls, for each pollutant of concern and reachshed, necessary to meet the TMDL WLAs for the USEPA approved TMDLs are listed in Table A. The no-controls modeling condition means taking no (zero) credit for existing storm water control measures that reduce the discharge of pollutants. Existing practices can then be applied and counted toward meeting the TMDL reductions.

A.2.2 TMDLs may assign a target percent reduction for one or more reachsheds for each pollutant of concern (i.e., total suspended solids (TSS) and total phosphorus (TP)). Full TMDL compliance is achieved by the co-permittee provided all of the following conditions are met:

- a. By October 31, 2023, the co-permittee submits the necessary data and documentation to the Department that demonstrates that the co-permittee meets the percent reductions stipulated in Table A for each reachshed that the MS4 discharges to and for each pollutant of concern.
- b. The documentation submitted by the co-permittee includes the policies, procedures, and regulatory mechanisms that the co-permittee will employ to ensure that storm water controls and management measures will continue to be operated and maintained so that their pollutant removal efficiency continues to be met.
- c. Based upon the data and documentation and any necessary subsequent information requested by the Department, the co-permittee receives written concurrence from the Department by April 30, 2024, that the co-permittee has achieved full TMDL compliance.

A.3 Participation in an Approved Adaptive Management Plan. In accordance with s. 283.13(7), Wis. Stats., and s. NR 217.18, Wis. Adm. Code, if by the effective date of this permit the co-permittee has chosen to participate in an adaptive management project that has been approved by the Department the co-permittee shall continue to participate in the implementation of the adaptive management project.

A.4 Compliance During the Term of This Permit. If the co-permittee determines that it can meet the requirements stipulated in section A.2.2 by October 31, 2023, the co-permittee shall meet all the following:

A.4.1 By March 31, 2020, the co-permittee shall notify the Department if compliance will be achieved by October 31, 2023.

A.4.2 Consistent with the reporting requirements contained in section A.6, the co-permittee shall submit written verification that it has met the applicable requirements contained in section A.2.2.

A.5 Compliance Over Multiple Permit Terms. If the co-permittee cannot meet the requirements stipulated under sections A.3 or A.4, the co-permittee shall demonstrate continued progress towards compliance with the requirements contained in section A.2.2. During the term of this permit, the following are required:

A.5.1 By March 31, 2020, if the co-permittee determines that the applicable requirements contained in section A.2.2 will not be achieved by October 31, 2023, then the co-permittee shall notify the Department in writing which reachsheds and pollutants of concern are not in compliance with the requirements contained in section A.2.2.

A.5.2 By October 31, 2021, the co-permittee shall submit a written TMDL implementation plan to the Department identifying and describing the actions that the co-permittee shall undertake, including a proposed schedule and milestones, to achieve the following by the end of the term of this permit:

a. A level of reduction that achieves at least 20% of the remaining reduction needed beyond the current 20% TSS reduction required under s. NR 151.13 (2)(b)1.b., Wis. Adm. Code, to achieve full compliance in sediment or TSS.

b. A level of reduction that achieves at least 10% of the remaining reduction needed beyond 15% TP reduction to achieve full compliance in TP.

Note: The reductions stipulated under section A.5.2 are interim compliance targets set for this permit term. Future permit reduction targets may taper off or vary between municipalities based on individual plans as it is expected that municipalities will rely more on reductions obtained through Redevelopment.

The percent reductions under sections A.5.2.a and A.5.2.b are measured from the baseline assumptions for the Rock River TMDLs, which represent compliance with s. NR 151.13, Wis. Adm. Code, to the total reductions listed in Table A (see example calculation below). The baseline assumption for the Rock River TMDL is a 40% reduction from no-controls for TSS and a 27% reduction from no-controls for TP.

Note: Refer to the applicable TMDL reports for additional discussions on baseline.

Unlike full compliance as outlined in section A.2.2, compliance with the reductions stipulated under sections A.5.2.a and A.5.2.b can be achieved utilizing an averaged reduction calculated from individual reductions achieved in one or multiple reachsheds and spanning the entire MS4 area that is impacted by the TMDL.

Note: Example calculation to meet section A.5.2.a for total suspended solids (TSS)

“Municipality A” has modeled a no-controls TSS load of 50 tons/year for reachshed 2 and 100 tons/year for Reachshed 3.

Determine Calculated Wasteload Allocation

“Municipality A” has area in Rock River TMDL reachsheds 2 and 3. From Table A.1, the TMDL requires the following reductions from no controls which under section A.2 must ultimately achieve a mass reduction as follows:

TMDL Reachshed	Modeled TSS from No-Controls (tons/yr)	TMDL TSS Reduction from No-Controls	Ultimate Mass Reduction Required for Full TMDL Compliance (tons/yr)	Calculated Wasteload Allocation (tons/yr)
2	50	40.6%	$50 \times 0.406 = 20.3$	$50 - 20.3 = 29.7$
3	100	55.6%	$100 \times 0.556 = 55.6$	$100 - 55.6 = 44.4$

Determine Minimum Control Required under Section NR 151.13(2)(b)1.b., Wis. Adm. Code

TMDL Reachshed	No Controls TSS (tons/yr)	NR 151 Required Reduction (tons/yr)	NR 151 Allowable Load (tons/yr)
2	50	$50 \times 0.20 = 10$	$50 - 10 = 40$
3	100	$100 \times 0.20 = 20$	$100 - 20 = 80$
Total		30.0	

Calculate 20% Additional Reduction from Section NR 151.13(2)(b)1.b., Wis. Adm. Code

Under section A.5.2.a, “Municipality A” must achieve an additional 20% reduction from the current 20% TSS reduction required under s. NR 151.13 (2)(b)1.b., Wis. Adm. Code. As shown below, “Municipality A” needs to achieve a 20% reduction of the remaining 45.9 tons results in “Municipality A” needing to achieve an additional 9.18 tons/year in reduction.

Reachshed	NR 151 Allowable Load (tons/yr)	Calculated Wasteload Allocation (tons/yr)	Additional Reduction from NR 151 (tons/yr)	20% Additional Reduction from NR 151 (tons/yr)
2	40	29.7	$40 - 29.7 = 10.3$	$10.3 \times 0.2 = 2.06$
3	80	44.4	$80 - 44.4 = 35.6$	$35.6 \times 0.2 = 7.12$
Total			45.9	9.18

Load reduction at the end of permit term

At the end of the permit term, “Municipality A” should demonstrate a minimum reduction from no controls of 39.18 (30 tons plus 9.18 tons). “Municipality A” has the flexibility to decide how much of that reduction is provided in TMDL Reachshed 2 and/or 3 over the next permit term. “Municipality A” will still require additional reductions in each reachshed over subsequent permit terms to reach the calculated wasteload allocation of 29.7 tons in TMDL Reachshed 2 and 44.4 tons in TMDL Reachshed 3.

The calculation process is similar for total phosphorus (TP).

A.5.3 If the co-permittee determines by March 31, 2021, that it is unable to achieve the reductions stipulated under sections A.5.2.a and A.5.2.b, the co-permittee shall meet the following requirements by October 31, 2023:

Note: The co-permittee may optimize deployment of resources between the requirements listed below to maximize reductions for the least cost. In some cases, co-permittees may already be meeting these requirements.

a. Pursuant to the co-permittee's authority under s. 281.33(6)(a)2., Wis. Stats., the co-permittee shall create or revise and promulgate a municipal storm water management ordinance applicable to Redevelopment that requires compliance with post-construction storm water management performance standards that are stricter than the uniform statewide standards established by the Department. When reporting to the Department under section A.6.3, the co-permittee shall include a justification for the level of pollutant reduction in the ordinance with an assessment of the progress it achieves towards full compliance with the TMDL. The redevelopment reductions may be adjusted to account for other storm water controls measures that may exist. The co-permittee may also establish TP reduction levels for redevelopment projects.

Note: The co-permittee may enact an ordinance that is municipal wide, targets individual TMDL reachsheds, or designated areas within the permitted MS4 balancing required TMDL reductions, parcel size, and the impact of other treatment options. Increasing redevelopment reductions is one tool in moving toward TMDL compliance.

b. The co-permittee shall create or revise a municipal ordinance that requires the development and implementation of a maintenance plan for all privately-owned storm water treatment facilities for which the co-permittee takes a TSS and/or TP reduction credit. The co-permittee shall develop and implement procedures and measures to verify and track that the storm water treatment facilities are inspected on a regular schedule and maintained in the intended working condition in accordance with the plans. The co-permittee shall require that maintenance agreements be recorded with the appropriate property records that obligates the current and future owners to implement the maintenance plans.

c. The co-permittee shall revise or promulgate a municipal ordinance that requires the submittal of record drawings for storm water management facility that the co-permittee takes a TSS and/or TP credit. The co-permittee shall require submittal of the record drawings prior to close-out of the local permit or upon final approval and shall maintain appropriate records and tracking of the plans.

d. If the pollutant of concern is TP, the co-permittee shall implement, expand, or optimize a municipal leaf collection program coupled with street cleaning to serve areas where municipal leaf collection is not currently provided within the MS4 but for which a phosphorus reduction has been assigned and additional reductions could be achieved.

Note: The Department's "Interim Municipal Phosphorus Reduction Credit for Leaf Management Programs" guidance document includes recommendations on how the co-permittee's municipal leaf collection program should be designed and implemented.

The guidance is available from the Department's Internet site at:
https://dnr.wi.gov/topic/stormwater/standards/ms4_modeling.html

e. Within the MS4 permitted area, the co-permittee shall inventory the condition of the conveyance systems and outfalls. Where erosion or scour is occurring, the co-permittee shall develop a schedule to stabilize the identified areas over a 5-year period.

f. The co-permittee shall install at least one new structural BMP or enhance one or more existing structural BMPs to reduce a pollutant of concern discharged via storm water runoff to an impaired water body for which a WLA has been assigned to the co-permittee. The co-permittee shall develop and implement a maintenance plan for each new structural BMP.

g. The co-permittee shall conduct an analysis of the current municipal street cleaning program, to determine if additional pollutant loading reductions can be achieved. The co-permittee shall evaluate optimizing sweeping frequency, targeting of critical areas and time periods, and instituting parking restrictions. If a pollutant reduction can be achieved through optimizing the existing street cleaning program, the co-permittee shall adopt the optimized program the next calendar year or provide a written explanation to the Department explaining why the optimize street cleaning program is not feasible and provide alternative options to achieve similar pollutant reductions.

A.6 Reporting Requirements. For the term of this permit, the co-permittee shall meet the following reporting requirements:

A.6.1 Compliance Determination Reporting. The co-permittee shall submit the information requested in this appendix in accordance with the following schedule:

- a.** By March 31, 2020, for sections A.4.1 and A.5.1.
- b.** By October 31, 2021, for section A.5.2.
- c.** By October 31, 2023, for sections A.2.2.a and A.5.3.

A.6.2 Annual Reporting. For compliance options outlined under sections A.3, A.4, and A.5, the co-permittee shall include a description and the status of progress toward implementing the identified actions and activities in their MS4 annual reports due by March 31 of each year.

A.6.3 Final Documentation. Except for co-permittees complying with a Department approved adaptive management plan under section A.3.2, by October 31, 2023, the co-permittee shall submit documentation to the Department to verify that the co-permittee has completed all actions required under this appendix including the following:

- a.** An updated storm sewer system map that identifies:
 - (1)** The current municipal boundary. For a co-permittee that is not a city or village, identify the permitted area.

Note: The permitted area for towns, counties and non-traditional MS4s pertains to the area within an urbanized area or the area served by its storm sewer system, such as a university campus.

(2) The TMDL reachshed boundaries within the municipal boundary, and the area of each TMDL reachshed in acres within the municipal boundary.

(3) The MS4 drainage boundary associated with each TMDL reachshed, and the area in acres of the MS4 drainage boundary associated with each TMDL reachshed.

b. The co-permittee shall submit an updated tabular summary that includes the following for each MS4 drainage boundary associated with each TMDL reachshed as identified under section A.6.3.a and for each pollutant of concern:

(1) The co-permittee's percent reduction needed to comply with its TMDL WLA from the no-controls modeling condition.

(2) The modeled MS4 annual average pollutant load without any storm water control measures.

(3) The modeled MS4 annual average pollutant load with existing storm water control measures.

(4) The percent reduction in pollutant load achieved calculated from the no-controls condition determined under section A.6.3.a(2) and the existing controls condition determined under section A.6.3.a(3).

(5) The existing storm water control measures, including the type of measure, area treated in acres, the pollutant load reduction efficiency, and confirmation of the co-permittee's authority for long-term maintenance of each practice.

c. If the updated tabular summary required under section A.6.3.b shows that the co-permittee is not achieving the requirements stipulated in section A.2, the co-permittee shall submit an updated written TMDL implementation plan to the Department that describes how the co-permittee will make progress toward achieving compliance. The TMDL implementation plan shall include the following information:

(1) A list of management options and an implementation schedule that over the next permit term achieves, to the maximum extent practicable, an additional 20% reduction in sediment or TSS and an additional 10% reduction in TP. The percent reductions shall be applied to the difference measured from loading conditions at the end of this permit to the total reductions listed in Table A. The reductions can be achieved utilizing an averaged reduction calculated from individual reductions achieved in one or multiple reachsheds and spanning the entire MS4 area impacted by a TMDL.

Note: Reductions that occur through stricter redevelopment standards or through water quality trading can be counted toward meeting the reduction requirements under this section.

Note: Unlike full compliance as outlined in section A.2.2, interim compliance under this section can be based on an average reduction measured across the MS4 area impacted by a TMDL.

(2) Recommendations and options with supporting analysis for storm water control measures that will be installed or implemented in future permit terms to achieve the requirements, to the maximum extent practicable, stipulated in section A.2.

(3) A proposed schedule for implementation of the recommendations and options identified under section A.6.3.c(1). The proposed schedule may extend into future permit terms.

(4) A cost effectiveness analysis for implementation of the recommendations and options identified under section A.6.3.c(1).

Table A: Rock River Basin TMDL Load Reductions Necessary to Meet TMDL Wasteload Allocations by TMDL Reachshed

Reachshed Number (TMDL Subbasin)	Water Body Name	TSS % Reduction from No-controls	TP % Reduction from No-controls
45	Mauneshia River	44.8	36.5
62	Pheasant Branch Creek	82.0	78.1
63	Spring (Dorn) Creek	46.6	37.2
64	Yahara River, Lake Mendota, Lake Monona	73.0	61.3
65	Nine Springs Creek	67.6	62.8
66	Yahara River, Lake Waubesa, Lake Kegonsa	62.2	54.0
67	Yahara River	40.0	27.0
68	Yahara River	50.8	65.0
69	Yahara River	52.6	79.6
83	Lake Koshkonong	55.0	54.0

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

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

Reporting Information

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

Project Name: 2020 MS4 Annual Report

County: Dane

Municipality: McFarland Village

Permit Number: S058416

Facility Number: 30905

Reporting Year: 2020

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

Required Attachments and Supplemental Information

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

Annual Report

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

- Municipal Cooperation Attachment
- Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
 - Storm Water Management Program *(S050075-03 General Permit and S058416-04 Madison Area Group Permit shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.)*
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory *(S050075-03 General Permit and S058416-04 Madison Area Group Permit 2.6.1 - inventory due to the department by March 31, 2021.)*
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan *(S050075-03 General Permit and S058416-04 Madison Area Group Permit 2.6.2 – document due to the department by March 31, 2021.)*
 - Total Maximum Daily Load documents *(*If applicable, see permit for due dates.)*
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map *(S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022)*
 - Fecal Coliform Source Elimination Plan *(S050075-03 general permittees Appendix B - document due to the department by October 31, 2023)*
- Sign and Submit form

Municipal Contact Information- Complete

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

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

Municipality Information

Name of Municipality McFarland Village

Facility ID # or (FIN): 30905

Updated Information: ☒ Check to update mailing address information

Mailing Address: 5915 Milwaukee St

Mailing Address 2: P.O. Box 110

City: McFarland

State: Wisconsin

Zip Code: 53558-0110 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

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

☐ Select to **create new** primary contact

First Name: Jim

Last Name: Hessling

☒ Select to **update** current contact information

Title: DPW

Mailing Address: 5915 Milwaukee St

Mailing Address 2: P.O. Box 110

City: McFarland

State: WI

Zip Code: 53558-0110 xxxxx or xxxxx-xxxx

Phone Number: 608-838-7287 Ext: xxx-xxx-xxxx

Email: jim.hessling@mcfarland.wi.us

Additional Contacts Information (Optional)

☐ I&E Program

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

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

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

XXXXX or XXXXX-XXXX

Phone Number:

Ext:

XXX-XXX-XXXX

Email:

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Missing Information

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

Form 3400-224 (08/19)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Delivery Mechanism that best describes how the topics were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	1/1/2020		
Project/Event Name	Website		
Delivery Mechanism	Website * Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☐ Illicit discharge detection and elimination ☒ Household hazardous waste disposal/pet waste management/vehicle washing ☒ Yard waste management/pesticide and fertilizer application ☐ Stream and shoreline management ☐ Residential infiltration ☐ Construction sites and post-construction storm water management ☐ Pollution prevention ☐ Green infrastructure/low impact development ☐ Other: 	☒ General Public ☐ Public Employees ☒ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Other	Select...	☐ Yes ☐ No

Event Start Date	1/1/2020		
Project/Event Name	Print		
Delivery Mechanism	Distribution of print media * Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☐ Illicit discharge detection and elimination ☐ Household hazardous waste disposal/pet waste management/vehicle washing ☐ Yard waste management/pesticide and fertilizer application ☐ Stream and shoreline management ☐ Residential infiltration ☐ Construction sites and post-construction storm water management ☐ Pollution prevention ☐ Green infrastructure/low impact development ☒ Other: No print media was mailed out in 2020	☐ General Public ☐ Public Employees ☐ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☒ Other	Select...	☐ Yes ☐ No

Event Start Date	1/1/2020		
Project/Event Name	Print		
Delivery Mechanism	Social media post *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☐ Illicit discharge detection and elimination ☐ Household hazardous waste disposal/pet waste management/vehicle washing ☒ Yard waste management/pesticide and fertilizer application ☐ Stream and shoreline management ☐ Residential infiltration ☐ Construction sites and post-construction storm water management ☐ Pollution prevention ☐ Green infrastructure/low impact development ☐ Other: 	☒ General Public ☒ Public Employees ☒ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Other	Select...	☐ Yes ☐ No

Event Start Date	1/1/2020		
Project/Event Name	Tri-fold and other brochures/information		
Delivery Mechanism	Passive print media *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☐ Illicit discharge detection and elimination ☒ Household hazardous waste disposal/pet waste management/vehicle washing ☐ Yard waste management/pesticide and fertilizer application ☒ Stream and shoreline management ☒ Residential infiltration ☐ Construction sites and post-construction storm water management ☒ Pollution prevention ☐ Green infrastructure/low impact development ☒ Other: Info is available at the PW Center	☒ General Public ☐ Public Employees ☒ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Other	Select...	☐ Yes ☐ No

Event Start Date	1/1/2020		
Project/Event Name	Contractor Education		
Delivery Mechanism	Targeted group training* *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☐ Illicit discharge detection and elimination ☐ Household hazardous waste disposal/pet waste management/vehicle washing	☐ General Public ☐ Public Employees ☐ Residents	Select...	☐ Yes ☐ No

☐ Yard waste management/pesticide and fertilizer application ☐ Stream and shoreline management ☐ Residential infiltration ☐ Construction sites and post-construction storm water management ☐ Pollution prevention ☐ Green infrastructure/low impact development ☒ Other: No contractors presentations were held	☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☒ Other		
--	--	--	--

b. Brief explanation on Public Education and Outreach reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Various articles regarding above topics are included in newsletters to all Village residents and posted on website and social media. Village Engineer provides feedback to individual developers and contractors.

Missing Information

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

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

Form 3400-224 (09/20)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	3/23/2020		
Project/Event Name	Public Meeting - Village Board		
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
☒ MS4 Annual Report ☐ Storm Water Management Program ☐ Storm Water related ordinance ☐ Other: 	☒ General Public ☐ Public Employees ☐ Residents ☐ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Other	Select...	☐ Yes ☐ No

b. Volunteer Activities. Complete the following information on Public Involvement and Participation

Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	9/19/2020		
Project/Event Name	McFarland's Coastal Cleanup Day		
Delivery Mechanism	Clean up event		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	☒ General Public ☐ Public Employees ☒ Residents ☒ Businesses ☐ Contractors ☐ Developers ☐ Industries ☐ Other	Select...	☐ Yes ☐ No

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

Stormwater Management Plan, Ordinances and MS4 Annual Report were presented to the public at a regular Village Board meeting. A shoreline clean up event was held.

Missing Information

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

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

Form 3400-224 (09/20)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

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

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

g.

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

☐ Verbal Warning	
☒ Written Warning (including email)	0
☒ Notice of Violation	0
☒ Civil Penalty/ Citation	0

Additional Information: _____

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

Missing Information

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

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

Form 3400-224 (09/20)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? ☐ Unsure
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? ☐ Unsure
- c. How many erosion control inspections did the municipality complete in the reporting year? ☐ Unsure
- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure
- | | |
|---|--------------------------------|
| ☐ No Authority | <input type="text"/> |
| ☒ Verbal Warning | <input type="text" value="0"/> |
| ☒ Written Warning (including email) | <input type="text" value="0"/> |
| ☒ Notice of Violation | <input type="text" value="0"/> |
| ☒ Civil Penalty/ Citation | <input type="text" value="0"/> |
| ☒ Stop Work Order | <input type="text" value="0"/> |
| ☒ Forfeiture of Deposit | <input type="text" value="0"/> |
| ☐ Other - Describe below | <input type="text"/> |

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

Missing Information

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

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

Form 3400-224 (09/20)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management facilities* have received local approval ? ☐ Unsure
*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement, catch basin sumps, etc.
- b. Does the municipality utilize privately owned storm water management facilities in its pollutant reduction analysis? ☐ Yes ☐ No ☒ Unsure
- c. If Yes, How many privately owned storm water management facilities were inspected in the reporting year ? ☒ Unsure
Inspections completed by private land owners should be included in the reported number.
- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure
- | | |
|---|--------------------------------|
| ☐ No Authority | |
| ☒ Verbal Warning | <input type="text" value="0"/> |
| ☒ Written Warning (including email) | <input type="text" value="0"/> |
| ☒ Notice of Violation | <input type="text" value="0"/> |
| ☒ Civil Penalty/ Citation | <input type="text" value="0"/> |
| ☒ Forfeiture of Deposit | <input type="text" value="0"/> |
| ☒ Complete Maintenance | <input type="text" value="0"/> |
| ☒ Bill Responsible Party | <input type="text" value="0"/> |
| ☐ Other - Describe below | <input type="text"/> |

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

Missing Information

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

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

Form 3400-224 (09/20)

Minimum Control Measures - Section 6 : Has Missing Items

6. Pollution Prevention

Storm Water Management Facility Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management facilities? ☐ Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year? ☐ Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year? ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

Sump, cracks in structures, signs of sheening, ruts and rills, overgrown vegetation & brush and sediment issues.

- e. How many of these facilities required maintenance? ☐ Unsure
- f. Brief explanation on Storm Water Management Facility inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

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

- g. How many municipal properties require a SWPPP? ☐ Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year? ☐ Unsure
- i. Have amendments to the SWPPPs been made?
☐ Yes ☒ No ☐ Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

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

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?
☒ Yes ☐ No ☐ Unsure
- m. If known, how many tons of material was removed? ☒ Unsure
- n. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
☒ Yes - Explain frequency weekly as staffing issues allow
☐ No - Explain _____
☐ Not Applicable

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

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☐ Yes ☒ No ☐ Unsure
- q. How many catch basin sumps were cleaned in the reporting year? ☐ Unsure
- r. If known, how many tons of material was collected? ☐ Unsure
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☐ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
☐ Yes- Explain frequency _____
☐ No - Explain _____
☐ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☐ Yes ☒ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?
☐ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure
☒ Other - Describe Residents bring material to the compost site at PW
- x. What is the frequency of collection?
N/A
- y. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure
- z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach*

Winter Road Management ☐ Not Applicable

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

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

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

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	0	50	140	140	115	50

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	0	450	1260	1260	1020	450

ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐ Unsure

Training Date	Training Name	# Attendance
4/28/2020	Winter Salt Cert Training for Parking Lo...	2

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

Internal (Staff) Education & Communication

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

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

When:

How many attended:

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Municipal Officials

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

Newsletter and approval of MS4 Reports at Council Meetings

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

Missing Information

Describe road maintenance training given,

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

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

Form 3400-224 (09/20)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

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

☒ Yes ☐ No ☐ Unsure

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

☐ Storm water treatment facilities

☒ Storm pipes

☐ Vegetated swales

☐ Outfalls

☐ Other - Describe below

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

Do not close your work until you SAVE.

Form 3400-224 (09/20)

Final Evaluation - Complete**Fiscal Analysis**

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

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	--------------------------	----------------------------	-----------------

Element: Public Education and Outreach

47,228	57,958	64,386	<u>Storm water utility</u>
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Element: Public Involvement and Participation

20,645	25,336	28,146	<u>Storm water utility</u>
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Element: Illicit Discharge Detection and Elimination

26,778	32,862	36,507	<u>Storm water utility</u>
--------	--------	--------	----------------------------

Element: Construction Site Pollutant Control

59,558	73,089	81,196	<u>Storm water utility</u>
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Element: Post-Construction Storm Water Management

265,605	325,944	362,097	<u>Storm water utility</u>
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Element: Pollution Prevention

169,750	208,313	231,419	<u>Storm water utility</u>
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Other (describe)

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

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

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the

municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

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

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

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

☐ Yes ☒ No ☐ Unsure

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

☒ Yes ☐ No ☐ Unsure

Storm Water Quality Management

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

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

Total suspended solids (TSS)

Total phosphorus (TP)

Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee McFarland Village is subject to the following approved TMDLs: Rock River Basin and/or and/or Beaver Dam Lake

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

[A.3.2] The Permittee is participating in an approved Adaptive Management Project.

Attach a summary of adaptive management implementation actions for the reporting year, including:

- Most recent estimated pollutant of concern percent reduction levels (i.e. total phosphorus and total suspended solids/ sediment), as compared to no controls by reachshed, within the permittee's MS4 permitted area.
- Pollutant of concern percent reduction levels, as compared to no controls by reachshed, which the permittee intends to ultimately achieve within its own MS4 permitted area (not associated with AM buy-in).
- The financial dollar value contributed to an AM program for the reporting year.
- Identify any additional storm water measures that were initially implemented in the reporting year, which reduce the discharge of pollutants of concern from its MS4 permitted area (not associated with AM buy-in). If available, identify the incremental percent reduction gained by such measures relative to the MS4 permitted area.

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the

municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

The Village of McFarland is part of the Yahara Wins & Madison Area Municipal Storm Water Partnership.

Do not close your work until you SAVE.

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Form 3400-224 (09/20)

Requests for Assistance on Understanding Permit Programs

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

Please select all that apply:

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

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

Required Attachments and Supplemental Information

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

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

***Required Item**

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

Storm Sewer System Map

 File Attachment

Adaptive Management Summary

 File Attachment

Attach - Other Supporting Documents

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

Attach - Permit Compliance Documents

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

Missing Information

You must attach a Adaptive Management Map, You must attach a Storm Sewer Map file,

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

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

[Draft and Share PDF Report](#)

Complete and Submit Your Application

You have not completed all areas of the application. Please return to the application and complete all missing items.

Contact Information: Complete

Minimum Control Measures Section 1: Complete

Minimum Control Measures Section 2: Complete

Minimum Control Measures Section 3: Complete

Minimum Control Measures Section 4: Complete

Minimum Control Measures Section 5: Complete

Minimum Control Measures Section 6: Has Missing Items

Minimum Control Measures Section 7: Complete

Attachments: Has Missing Items

Final Evaluation: Complete

Village of McFarland MS4 Program Plan

Published: March 2021

1.0 INTRODUCTION

As an operator of a municipal separate storm sewer system (MS4), the Village is required to meet certain regulatory requirements with the aim of preventing polluted storm water runoff from entering local streams, rivers, and lakes. An MS4 is a conveyance or system of storm drains, pipes, ditches, etc., designed to collect or convey stormwater. Requirements are listed in WPDES Permit No. WI-S058416-4 (“MS4 Permit”), dated July 1, 2019, which was issued to 17 central Dane County communities, Dane County and UW-Madison, including the Village of McFarland. The goal of the municipal stormwater discharge program is to reduce adverse impacts to water quality in our lakes and streams from urban sources of stormwater runoff.

1.1 Plan Purpose

The purpose of this plan is to meet the following requirement, listed in Section 3 of the Village’s MS4 Permit: “The co-permittee shall have a written stormwater management program that describes in detail how the co-permittee intends to comply with the permit’s requirements for each minimum control measure.”

1.2 Plan Organization

This plan has been organized to show compliance with each minimum control measure. The following sections are included in this plan:

- ▶ Section 2.0: Introduction
- ▶ Section 3.0: Public Education and Outreach
- ▶ Section 4.0: Public Involvement and Participation
- ▶ Section 5.0: Illicit Discharge Detection and Elimination
- ▶ Section 6.0: Construction Site Pollutant Control
- ▶ Section 7.0: Post Construction Stormwater Management
- ▶ Section 8.0: Pollution Prevention

2.0 PUBLIC EDUCATION AND OUTREACH

The Village of McFarland is required to maintain a public education and outreach program to increase the awareness of storm water pollution impacts on waters of the state and to encourage changes in public behavior to reduce such impacts.

The Village of McFarland is a member of the Madison Area Municipal Storm water Partnership (MAMSWaP). The group pools resources in order to work cooperatively on storm water information, education and outreach. The materials and products that result from this joint effort are expressly developed for the Parties to partially fulfill their information and education permit obligations. As discussed in **Section 3.1.2** of the MS4 Permit, the Village is required to participate in the implementation of the most recent MAMSWaP 5-Year Information and Education Plan, and assists in the development of an annual work plan for the following calendar year. This plan is attached at the end of this section.

In addition, the Village is required to have its own individual annual public education and outreach plan, which is attached to the end of this section.

The Village shall address the eight topics listed below at least once during the permit term, with a minimum of six topics being addressed each year:

1. Illicit Discharge Detection and Elimination
2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing
3. Yard Waste Management/Pesticide and Fertilizer Application
4. Stream and Shoreline Management
5. Residential Infiltration
6. Construction Sites and Post-Construction Storm Water Management
7. Pollution Prevention
8. Green Infrastructure/Low Impact Development

The Village should provide at least four public education delivery mechanisms each year, at least two of which would be considered an active/interactive mechanism (see **Section 3.1.5 of the MS4 Permit** for a list of active and inactive delivery mechanisms). The Village may take credit for active mechanisms organized by MAMSWaP as long as the Village uses its resources to advertise the event.

Table 1.1 – 2021 MAMSWaP Information and Education Programs and Activities

Program/Activity	Audience	Responsible Parties/Partners	Timing	Actions/Deliverables	Public Education and Outreach Topic(s) Addressed*
Storm Drain Mural Program	Residential Educational	SWEC, Dane Arts Mural Arts (DAMA), MAMSWaP Communities, Schools, Community Groups	1. Nov 2020 2. Dec 2020-Jan 2021 3. Feb 2021 4. Mar-Aug 2021 5. Jun-Aug 2021 6. Jun-Aug 2021	1. Update and post Storm Drain Mural Grant on Ripple Effects web site 2. Promote Storm Drain Mural Grants 3. Rank and select up to 10 applications for new or repainted murals 4. Work with municipalities, partner groups and DAMA to design and paint storm drain murals 5. Provide partner groups with articles to promote new murals locally. 6. Add new storm drain murals to Storm Drain Mural Project map	1. Illicit Discharge Detection and Elimination
Illicit Discharge Reporting Program	Residential Public Sector Private Sector	SWEC, MAMSWaP Communities	1. Nov 2020-April 2021 2. Nov 2020-Feb 2021 3. April-May 2021	1. Develop outreach campaign and guidance documents for specific audiences 2. Develop single point of contact reporting system protocol 3. Hold at least one Illicit Discharge training for public staff	1. Illicit Discharge Detection and Elimination 7. Pollution Prevention
Clean Sweep Local Collection Event	Residential	Clean Sweep, MAMSWaP Communities, Madison Metro. Sewerage District	1. May-November 2021	1. Partner with Dane County Landfill to hold a local Clean Sweep Hazardous Waste Collection Event in a MAMSWaP community.	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal 7. Pollution Prevention
Stormwater Pollution/Prevention Education Tools (Rainfall Simulator, Enviroscape, Stormwater Curriculum , Stormwater Animation, Lawns and Water Quality video, Stormwater Pollution and Solutions video and Storm Drain Marking)	Residential Educational	SWEC, MAMSWaP Communities, Schools, Community Groups	1. Jan-Dec 2021 2. Jan-Dec 2021 3. Jan-Dec 2021	1. Promote stormwater ed. tools to partners, groups and educators. 2. Use stormwater ed. tools in at least 5 presentations, in-person or virtual. 3. Check out stormwater ed. tools to at least 5 educators/groups.	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 3. Yard Waste Management/Pesticide and Fertilizer Application 4. Stream and Shoreline Management 5. Residential Infiltration

*from Table 1 of WPDES WI-S058416-04

Program/Activity	Audience	Responsible Parties/Partners	Timing	Actions/Deliverables	Public Education and Outreach Topic(s) Addressed*
Leaf-free Streets for Clean Waters	Residential Educational Private Sector	SWEC, MAMSWaP Communities, Community Groups	1. Sept 2021 2. Oct-Nov 2021 3. Oct-Nov 2021	1. Update and distribute Leaf-free Streets for Clean Waters Toolkit to municipalities and groups 2. Promote actions and rain alert system through social media, flyers, newsletter articles, signs, presentations, newspaper and online advertising. 3. Issue email/text rain alerts.	3. Yard Waste Management/Pesticide and Fertilizer Application
Plant Dane Native Plant Program and Free Native Plants for School and Community Projects (FNPSCP) Program	Residential Educational Private Sector	SWEC, MAMSWaP Communities, Schools, Community Groups	1. Dec 2020-Jan 2021 2. Nov 2020 3. Dec 2020-Jan 2021 4. Feb 2021 5. Feb-Mar 2021 6. Feb-Mar 2021 7. Feb-Mar 2021 8. Feb-Mar 2021 9. May-June 2021	1. Work with Agrecol to update plant list and order system. 2. Update and post FNPSCP Grant Application 3. Promote FNPSCP Grants 4. Launch Plant Dane online order site 5. Solicit and collect donations for at least 10 FNPSCPs 6. Update and distribute Plant Dane Toolkit to municipalities and groups 7. Hold rain garden workshop with at least 15 participants. 8. Sell at least 10,000 native plants through Plant Dane 9. Distribute native plant orders/donations	4. Stream and Shoreline Management 5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development
Adopt A Storm Drain Pilot	Residential	SWEC, MAMSWaP Communities, Community Groups	1. Jan-Mar 2021 2. Apr-Jul 2021 3. Apr-Jul 2021 4. Jul-Dec 2021	1. Recruit partner community(ies) 2. Collect needed maps/data 3. Work with Dane County Info Management on online program 4. Launch pilot program	1. Illicit Discharge Detection and Elimination 3. Yard Waste Management/Pesticide and Fertilizer Application 7. Pollution Prevention
NASECA Trainings	Construction Professionals Public Sector	SWEC, MAMSWaP Communities	1. Jan-Dec 2021 2. Jan-Dec 2021	1. Promote NASECA Trainings 2. Provide discounts to attend trainings for MAMSWaP communities	6. Construction Sites and Post-Construction Storm Water Management

*from Table 1 of WPDES WI-S058416-04

Program/Activity	Audience	Responsible Party/Partners	Timing	Actions/Deliverables	Public Education and Outreach Topic(s) Addressed*
WI Salt Wise Program and Salt Certification Trainings	Residential Private Sector Public Sector	SWEC, WI Salt Wise Partners, MAMSWaP Communities	1. Jan-Mar 2021, Sept-Dec 2021 2. Jan-Mar 2021, Sept-Dec 2021 3. Oct-Dec 2020 4. Aug-Nov 2021 5. Sept-Nov 2021	1. Participate on WI Salt Wise Team and attend meetings 2. Collaborate with WI Salt Wise partners to promote, develop and distribute resources to reduce winter salt use. 3. Update and distribute WI Salt Wise Toolkit to municipalities and groups. 4. Hold at least two salt certification trainings with at least 20 participants. 5. Hold at least specialized training with at least 10 participants (ex.-calibration, brine, equipment demo).	2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 7. Pollution Prevention
Stormwater and Erosion Control Plan Review and Inspections	Construction Professionals Residential	MAMSWaP Communities	1. Jan-Dec 2020 2. Jan-Dec 2020	1. Review erosion control and stormwater management plans 2. Conduct inspections of erosion control and stormwater practices.	6. Construction Sites and Post-Construction Storm Water Management

*from Table 1 of WPDES WI-S058416-04

WPDES Permit (MAMSWaP) – 2021 Annual Work Plan for The Village of McFarland

Program/Activity	Audience	Public Education and Outreach Topic(s) Addressed*	Municipal I&E Activities (check all activities that will be completed in 2021)	Additional Municipal Activities, Goals and Comments
Storm Drain Mural Program	Residential Educational	1. Illicit Discharge Detection and Elimination	☐ Provide location/group to work with and assist group with storm drain mural application. ☐ Select and approve storm drain mural design.	
Illicit Discharge Reporting Program	Residential Public Sector Private Sector	1. Illicit Discharge Detection and Elimination 7. Pollution Prevention	☒ Promote and encourage residents and businesses to report illicit discharges using new illicit discharge campaign tools through newsletters, local newspaper, mailings, web site, meeting, social media, etc. ☒ Provide Dane County with a list and addresses of local businesses of concern (concrete contractors, restaurants, carpet cleaners, painters, automotive shops, landscapers, other with outdoor waste storage containers) to share illicit discharge ordinance and BMP information with. ☒ Reach out to local businesses of concern directly and share illicit discharge ordinance and BMP information.	
Clean Sweep Local Collection Event	Residential	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal 7. Pollution Prevention	☐ Partner with Dane County to hold a Clean Sweep Hazardous Waste Collection Event in local community. ***This is limited to one municipality. Contact the SWEC, if interested.***	
Stormwater Pollution/Prevention Education Tools (Rainfall Simulator, Enviroscape, Stormwater Curriculum, Stormwater Animation, Lawns and Water Quality video, Stormwater Pollution and Solutions video and Storm Drain Marking)	Residential Educational	1. Illicit Discharge Detection and Elimination 2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 3. Yard Waste Management/Pesticide and Fertilizer Application 4. Stream and Shoreline Management 5. Residential Infiltration	☒ Promote stormwater ed. tools to local partners, groups and educators. ☒ Post links to virtual resources on municipal web site. ☐ Checkout the Enviroscape or Rainfall Simulator to use at local event(s) or presentation(s). ☐ Engage one or more local groups in Storm Drain Marking efforts. ☒ Provide SWEC with a local presentation opportunity along with contact information. **Limited to 10 SWEC-led presentations per year for all MAMSWaP partners***	

*from Table 1 of WPDES WI-S058416-04

Page | 1

WPDES Permit (MAMSWaP) – 2021 Annual Work Plan for The Village of McFarland

Program/Activity	Audience	Public Education and Outreach Topic(s) Addressed*	Municipal I&E Activities (check all activities that will be completed in 2021)	Additional Municipal Activities, Goals and Comments
Leaf-free Streets for Clean Waters	Residential Educational Private Sector	3. Yard Waste Management/Pesticide and Fertilizer Application	☒ Promote Leaf-free Streets program and encourage residents to remove street leaves before the rain using campaign tools through newsletters, local newspaper, mailings, web site, meeting, social media, etc. ☒ Engage local groups in heavy street tree areas and reward good practices.	
Plant Dane Native Plant Program and Free Native Plants for School and Community Projects (FNPSCP) Program	Residential Educational Private Sector	4. Stream and Shoreline Management 5. Residential Infiltration 7. Pollution Prevention 8. Green Infrastructure/Low Impact Development	☐ Promote Plant Dane program and encourage residents and groups to plant native plants and build rain gardens using campaign tools through newsletters, local newspaper, mailings, web site, meeting, social media, etc. ☐ Promote Rain Garden Workshop and encourage residents to sign up. ☐ Partner with Dane County to host the Rain Garden Workshop in local community. ***One workshop will be held in 2021.*** ☐ Promote FNPSCP program to local schools, groups, non-profits, neighborhood associations, etc. and encourage groups to apply.	
Adopt A Storm Drain Pilot	Residential	1. Illicit Discharge Detection and Elimination 3. Yard Waste Management/Pesticide and Fertilizer Application 7. Pollution Prevention	☐ Participate and commit to provide needed information for pilot program. ☐ Promote pilot locally. ***Pilot is limited to 3 MAMSWaP communities. Contact SWEC, if interested.***	
NASECA Trainings	Construction Professionals Public Sector	6. Construction Sites and Post-Construction Storm Water Management	☒ Promote NASECA Trainings to local construction professionals and municipal staff and encourage attendance through MAMSWaP provided discounts.	

*from Table 1 of WPDES WI-S058416-04

WPDES Permit (MAMSWaP) – 2021 Annual Work Plan for The Village of McFarland

Program/Activity	Audience	Public Education and Outreach Topic(s) Addressed*	Municipal I&E Activities (check all activities that will be completed in 2021)	Additional Municipal Activities, Goals and Comments
Stormwater and Erosion Control Plan Review and Inspections	Construction Professionals Residential	1. Construction Sites and Post-Construction Storm Water Management	☐ Review erosion control and stormwater management plans within municipality or contract with Dane County to review plans. ☐ Conduct inspections of erosion control and stormwater practices within municipality or contract with Dane County to conduct inspections.	
WI Salt Wise Program and Salt Certification Trainings	Residential Private Sector Public Sector	2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing 7. Pollution Prevention	☐ Promote Salt Wise resources and practices to businesses, residents, schools, organizations, and facility managers using WI Salt Wise campaign tools through newsletters, local newspaper, mailings, web site, meeting, social media, etc. ☐ Provide SWEC with a local presentation opportunity along with contact information (school district, local company, etc). **Limited to 2 WI Salt Wise-led presentations per year for all MAMSWaP partners*** ☐ Send municipal staff to Salt Certification Trainings. ☐ Promote Salt Certification Trainings to local winter maintenance professionals and facilities managers. ☐ Partner with Salt Wise to host a Salt Certification Training in your community and actively participate by sharing local efforts with group to reduce salt use. ***Limited to one MAMSWaP partner per year***	

*from Table 1 of WPDES WI-S058416-04

*8 Public Education and Outreach Topic Areas - Bold topic areas that will be addressed in 2021 (co-permittees with populations over 5,000 need to address at least <u>six</u> topic areas, whereas co-permittees under 5,000 need to address at least <u>four</u> topic areas):	Active/Interactive Delivery Mechanisms	Passive Delivery Mechanisms
	Educational Activities (school presentation, summer camps, etc.)	Passive print media (brochures at front desk, posters, etc.)
	Informational booth at event	Distribution of print media (mailings, newsletters, etc.) via mail or email.
	Targeted group training (contractors, consultants, etc.)	Media offerings (radio and TV ads, press release, etc.)
	Gov. event (public hearings, council meeting)	Social media posts
	Workshops	Signage
	Tours	Website
	Other	Other

List active delivery mechanisms that will be used in 2021: (co-permittees with populations 5,000 need to use at least <u>two</u> active mechanisms, whereas co-permittees under 5,000 need to address at least <u>one</u> active mechanism)	1. Educational Activity
	2. Government Event
	3.
	4.

*from Table 1 of WPDES WI-S058416-04

3.0 PUBLIC INVOLVEMENT AND PARTICIPATION

The purpose of the public involvement and participation program is to notify the public of activities required by this permit and to encourage input and participation from the public regarding these activities.

The Village is required to provide a minimum of one opportunity annually for the public to provide input on each of the following permit activities: annual report, storm water management program, and if applicable, adoption or amendment of storm water related ordinances. The Village provides the annual report to the Public Utilities Committee and the Village Board. The annual report is also available for the public to view upon request at the Village Offices.

The Village meets the requirements of **Section 3.2.3** by providing at least one public involvement and participation program a year, which can include events such as storm drain stenciling, waterway cleanups, and public workshops.

4.0 ILLICIT DISCHARGE DETECTION AND ELIMINATION

As discussed in **Section 3.3.1**, the Village is required to have an illicit discharge ordinance. The Village's illicit discharge ordinance can be found in Section 47-337 - Illicit Discharges. The Village's Code of Ordinance can be accessed online at the location below:
<https://www.mcfarland.wi.us/342/Ordinances>

Section 3.3.2 requires the Village to perform illicit discharge detection and elimination (IDDE) field screening. During the permit term, the Village plans to inspect all major outfalls annually and all minor outfalls at least once during the permit term. The Village has a total of 2 major outfalls and 17 minor outfalls which discharge to waters of the state. If there is any suspected illicit activity, field screening will be located downstream of the suspected activity. Given the total number of outfalls the Village is responsible for screening, it is possible for the Village to screen all outfalls at least once during the permit term and more likely multiple times during the permit term. Field screening will be conducted according to the guidelines put forth in WDNR's Illicit Discharge Detection and Elimination guidance, which is attached to this document following this section.

Section 3.3.3 requires the Village to have written procedures for responding to known or suspected illicit discharges. Some response to this requirement is detailed in Village Ordinances 47-337 to 47-340. In the event that an illicit discharge or suspected illicit discharge becomes known to the Village, the Village shall investigate the event as soon as possible. The investigation efforts will include:

- a. Attempting to locate the source of the spill or discharge
- b. Prevention of further discharge or containment of the discharge
- c. Recording details of the event including date of discovery, dates of any action taken, location, follow-up actions taken, and sources (if known)
- d. Providing notification to the WDNR immediately in accordance with NR 706, Wis. Adm. Code if a spill or release of a hazardous substance is detected that has or may discharge to waters of the state. The Department shall be notified via the 24-hour toll free spill hotline at 1-800-943-0003.
- e. Sampling of discharge in accordance with WDNR's Illicit Discharge Detection and Elimination guidance

Section 3.3.6 requires the Village to provide the name, title and phone number of the individual(s) responsible for responding to reports of illicit discharges and spills. The Village contact is Jim Hessling, Director of Public Works, 608-383-7287.



WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.

DOCUMENT ID

WT-19-0027-C EGAD: 3800-2012-01

DOCUMENT TITLE

Illicit Discharge Detection and Elimination

PROGRAM/BUREAU

Storm Water Program/Watershed Management Bureau

STATUTORY AUTHORITY OR LEGAL CITATION

Section NR 216.07(3), Wisconsin Administrative Code

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

09/02/2019

DATE FINALIZED

10/07/2019

DNR CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Signature

09/30/2019

Date



BUREAU OF WATERSHED MANAGEMENT PROGRAM GUIDANCE

Storm Water Management Program

Wisconsin Department of Natural Resources
101 S. Webster Street, P.O. Box 7921
Madison, WI 53707-7921

Illicit Discharge Detection and Elimination

March 2012

3800-2012-01

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

DATE: March 15, 2012

TO: SW Program Staff

FROM: Pam Biersach – Bureau Director
Bureau of Watershed Management 

SUBJECT: Program Guidance #3800-2012-01

Illicit Discharge Detection and Elimination

**March 2012
3800-2012-01**

This document is intended solely as guidance, and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations, and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

A. Statement of Problem Being Addressed

Limited information is available to assist municipalities with the development of an effective program to determine the presence of illicit discharges from storm sewer system outfalls.

B. Background

State and federal storm water discharge regulations require permitted municipal separate storm sewer systems (MS4s) to develop, implement and enforce a program to detect and remove illicit connections and discharges to the MS4. In Wisconsin, this requirement is established in s. NR 216.07(3), Wis. Adm. Code. The program must include routine dry weather field screening at storm sewer system outfalls and procedures for locating the source of known or suspected illicit discharges. If flow is observed, a combination of sensory observations and indicator parameter sampling must be used to determine the presence of illicit discharges and assist in the tracking, location and elimination of sources.

C. Discussion

Section NR 216.07(3)(i), Wis. Adm. Code, requires that field screening is conducted at all major outfalls and any additional outfalls designated by the municipality or Department. Field screening must include the following when flow is observed:

- Narrative descriptions of color, odor, turbidity, oil sheen, surface scum, flow rate and other relevant observations.
- Sampling for pH, total chlorine, total copper, total phenol and detergents unless Department



approval has been obtained for alternative parameters such as ammonia, potassium or bacteria.

The combination of sensory and indicator parameters is intended to provide insight regarding the presence and potential sources of illicit discharges. However, ch. NR 216, Wis. Adm. Code does not identify specific discharge limits, action levels or other criteria that should be used to determine if an illicit discharge is either present or absent. In addition, ch. NR 216, Wis. Adm. Code does not address the following:

- Selection of outfalls for on-going field screening after the initial major outfall field screening has been completed.
- Frequency and timing of outfall field screening activities.
- Outfalls with baseflow consisting of groundwater and other non-illicit discharges.
- Submerged, enclosed, or otherwise inaccessible outfalls.
- Outfalls from pumped storm water systems.
- Outfalls from swale conveyance systems and storm water treatment practices.
- Proper documentation and evaluation of outfall field screening activities.

The purpose of this guidance document is to provide supplemental information that can be used by MS4 owners and operators to maximize the efficiency and effectiveness of illicit discharge detection and elimination programs.

D. Guidance

Outfall Selection

Currently, MS4 permits include a requirement that field screening is initially conducted at all major outfalls¹. However, a more targeted approach to illicit discharge detection and elimination (IDDE) is recommended. Outfalls should be prioritized based on illicit discharge potential in the contributing drainage area rather than solely on pipe or drainage area size. Outfalls selected for on-going field screening based on illicit discharge potential are considered “priority outfalls”. Contributing drainage area characteristics or land uses that should be considered when selecting priority outfalls include:

- History of known or suspected illicit discharges reported within the last five years
- Sections of storm sewer and/or sanitary sewer infrastructure that have exceeded or are approaching their design/useful life.
- Contributing drainage areas with 80 or more percent imperviousness.

¹ “Major outfall” means a municipal separate storm sewer system outfall that meets one of the following criteria:

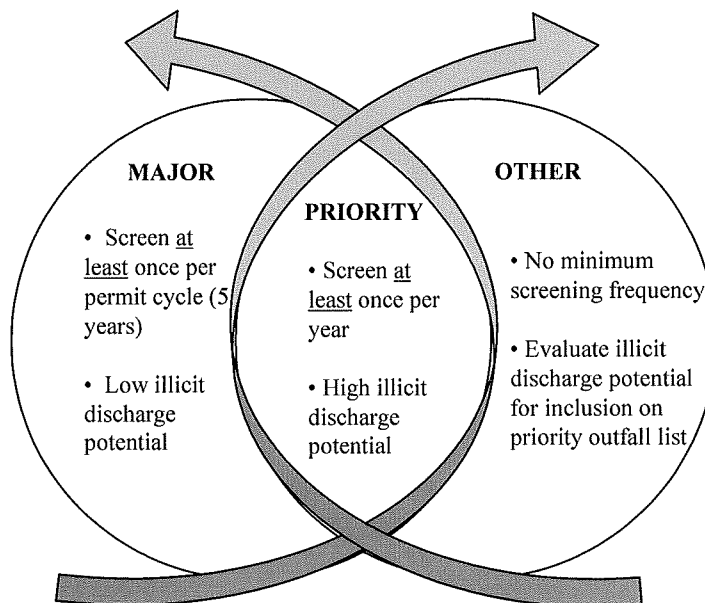
- (a) A single pipe with an inside diameter of 36 inches or more, or from an equivalent conveyance which is associated with a drainage area of more than 50 acres.
- (b) A single pipe with an inside diameter of 12 inches or more, or from an equivalent conveyance which receives storm water runoff from lands zoned for industrial activity with 2 or more acres of industrial activity.

- Business or industrial parks with frequent changes in property ownership or operations.
- Schools or other institutional facilities.
- Commercial or industrial operations that generate wastewater or wash water including food processing, metal plating or machining shops, auto and scrap recyclers, commercial car washes and chemical manufactures or users.

Frequency

The recommended approach to outfall field screening frequency is depicted in Figure 1. All priority outfalls should be screened at least once per year. In some cases, it may be appropriate to conduct more than one field screening per year at a particular priority outfall depending on initial screening results or illicit discharge potential. All other major outfalls not identified as priority outfalls should be screened at least once during each MS4 permit cycle (i.e., 5 years). The priority outfall list should be reviewed and modified if necessary during an annual program evaluation.

Figure 1 - Outfall Field Screening Frequency



Timing

Outfall field screening must be conducted during dry weather periods to minimize potential interference from non-illicit sources including runoff and groundwater. In general, field screening should not be conducted within 48 hours after a precipitation event that produces runoff. However, it may be necessary to wait longer than 48 hours after precipitation events depending on contributing drainage area characteristics, the presence of extended discharges from stormwater facilities or the size of the event. Field screening during periods of high groundwater, such as the early spring, should be avoided. However, spring or fall screening may be necessary if outfall access is significantly obstructed by vegetation.

Sensory Parameters

Obvious illicit discharges can potentially be identified by color, odor or other physical characteristics such as sheen or foam. However, proper interpretation of sensory observations can be complicated by the fact that some sources are naturally occurring (e.g., iron bacteria) or non-illicit (e.g., dye testing).

Chapter 11 of the Center for Watershed Protection's guidance manual for illicit discharge detection and elimination includes photos of common physical indicators for illicit and non-illicit sources. The entire manual can be downloaded from the USEPA website at http://www.epa.gov/npdes/pubs/idde_manualwithappendices.pdf

Indicator Parameters

Indicator parameter sampling is necessary to confirm sensory observations or distinguish illicit from non-illicit discharges. The following parameters are recommended for all observed discharges: **Ammonia, Detergents, pH and Total Chlorine**. Based on MS4 or outfall specific conditions, the following additional parameters should be considered:

- **Total Copper** in areas where industrial facilities that use or manufacture copper-based products are present.
- **Phenol** in areas where industrial facilities that utilize phenol in processes or products are present.
- **Potassium** when discharges of industrial wastewater or sanitary sewage are suspected.
- **Fluoride** when discharges with a drinking water supply component are suspected.
- **E. coli or Bacteriodes** when discharges of sanitary sewage are suspected.

The recommended parameters for all observed discharges are a deviation from the parameter lists identified in ch. NR 216, Wis. Adm Code and MS4 permits. Permitted MS4s should submit modified parameter list proposals to the Department for approval prior to implementation.

Test Methods

In order to provide relatively rapid results, indicator parameters should be analyzed using field test kits. However, field test kits should be used by staff with appropriate training and experience. Laboratory analysis is necessary for some parameters (e.g., E. coli, Bacteriodes) and recommended in cases where enforcement action may be necessary to eliminate illicit discharges or connections.

Action Levels

Recommended action levels for indicator parameters are found in Table 1. Sample results above these levels suggest the presence of an illicit discharge is likely. However, illicit discharges or connections should not be automatically ruled out in cases where parameters are detected below the recommended action levels. In some instances, illicit discharges can be masked by non-illicit sources depending on the time of the year, recent precipitation events, or other conditions, especially at outfalls with large

contributing drainage areas. With this in mind, the recommended action levels should be considered as starting points for decision making. Ultimately, identifying outliers to expected or past levels may be more important when determining if further investigation should be initiated. To determine when an outlier has been detected, each MS4 should maintain a database (or equivalent record) of indicator parameter test results for individual outfalls or groups of outfalls.

TABLE 1 – Indicator Parameters Action Levels

Parameter	Action Level	Illicit Sources	Non-Illicit Sources
Ammonia	0.1 mg/l	Sanitary sewage and industrial wastewater	Pets, wildlife and potentially WPDES permitted discharges
Detergents	0.5 mg/l	Industrial cleansers, commercial wash water and sanitary sewage	Residential car washing
pH	Less than 6 or greater than 9	Industrial wastewater and concrete truck wash-out	Groundwater and WPDES permitted discharges
Total Chlorine	Detection or positive test unless associated with a WPDES permitted discharge at background water supply levels	Industrial wastewater, swimming pools and sanitary sewage	WPDES permitted discharges
Total Copper	0.1 mg/l	Copper-based product use and manufacturing	WPDES permitted discharges
Phenol	Detection or positive test	Chemical, textile, paint, resin, tire, plastic, electronics and pharmaceutical manufacturing	None
Fluoride	Detection above background groundwater or water supply levels	Commercial and industrial wastewaters with a water supply component	Groundwater and WPDES permitted discharges
Potassium	10 mg/l	Sanitary sewage and industrial wastewater	Groundwater and WPDES permitted discharges
E. coli	10,000 MPN/100 mL	Sanitary sewage	Wildlife and pets
Human Bacteriodes	Detection or positive test	Sanitary sewage	None

Additional considerations for some of the indicator parameters are as follows:

- Field test methods for **detergents** are generally considered qualitative (i.e., positive or negative) tests. Some detergent test methods produce bubbles or a gel like substance that can be misinterpreted as a positive test for detergents. In addition, specific detergent test methods, such as the MBAS method, may not be capable of detecting all classes of detergents. Another potential

issue with detergent testing is distinguishing non-illicit discharges associated with residential car washing from illicit discharges.

- **Chlorine** residuals are typically short lived in the environment. Detection of chlorine at an outfall generally indicates a source that is relatively close to the outfall. However, chlorine detected at an outfall can be from an illicit or non-illicit source if chlorinated municipal drinking water supply is a component of the discharge (see “Non-Illicit Sources”).
- Leaching of **copper** from plumbing systems can be a source of copper even in areas where copper-based product use or manufacturing does not occur.
- Municipal drinking water supply systems that add **fluoride** typically maintain levels between 1 and 1.5 mg/l.
- **E. coli** is a commonly used sanitary sewage indicator. However, dry weather flow outfall monitoring in Wisconsin and other states indicates that E. coli levels are highly variable and can be produced by naturally occurring, non-illicit sources in the environment such as raccoons in storm sewers. Elevated dry weather E. coli levels in conjunction with detection of other indicator parameters (e.g., detergents, total chlorine) may be more indicative of the presence of sanitary sewage.
- The ratio of human **Bacteriodes** to total Bacteriodes may be particularly useful in determining sanitary sewage sources. However, the availability of Bacteriodes testing may be limited.

Non-Illicit Sources

Indicator parameters can be detected from non-illicit sources such as groundwater inflows, non-contact cooling water discharges or other WPDES permitted discharges from commercial and industrial facilities:

- **Groundwater:** Flow rates associated with groundwater inflows can vary seasonally due to fluctuations in groundwater elevations. Groundwater inflows are typically highest in the early spring and lowest in the late summer. In some areas, groundwater inflows will also include natural levels of fluoride. Baseline conditions for outfalls with groundwater inflows can be established by documenting seasonal flow rates and/or fluoride levels over time. If baseline conditions have been established for an outfall, sampling for other indicator parameters can be avoided if flow rates and/or fluoride levels are consistent with the established baseline values.
- **Permitted Facilities:** In some areas, WPDES permitted industrial facilities are allowed to discharge wastewater to MS4s as long as discharge limits are met. These discharges can produce continuous or nearly continuous flows at outfalls. WPDES permitted discharges are considered non-illicit but can include one or more of the indicator parameters at detectable levels. In many cases, municipal drinking water supply is a component of WPDES permitted discharges and it may be difficult to distinguish non-illicit from illicit sources in these areas. However, establishing baseline flow rates and parameter levels for outfalls with WPDES permitted discharges is recommended. If necessary, the Department can assist in the identification and characterization of WPDES permitted discharge, including discharge limits.

The Department maintains a listing of current WPDES permit holders online:

- **WPDES Wastewater Permittees**
<http://dnr.wi.gov/org/water/wm/ww/permlists.htm>
- **WPDES Industrial Storm Water Permittees**
<http://dnr.wi.gov/runoff/stormwater/industrial/>

Submerged & Enclosed Outfalls

It may be difficult or impossible to conduct outfall field screening activities at outfalls that are fully or partially submerged by receiving waters or located within enclosed waterways. For these cases, field screening activities should be conducted at appropriate upstream manholes. On-site illicit connection inspections should be considered for any high risk facilities that can potentially discharge to the MS4 between the outfall and field screening manholes. Another option to consider is televising the storm sewer segments located between field screening manholes and the outfall.

Physically Interconnected Systems

One MS4 that discharges directly to a second MS4 is considered physically interconnected. The point of interconnection is considered an outfall from the upstream or discharging MS4. Although field screening activities should be conducted by the upstream MS4 at the point of interconnection, it may be appropriate for interconnected MS4s to coordinate and potentially consolidate field screening activities.

Pump Stations

For pumped storm water systems, field screening activities should be conducted at appropriate manholes located upstream from the pump station or intake. If the first upstream manhole from the pump station is submerged, the pump should be operated if possible to remove accumulated water from the storm sewer system prior to conducting field screening activities.

Swales Conveyance Systems

For swale conveyance systems, it may be appropriate to conduct a visual or “windshield” survey within the swale area in conjunction with or as an alternative to field screening at the outfall. Locations where piped systems discharge to swales should be targeted during windshield surveys.

Storm Water Practices

Wet detention basins and other storm water treatment practices can potentially mask the presence of illicit discharges from the storm sewer system. Field screening activities should be conducted at inlets to storm water treatment practices rather than from the outlet. However, the size and location of practices can be considered when determining if field screening at inlets is necessary.

Documentation and Program Evaluation

Written or electronic documentation of all outfall screening activities should be kept. At minimum, the documentation should identify the following items for each outfall:

- Outfall location & description
- Inspector name
- Date of inspection
- Date & amount of last rainfall
- Weather conditions
- Narrative description of all sensory observations and flow rate estimates
- Test results for all indicator parameter sampling
- Narrative description of potential or confirmed illicit discharge sources and actions taken to track and eliminate sources.
- Additional comments or observations

As suggested in the "Action Level" section, it is important to develop and maintain a field screening database (or equivalent) to track changes and establish trends over time. Each permitted MS4 should conduct an annual evaluation of the field screening data and priority outfall list. Program modifications should be made as needed based on the annual evaluation.

APPROVED:

Mary Anne Townsend 3/19/2012
Section Chief Date

APPROVED:

Joe R. Lanzetta 3/19/2012
Staff Attorney Date

DISCUSSED OR APPROVED:

PMT Approved on 3/15/2012
 Date

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

5.0 CONSTRUCTION SITE POLLUTANT CONTROL

As discussed in **Section 3.4.1**, the Village is required to have a construction site ordinance. The Village's construction site ordinance can be found in Part II, Chapter 8, Article XVII, Site Eorsion Control. Erosion Control requirements are at least as stringent as the requirements listed in **Section 3.4.1** of the permit. The Village's Code of Ordinance can be accessed online at the location below:

https://library.municode.com/wi/mcfarland/codes/code_of_ordinances?nodeId=PTIICOOR_CH8_BUBURE_ARTXVIISIERCO

According to **Section 3.4.2**, the Village should have written procedures for construction site plan review. At the Village, construction site plans are reviewed by the Village Public Works department and the Village Community Development and/or their designee for consistency with Village requirements and best management practices.

Members of the public can submit complaints by calling the McFarland Public Works Department's main number (608-838-7287) or by e-mailing Public Works at public.works@mcfarland.wi.us

According to **Section 3.4.3** the Village should have written procedures for administration of the construction site pollutant control program. At the Village, these procedures are managed through the erosion control permit application and administration process as outlined in Village ordinances and on the Village website. The responsibility for this administration initially falls on the Village Community Development department and is then shared with the Village Public Works and/or their designee depending on the size and scope of the project.

According to **Section 3.4.4**, the Village should have written procedures for construction site inspection and enforcement. The Village department responsible for construction site inspection is the Village Public Works Department. The Village's procedures meet the inspection frequency requirements listed in **Section 3.4.4.b** of the Permit. Those frequencies are as follows:

Table 3: Construction Site Inspection Frequency

Site	Inspection Frequency
(1) All sites one acre or more in size	• New projects shall be inspected within the first two weeks of commencement of land disturbing construction activity • All active sites shall be inspected at least once every 45 days • All inactive sites shall be inspected at least once every 60 days
(2) Follow up inspection	• Follow up inspections are required within 7 days of any sediment discharge or inadequate control measure, unless corrections were made and observed by the inspector during initial inspection or corrections were verified via photographs submitted to the inspector
(3) Final inspection	• Confirm that all graded areas have reached final stabilization and that all temporary control measures are removed, and permanent storm water management BMPs are installed as designed

According to **Section 3.4.4.c**, compliance with the inspection requirements shall be determined by proper documentation and maintenance of records. Records for inspections are maintained by the Village Public Works Department. A sample construction site inspection form is attached to the end of this section.

Citations, verbal warnings, and stop work orders may be used to obtain erosion control compliance, in accordance with **Section 3.4.4.d** of the MS4 Permit.

Notice: This form was developed in accordance with s. NR 216.48 Wis. Adm. Code for WPDES permittees' convenience; however, use of this specific form is voluntary. Multiple copies of this form may be made to compile the inspection report. Inspections of the construction site and implemented erosion and sediment control best management practices (BMPs) must be performed weekly and within 24 hours after a rainfall event 0.5 inches or greater.

Construction Site Name and Location (Project, Municipality, and County):		Site/Facility ID No. (FIN):
Onsite Contact/Contractor:		Onsite Phone/Cell:
Note: Inspection reports, along with erosion control and storm water management plans, are required to be maintained on site in accordance with s. NR 216.48 (4) and made available upon request. PLEASE PRINT LEGIBLY.		
Date of inspection:	Time of inspection: Start: _____ ☐ am ☐ pm End: _____ ☐ am ☐ pm	Type of inspection: ☐ Weekly ☐ Precipitation Event ☐ Other (specify) _____
Weather/Site Conditions: Temp. _____ Antecedent Soil Moisture Last Rainfall Depth: _____ inches Last Rainfall Date: _____		Describe current phase of construction: Scheduled Final Stabilization Date for Universal Soil Loss Equation (USLE) ¹ : _____ Project on Schedule²? ☐ Yes ☐ No
Name(s) of individual(s) performing inspection:		Inspector Phone/Cell:
I certify that the information contained on this form is an accurate assessment of site conditions at the time of inspection: Inspector Signature _____ Date: _____		

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
1. Is the erosion control plan accessible to operators?	☐	☐ Provide onsite copy		
2. Is the permit certificate posted where visible?	☐	☐ Post certificate		
3. Is the current phase of construction on sequence with the site-specific erosion and sediment control plan, including installation/stabilization of ponds and ditches?	☐	☐ Add sediment control ☐ Install missing ditch/pipe/pond ☐ Stabilize bare soil		
4. Are all erosion and sediment control BMPs shown on plan properly installed and in functional condition?	☐	☐ Repair ☐ Modify ☐ Install/Replace		
5. Is inlet protection properly installed and functioning in all inlets likely to receive runoff from the site?	☐	☐ Clean ☐ Replace ☐ Install		

¹ The Universal Soil Loss Equation (USLE) model and the Construction Site Soil Loss and Sediment Discharge Guidance are available at: http://dnr.wi.gov/topic/stormwater/standards/const_standards.html

² If the project is not on schedule then the soil loss summary for the project should be reviewed and schedule, plan or practices modified accordingly.

CONSTRUCTION SITE INSPECTION REPORT

Form 3400-187 (R 11/16)

Page 0 of 3

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
6. Is the air free of fugitive dust resulting from construction activity and bare soil exposure?	☐	☐ Apply water ☐ Apply dust control product		
7. Is the public right of way curb line free of tracked soil and accumulation?	☐	☐ Install tracking pad ☐ Widen/lengthen pad ☐ Amend stone/Add geotextile ☐ Install wheel washing station ☐ Close entrance/exit ☐ Limit traffic across disturbed areas ☐ Sweep road and curb line		
8. Are wetlands, lakes, streams, ditches, or storm sewers downstream of the site free of sedimentation and turbid water leaving the site? ³	☐	☐ Repair/Replace erosion control ☐ Add sediment controls ☐ Modify operations ☐ Contact DNR to verify extent of cleanup required		
9. Is dewatering and/or vehicle and equipment washing being done in a manner that prevents erosion and sediment discharge?	☐	☐ Install treatment train ☐ Install energy dissipation ☐ Modify discharge location ☐ Modify intake to reduce sediment		
10. Are soil stockpiles existing for more than 7 days covered and stabilized?	☐	☐ Seed ☐ Install mat/mulch/polymer ☐ Cover with tarp/plastic sheeting		
11. Are downstream channels and other downhill areas protected from scour and erosion?	☐	☐ Install energy dissipation at outfall ☐ Install ditch checks ☐ Install slope interruption ☐ Install onsite detention		
12. Are good housekeeping practices or treatment controls in place to prevent the discharge of chemicals, cement, trash, and other materials into wetlands, waterways, storm sewers, ditches, or drainage-ways? ⁴	☐	☐ Properly dispose of trash ☐ Provide concrete washout station ☐ Contact DNR to verify extent of cleanup required		
13. Is the plan reflective of current site operations and does it address all erosion and sediment control issues identified during the inspection?	☐	☐ Revise sequence ☐ Revise sediment control BMP ☐ Revise erosion control BMP ☐ Revise post-construction storm water BMP		
14. Are all areas where construction has temporarily ceased (and will not resume for more than 2 weeks) temporarily stabilized?	☐	☐ Cover with tarp/plastic sheeting ☐ Amend stone/Add geotextile		
15. Are all areas at final grade permanently vegetated or stabilized with other treatments?	☐	☐ Install stone base ☐ Amend stone/Add geotextile		

³ If sediment discharge enters a wetland or waterbody, the permittee should consult with DNR staff to determine if sediment cleanup and/or additional control measures are required.

⁴ The permittee shall notify the DNR immediately via the spills hotline at (800)943-0003 of any release or spill of a hazardous substance to the environment in accordance with s. 292.11, Wis. Stats., and ch. NR 706, Wis. Adm. Code.

Inspection Questions:	Yes	No (Identify Actions Required):	Location/Comments:	Actions Completed by Date & Initials
16. Have temporary sediment controls been removed in areas of the site that meet the permit definition of 'final stabilization'?	☐	☐ Water to establish vegetation ☐ Repair or reseed areas ☐ Remove temporary practices		

3 If sediment discharge enters a wetland or waterbody, the permittee should consult with DNR staff to determine if sediment cleanup and/or additional control measures are required.

4 The permittee shall notify the DNR immediately via the spills hotline at (800)943-0003 of any release or spill of a hazardous substance to the environment in accordance with s. 292.11, Wis. Stats., and ch. NR 706, Wis. Adm. Code.

6.0 POST-CONSTRUCTION STORM WATER MANAGEMENT

According to **Section 3.5.1**, the Village is required to have an ordinance or other regulatory mechanisms to regulate post-construction storm water discharges from new and redevelopment. The Village's storm water management ordinance can be found in in Part II, Chapter 8, Article XVII, Storm water Management. Storm water management requirements are at least as stringent as the requirements listed in **Section 3.5.1**. The Village's Code of Ordinance can be accessed online at the location below:

https://library.municode.com/wi/mcfarland/codes/code_of_ordinances?nodeId=PTIIC_OOR_CH8BUBURE_ARTXVIIIISTMA

According to **Section 3.5.2**, the Village is required to have written procedures for the administration of the post-construction storm water management program, including a process for obtaining local approval and responding to complaints. The Village manages the administration of this program through the Village's Community Development department in conjunction with the Village Public Works Department and/or their designee. Local approval for new development is obtained by verifying the construction post-construction controls meet the approved requirements, with the verification by the Community Development department, Public Works department, and/or their designee. The response to complaints is handled by the Village Public Works Department.

According to **Section 3.5.3**, the Village is required to have written procedures for post-construction site plan review. At the Village, these plans are reviewed as part of the Erosion Control and Storm water Management permitting process. This is described more fully in Section 5.0 of this plan and the plan review is handled by the Village Public Works Department, Community Development Department, and/or their designee.

According to **Section 3.5.4**, the Village is required to have written procedures to, at a minimum, track and enforce the long-term maintenance of storm water management facilities implemented to meet applicable post-construction performance standards. The ability of the Village to enforce the long-term maintenance and inspection requirements is codified in the Village's Code of Ordinances within the section linked to above. Additionally, these facilities all have maintenance agreements giving the Village authority to maintain them if the owner fails to do so. These facilities are shown on the Village storm water map and listed in the table below:

Basin Location	BMP Name	Basin Area	BMP Type	Year Constructed	O&M Plan?	Record Drawing?
A1	84 Lumber Pond 2	13	Wet Pond	2004	UNK	Yes
B1	Voges Road Pond	7.1	Wet Pond		UNK	
C1	84 Lumber Pond 1	4.5	Biofiltration	2012	UNK	Yes
F1	Storage Shop USA	3.45	Biofiltration			
M1	Kwik Trip	1.6	Biofiltration			
M1	Bisbee Dale St Pond	2.1	Wet Pond			
N1	Burma Condos	2.3	Biofiltration			
W2	Lot 17 Fieldstone	7.8	Wet Pond			
X4	Countrywood Dry Pond	43.5	Grass Swale			

The Village shall inspect all of these facilities a minimum of once per permit term. Inspection documentation shall be maintained by the Village Public Works Department. If necessary, documentation of follow-up enforcement is maintained in the same location.

7.0 POLLUTION PREVENTION

According to **Section 3.6.1**, the Village must update and maintain an inventory of municipally-owned or operated stormwater best management practices, such as wet ponds, bioretention devices, infiltration bays, etc. An inventory of Village-owned stormwater facilities can be found on the village's storm water map. And is detailed in this table:

Basin Location	BMP Name	Basin Area (acres)	BMP Type	Year Constructed	O&M Plan?	Record Drawing?
D2	Commerce Park Pond 3	6.2	Wet Pond			
D1	Commerce Park Pond 4	13.8	Wet Pond			
A2	High Track	13.5	Wet Pond			
W2	Highland Oaks	52.6	Wet Pond			
Y1	Kettle Area in Basin Y1	142	Wet Pond			
A1	Landmark Services Site Pond	9.7	Wet Pond			
Q2	Meredith Heights	6.9	Wet Pond			
X5	Parkview Estates 2	13.2	Wet Pond			
X3	Parkview Estates 1	53.1	Wet Pond			
U1, V1	Red Oak Addition	122	Wet Pond			
M1, N1, R1	Sediment Lagoon	194	Wet Pond			
M2	Woodland Commons Pond 1a	4.9	Wet Pond			
M2	Woodland Commons Pond 1b	8.7	Wet Pond			
F2	Commerce Park Pond 1	5	Wet Pond			
S2	Marsh/Siggelkow Pond	44	Wet Pond			
E1	Commerce Park Pond 2	13	Wet Pond			
L1	Valley Drive Pond	146	Wet Pond			
W1	Osborn/Leanne Pond	167	Wet Pond			

According to **Section 3.6.2**, the Village shall develop and implement a maintenance plan with inspection procedures and a schedule for the BMPs listed in the table above. The Village practice is to inspect all listed facilities a minimum of once annually and perform maintenance of the device following inspection if necessary. Records of these inspections are maintained by the Village Public Works Department.

According to **Section 3.6.3**, municipally-owned facilities (such as municipal storage yards) should have a Stormwater Pollution Prevention Plan (SWPPP). A hard copy of the SWPPP for the Public Works Maintenance Yard can be obtained at the Public Works office or requested by either calling or e-mailing the McFarland Public Works Department's main number (608-838-7287) or by e-mailing Public Works at public.works@mcfarland.wi.us

Section 3.6.5.a of the MS4 Permit contains requirements for street sweeping documentation. This documentation is submitted annually with the MS4 annual report and additional documentation is maintained by the Village Public Works Department.

Section 3.6.5.b of the MS4 permit contains requirements for catch basin cleaning documentation. The Village does not currently (2020) use catch basin cleaning to meet water quality requirements of this permit. However, the Village does maintain a documentation record of the number of catch basins cleaned and an estimate of the weight in tons of material collected annually.

According to **Section 3.6.5.c**, material collected from street sweeping and sump cleaning should be disposed of or beneficially reused in accordance with applicable solid waste and hazardous waste statuses and administrative codes. Non-storm water discharges associated with dewatering and drying material are not authorized by the permit.

According to **Section 3.6.5.d(1)**, the Village should maintain a description of the leaf collection program, including type of pick-up methodology and equipment used. Brush and yardwaste collection is contracted out in five-year increments. Currently (2020-2024), brush and yardwaste is collected by Barnes. Residents are required to bring yard waste to the compost site for disposal. Brush should meet size requirements and be stacked neatly in the bunker for disposal terrace. Brush and yardwaste collection instructions can be found at the website below:

<https://www.mcfarland.wi.us/294/Yard-Waste-Brush>

The compost/brush site is operates from approximately April 1st of year until approximately mid-November and is open from 7:00a.m. to 7:00p.m., 7 days per week.

Brush and yard waste are picked up and is assumed that the material is processed into compost. It is not possible to estimate the weight in tons of material collected annually, as there is currently no scale available at the site.

According to **Section 3.6.5.d(3)**, the Village shall maintain documentation of the municipally-operated leaf disposal location. The Village's leaf disposal location is located at the Village of McFarland's Public Works Department (5115 Terminal Drive).

According to **Section 3.6.6**, no more salt or deicers may be applied than necessary to maintain public safety. Documentation on deicing activities shall be maintained including the following:

Contact Information for the department with overall responsibility for winter roadway maintenance.	Village of McFarland Public Works Dept. public.works@mcfarland.wi.us (608) 838-7287
A description of the types of deicing products used.	Salt, brine
Amount of deicing product used per month or per storm event.	Available in the Street Supervisor's files.
A description of type of equipment used.	
An estimate of the number of lane-miles treated with deicing products, as well as an estimate of the total area of municipally-owned parking lots treated.	
A description of snow disposal locations.	Not applicable.
A description of anti-icing, pre-wetting and bringing, equipment calibration, pavement temperature monitoring, and/or salt reduction strategies implemented or being considered.	

In **Section 3.6.7**, fertilizer and/or pesticide application on municipally-controlled properties may be implemented in accordance with site-specific requirements.

According to **Section 3.6.8**, consideration of environmentally sensitive land development designs for municipal projects, including green infrastructure and low impact development, shall

be designed, installed, and maintained to comply with a water quality requirement under the MS4 Permit.

According to **Section 3.6.9**, the Village hold one annual training event for appropriate municipal staff and other personnel involved in implementing each of the elements of the pollution prevention program under this section (Pollution Prevention). Documentation shall be maintained including the date, number of people attending the training, the names of each person and a summary of their responsibilities, and the content of the training. This documentation will be maintained at the public works department.

As outlined in **Section 3.7** of the MS4 Permit, the Village should implement and maintain structural and non-structural BMPs to achieve a reduction of 20% or more of total suspended solids (TSS) carried from existing development to waters of the state. An updated model of TSS removal from urban runoff within the Village is scheduled to be completed in 2021.

According to **Section 3.8**, the Village is required to maintain a map of the MS4. This information is available at public works. Information is provided to the Village of Madison annually, so they can maintain a common storm sewer system map for the entire group permit area in accordance with **Section 3.8.2**. This information should be updated annually and provided to the Village of Madison by January 31 each year.

Summary of Adaptive Management Participation to Achieve TMDL Compliance

Village of McFarland 2020 Annual Report

This summary documents the Village's progress to date towards meeting the water quality goals required by the Rock River TMDL, and the Village's plan to meet those goals through participation in the Yahara WINS Adaptive Management program. The Village's MS4 permit requires that the following information be included in the annual report:

1. Most recent estimated pollutant of concern percent reduction levels (i.e. total phosphorus and total suspended solids/ sediment), as compared to no controls by reachshed, within the permittee's MS4 permitted area.
2. Pollutant of concern percent reduction levels, as compared to no controls by reachshed, which the permittee intends to ultimately achieve within its own MS4 permitted area (not associated with Adaptive Management buy-in).
3. The financial dollar value contributed to an Adaptive Management program for the reporting year.
4. Identify any additional storm water measures that were initially implemented in the reporting year, which reduce the discharge of pollutants of concern from its MS4 permitted area (not associated with Adaptive Management buy-in). If available, identify the incremental percent reduction gained by such measures relative to the MS4 permitted area.

1. Estimated Pollutant Reduction Levels

The Village's WinSLAMM model is used for estimating the pollutant loading and reduction. The most recent update of the Village's WinSLAMM model was performed in 2016 for the purposes of participation in the adaptive management program. The Village currently achieves a 47% reduction in TSS and a 35% reduction of TP. This meets the permit requirements of 40%/27% TSS and TP reductions respectively. A more detailed summary table of these reductions by watershed is attached in Appendix A.

2. Pollutant Reduction Level Goals

Additional pollutant level reduction goals are set by the Rock River Basin TMDL (Rock River Recovery). Within this TMDL, the Village's MS4 is in the Yahara River and Lake Kegonsa Watershed (LR06) and discharges to Reach 66 (Yahara River, Lake Waubesa, Lake Kegonsa). The Rock River TMDL sets the ultimate reduction level goals of 62%/54% TSS and TP reductions respectively.

The Village intends to continue to make improvements in TSS and TP reduction levels through a combination of efforts, including but not limited to the following:

- Maintenance of existing stormwater system and controls.
- Post-construction stormwater standards set by municipal ordinance for both TSS reduction and volume control for redevelopment sites that exceed the WDNR-set uniform state standards for redevelopment post-construction stormwater management.
- Continued improvement of the Village's leaf management program.
- Continued improvement to the Village's sweeping program where practicable.

3. Adaptive Management Financial Contribution

An invoice record of the Village's annual payment to the adaptive management program is attached in Appendix B.

4. New Storm Water Measures

No new municipally-owned storm water measures were installed in the reporting year which would be relevant to the Village's stormwater modeling.

APPENDIX A

August 31, 2016

Mr. Eric Rortvedt, P.E.
Water Resources Engineer
Wisconsin Department of Natural Resources
3911 Fish Hatchery Road
Fitchburg WI, 53711

Subject: Phosphorous Load Analysis for Participation in the Yahara Watershed Improvement Network (Yahara WINS) Adaptive Management Plan; Village of McFarland, WI

Dear Eric:

In order to meet the obligations the Village of McFarland has as a member of the Yahara WINS group and to reduce its adaptive management contribution for phosphorous reduction, we are submitting the following for your review on the Village's behalf:

- Letter Report summarizing our findings
- Tabular Summary of WinSLAMM analysis
- WinSLAMM files for each basin in the Village (on disc)
- Exhibit Maps

Executive Summary

1. An update to the Village's 2008 Stormwater Management Plan was completed using present day information. A few areas that have since been developed were added. Land uses and stormwater practices that have been added or changed were updated. A tabular summary of WinSLAMM results is included as an enclosure to this report. WinSLAMM files are included for your review on the enclosed disc.
2. The results of our finding show that Total Phosphorous Discharge from the Village is lower than the Annual Baseline estimate from the "Rock River TMDL".
3. We recommend that the Village of McFarland's contribution be reduced to **536 pounds** of "purchased reduction" credits rather than 736 as estimated in the Yahara WINS Agreement.

Introduction

1. In August 2008, Town & Country Engineering, Inc. partnered with AECOM to prepare a stormwater management plan for the Village of McFarland, one of the permitted MS4 communities in Dane County. This plan was reviewed and approved by WDNR and serves as a basis for the update to the WinSLAMM model for this project.

2. The 2008 report used WinSLAMM Version 9.2.4. This version did not have some of the capabilities of the current Version 10.2.1 therefore, the entire watershed was remodeled in the current WinSLAMM Version 10.2.1 using the same Basins and Land Use Areas developed from GIS data in 2008. Results were slightly different, but relatively close to the same as 2008. This gave us a level of confidence that the base data is reliable.
3. The Intergovernmental Agreement for an Adaptive Management Plan for the Yahara Watershed states that MS4 members may update stormwater modeling consistent with the DNR guidance document titled “TMDL Guidance for MS4 Permits: Planning, Implementation and Modeling Guidance” (October 20, 2014). If updated modeling is reviewed and approved by DNR, and shows a required annual phosphorous reduction that is different than what was used to develop the cost allocation in Exhibit B of the Agreement, the cost of that MS4 member in Exhibit B will be adjusted as follows:

$$\text{Exhibit B Cost} \times \left\{ \frac{\text{Revised Phosphorous Reduction (lbs/yr)}}{\text{Initial Phosphorous Reduction (lbs/yr)}} \right\} = \text{Revised Cost}$$

Using this formula and the data we have compiled, we have computed our recommended Revised Cost for the Village of McFarland to be as follows:

$$\$36,200 \times (536/736) = \$26,363$$

Modeling Methodology and Parameters

In order to reflect what was done in 2008 and stay consistent with modeling performed for the MS4 permit, we utilized much of the same parameters as previously modeled. Our basis for modeling is detailed as follows:

Basins

The Village of McFarland is broken up into 38 basins. These match the GIS areas developed in the 2008 report.

Basin Y1 is internally drained, therefore it does not contribute to the total phosphorous discharge from the Village and was eliminated from this analysis.

Basin areas are listed in the tabular summary as an appendix to this report.

Another internally drained area is the church property located at 4306 Main Street located in Basin S2. This area was not included in either the 2008 report or this analysis.

7.8 acres of new development was added to Basin S2. This is represented by the Fieldstone Lot 17 area shown on an Exhibit Map in the Enclosure.

4.0 acres of new development was added to Basin X2. This is part of the Prairie Woods Subdivision shown on an Exhibit Map in the Enclosure.

14.4 acres of new development was added to Basin X3. This is part of the Prairie Woods Subdivision shown on an Exhibit Map in the Enclosure.

Land Use

Standard Land Uses were utilized throughout the Village. The previous 2008 model included a Standard Land Use file for Railroad areas. We determined this was modeled as nothing more than “Other Urban – Open Space”. This is how the railroad areas were represented in our WinSLAMM models.

Areas that were excluded include the following:

1. Undeveloped land greater than 5 acres
2. DOT right-of-way with a separate MS4
3. Industrial areas permitted under NR 216
4. Lands within the urban service area zoned agriculture and under agricultural use as of October 1, 2004.
5. Lands that discharge directly to waters of the State.
6. Internally drained areas.

The total area analyzed, excluding these areas is about 1530 acres. This includes roughly 26 acres of new development since the 2008 report. A map showing the existing land use for the Village is in the Enclosure to this report.

Precipitation

The Madison Five-Year Rainfall was used in WinSLAMM models which uses rain events of 1980 through 1984 considered to be typical for Dane County.

Soils

Soils information taken from NRCS Soil Survey from the 2008 report was used. This information shows that nearly 98% of the Village is considered silt. An Exhibit map showing the soil type distribution for the Village is in the Enclosure.

Drainage Type

Roughly 90% of the Village is drained with curb and gutter. The other 10% is drained by roadside grass swales. These areas are identified on an Exhibit map showing the drainage type distribution for the Village in the Enclosure.

From the 2008 report, it was assumed that either a whole basin was curb & gutter drainage or a whole basin was swale drainage. Basin W2 was shown as swale drainage in 2008. This area was revised to curb and gutter drainage for this analysis to better reflect what is actually present today. The remainder of the areas remain unchanged.

Street Sweeping Parameters

The Village purchased a high-efficiency vacuum street sweeper as a result of the 2008 stormwater management study. This is the Village's only sweeper. The current sweeping schedule for the Village is to sweep all streets once per month, except for winter months. Parking is assumed to be light throughout the Village with no enforcement to remove cars for sweeping operations. These default parameters were used for each land use with streets with curb & gutter. Street sweeping was not used for streets with roadside ditches.

Since WinSLAMM Version 10.2.1 can now route hydrographs and particle sizes between control practices, street cleaning can be applied as a source area control practice to streets with curb & gutter while still allowing the user to add other source area control practices such as catch basins, and drainage area control practices such as grass swales and wet ponds. In WinSLAMM, under Tools-Program Options, the box was checked to 'Route Hydrographs and Particle Sizes Between Control Practices' for all models in this analysis.

Grass Swales

The following default parameters for grass swales were applied to each grass swale modeled as a drainage control practice for its specific Standard Land Use. WinSLAMM calculates the typical swale densities and average swale lengths for each Standard Land Use. These default parameters were used unless specific data was readily available to represent actual lengths of grass swales. Note that a conservative dynamic infiltration rate of 0.07 inches/hour was used.

Figure 1: Swale Parameters

Swale Properties	Input Value
Typical Bottom Width	1
Typical Side Slopes (ft H: 1 ft V)	3
Typical Longitudinal Slope (ft/ft)	0.005
Manning's n	0.3
Infiltration Rate for Silt (in/hr)	0.07

Catch Basins

Like grass swales, typical catch basin densities can be calculated by WinSLAMM to save counting individual catch basins. This method was employed using the default parameters for catch basins shown in the figure below.

The only variable parameter was that of the catch basin density which was selected by choosing the appropriate Standard Land Use (SLU). In the event a SLU was used that was not listed, the density for Low Density Residential was used. Catch basins were inserted into each model as a drainage control practice serving the entire SLU area.

Figure 2: Catch Basin Parameters

Drainage System Control Practice
CP Index #: 1

1. Fraction of drainage area served by catchbasins (0 - 1):	1.000	7. Typical outlet pipe slope (ft/ft):	0.020
☒ 2a. Catchbasin density (cb/ac):	0.50	8. Typical catchbasin sump surface area fsft:	6.0
☐ 2b. Number of Catchbasins:		9. Catchbasin Depth from Sump Bottom to street level (ft):	5.5
3. Average sump depth below catchbasin outlet invert (ft):	1.50	10. Inflow Hydrograph Peak to Average Flow Ratio	3.8
4. Depth of sediment in catchbasin sump at beginning of study period (ft):	0.00	11. Leakage rate through sump bottom (in/hr)	0.15
5. Typical outlet pipe diameter (ft):	1.50	12. Select Critical Particle Size file name:	Not needed - calculated by program
6. Typical outlet pipe Manning's n:	0.013		

Typical Catchbasin Densities

☐ Low density residential (0.25 inlets/acre)	☐ Shopping center (1.2 inlets/acre)
☐ Medium density residential (0.5 inlets/acre)	☐ Industry (0.8 inlets/acre)
☐ High density residential (1 inlet/acre)	☐ Freeways (1 inlet/acre)
☐ Strip commercial (1.2 inlets/acre)	

Catchbasin Cleaning Dates

Catchbasin Cleaning No.	Catchbasin Cleaning Date (mm/dd/yy)
1	
2	
3	
4	
5	

Select

OR

Press 'F1' for Help

☒ **Catchbasin Cleaning Frequency**

☐ Monthly
☐ Three Times per Year
☐ Semi-Annually
☒ Annually
☐ Every Two Years
☐ Every Three Years
☐ Every Four Years
☐ Every Five Years

Wet Ponds and Other Device Control Practices

For the purposes of staying consistent with the 2008 Stormwater Management Report and not having to recreate models of wet ponds from scratch, all existing wet ponds in the Village were modeled in WinSLAMM using the 'Other Devices' Drainage Area Control Practice. This feature allows the user to set the 'pollutant concentration reduction' value equal to the designed efficiency of the control practice.

For instance, if the designed efficiency of a wet pond is for 80% Total Suspended Solids (TSS) reduction, the user would enter the 'pollutant concentration reduction' value for the control practice equal to 0.8.

Again, since routing of particle sizes is possible with this version of WinSLAMM, a wet pond can be added as an 'Other Device' Drainage Control Practice without taking double credit for particles removed by street sweeping or catch basins, etc.

We understand that this version of WinSLAMM is only able to calculate the amount of particulate phosphorous removed by the control practice. To take credit for removal of dissolved phosphorous we would have to determine how much runoff was being infiltrated and insert the 'water volume reduction' into the 'Other Control Device' parameters. To be conservative, we did not assume any infiltration.

The 'Drainage Area Fraction Served by Other Control' was set to the appropriate fraction based on the area of specific Standard Land Uses that drain into the control practice. See example in the figure below.

Figure 3: Other Control Device Variable Parameters

Other Control Device

Drainage System Control Practice

1. Pollutant Concentration Reduction (fraction):

This pollutant concentration reduction will be credited towards the overall drainage system reduction in the Outfall Summary calculation if the value is set to 1.0. To remove this credit, uncheck the 'If Other control device concentration reduction value is set to 1, remove off-site pollutant loads from pollutant load percent reduction calculation' checkbox in the Default Model Options tab of the Tool/Program Options menu.
2. Water Volume (flow) Reduction (fraction):
3. Drainage Area Fraction served by Other Control (0-1):

Existing Structural BMP's for the Village of Mc Farland

The existing BMP's from the 2008 Stormwater Report are shown below. These Best Management Practices (BMP's) were added to our models as 'Other Control Devices' using the TSS removal efficiency shown in the table below.

Table 1: Existing Structural BMPs

Basin Location	BMP Name	Basin Area (acres)	BMP Type	TSS Removal Efficiency (%)
D2	Commerce Park Pond 3	6.2	Wet Pond	70
D1	Commerce Park Pond 4	13.8	Wet Pond	69
A2	High Track	13.5	Wet Pond	55
W2	Highland Oaks	52.6	Wet Pond	80
Y1	Kettle Area in Basin Y1	142	Wet Pond	100
A1	Landmark Services Site Pond	9.7	Wet Pond	80
Q2	Meredith Heights	6.9	Wet Pond	80
X5	Parkview Estates 2	13.2	Wet Pond	80
X3	Parkview Estates 1	53.1	Wet Pond	80
U1, V1	Red Oak Addition	122	Wet Pond	80
M1, N1, R1	Sediment Lagoon	194	Wet Pond	37
M2	Woodland Commons Pond 1a	4.9	Wet Pond	53
M2	Woodland Commons Pond 1b	8.7	Wet Pond	67

Note that the Kettle Area in Basin Y1 was eliminated since it was excluded from the analysis because it is internally drained and therefore does not contribute to the total Phosphorous discharge.

Also, the Landmark Services Pond was replaced by two Lumber 84 ponds (listed below), one in Basin C1, one in Basin A1.

Structural BMP's Implemented by the Village since the 2008 report

A number of alternatives to improve the Village's stormwater quality were recommended in the 2008 report. The alternatives including several wet detention ponds listed below were implemented by the Village. These ponds were modeled as 'Other Control Devices' using the designed efficiency

Table 2: Implemented 2008 Proposed BMP's

Basin Location	BMP Name	Basin Area (acres)	BMP Type	TSS Removal Efficiency (%)
F2	Commerce Park Pond 1	5	Wet Pond	80
S2	Marsh/Siggelkow Pond	44	Wet Pond	70
E1	Commerce Park Pond 2	13	Wet Pond	80
L1	Valley Drive Pond	146	Wet Pond	60
W1	Osborn/Leanne Pond	167	Wet Pond	60

Structural BMP's added on private property within the Village of McFarland

In addition to these wet ponds, several private detention ponds were constructed throughout the Village. These ponds are listed below. These ponds all have maintenance agreements giving the Village authority to maintain them if the owner fails to do so. Again, these ponds were modeled as 'Other Control Devices' using the designed efficiency taken from project documentation that was readily available.

Table 3: New Added BMP's

Basin Location	BMP Name	Basin Area (acres)	BMP Type	TSS Removal Efficiency (%)
A1	84 Lumber Pond 2	13	Wet Pond	80
B1	Voges Road Pond	7.1	Wet Pond	40
C1	84 Lumber Pond 1	4.5	BioFiltration	40
F1	Storage Shop USA	3.45	BioFiltration	80
M1	Kwik Trip	1.6	BioFiltration	40
M1	Bisbee Dale St Pond	2.1	Wet Pond	80
N1	Burma Condos	2.3	BioFiltration	80
W2	Lot 17 Fieldstone	7.8	Wet Pond	80
X4	Countrywood Dry Pond	43.5	Grass Swale	modeled

One exception to modeling in this fashion is a dry pond constructed in 1998 for Countrywood located in Basin X4. This dry pond is approximately 1 acre in size and was modeled as a 280-foot long by 200-foot wide grass swale at 1.33% slope with an infiltration rate of 0.07 inches per hour. This is conservative considering it detains runoff for a considerable length of time and infiltration is likely higher than this estimated rate.

Summary of Modeling Results

A tabular summary of WinSLAMM modeling results is attached as an Enclosure to this report.

The Village of McFarland annual total phosphorous (TP) discharge with controls is **1031 pounds**.

The annual baseline TP load from the Rock River TMDL Report is 1231 pounds. The annual TP wasteload allocation (WLA) for the Village is 495 pounds. The estimated amount of 'purchased phosphorous reduction' is 736 pounds. This amount is greater than the actual required reduction amount of **536 pounds**.

We recommend that this amount be reduced to this value to reflect the present conditions in the Village. This would ultimately reduce the Village of McFarland's contribution for adaptive management as follows:

$$\$36,200 \times (536/736) = \underline{\$26,363}$$

More information such as maintenance agreements, pond dimensions and stormwater management plans are available should you require further documentation or information to complete your review. If you have any questions or would like more information, please do not hesitate to contact me.

Very Truly Yours,
TOWN & COUNTRY ENGINEERING, INC.

Thomas J. TeBeest, P.E.
Project Engineer

cc: Mr. Dave Taylor, Director of Special Projects, Madison Metropolitan Sewerage District (1610 Moorland Road Street, Madison, WI 53713)

Mr. Allan Coville, Director of Public Works, Village of McFarland (5915 Milwaukee Street, P.O. Box 110, McFarland, WI 53558)

TJT

J:\JOB#S\McFarland\MC-101-S1 2016 SLAMM Update\Spec & Reports\DNR Letter - Phosphorous Load Analysis for Yahara WINS Participation.docx

Enclosure

Table A-1. WinSLAMM Tabular Summary of Modeling Results

Figure A-1. Drainage Basins Map

Figure C-1. Land Use Map

Figure D-1. Soils Map

Figure E-1. Developed Areas added to Basins since 2008 report

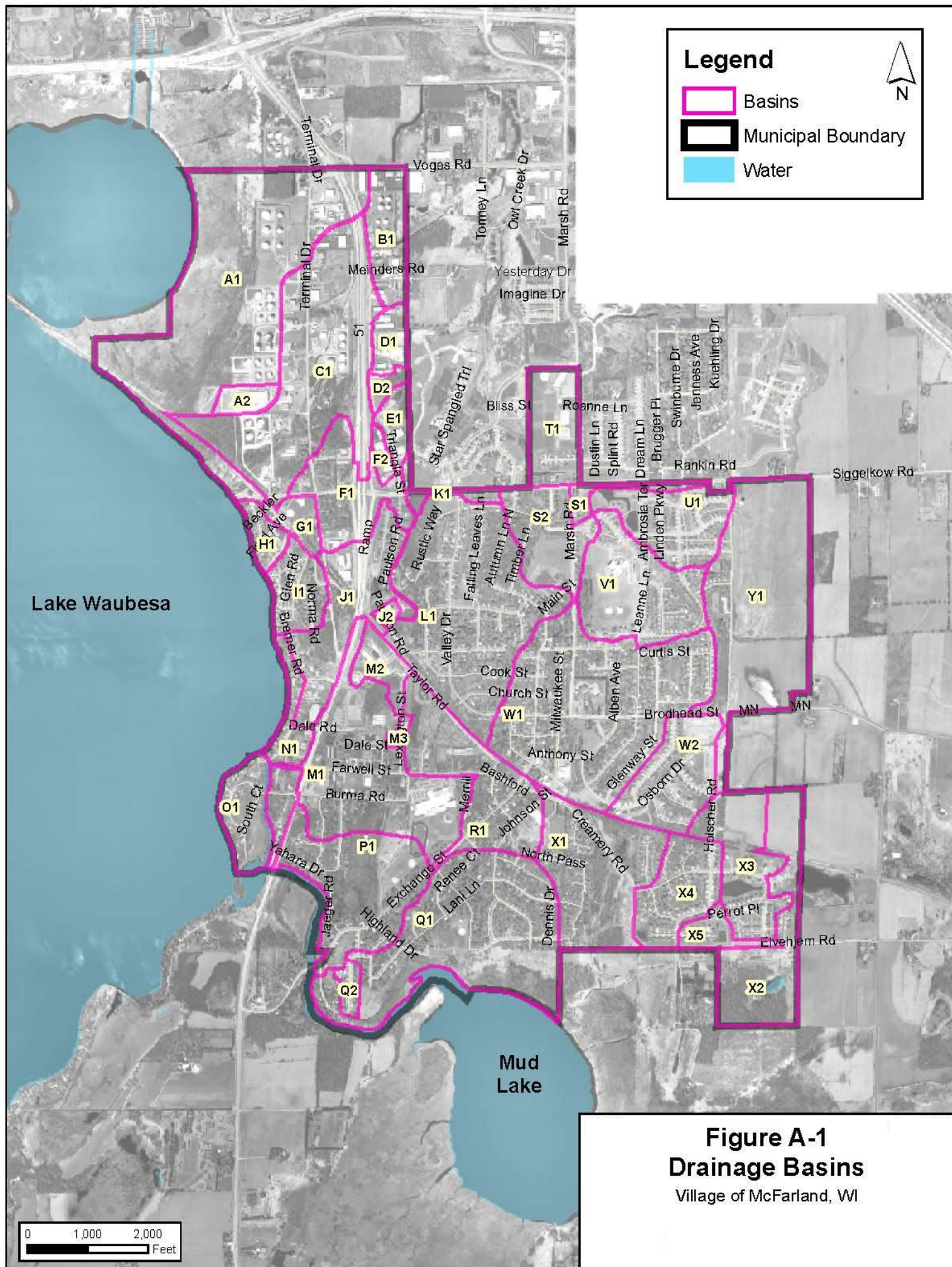
Figure F-1. Drainage Type Distribution Map

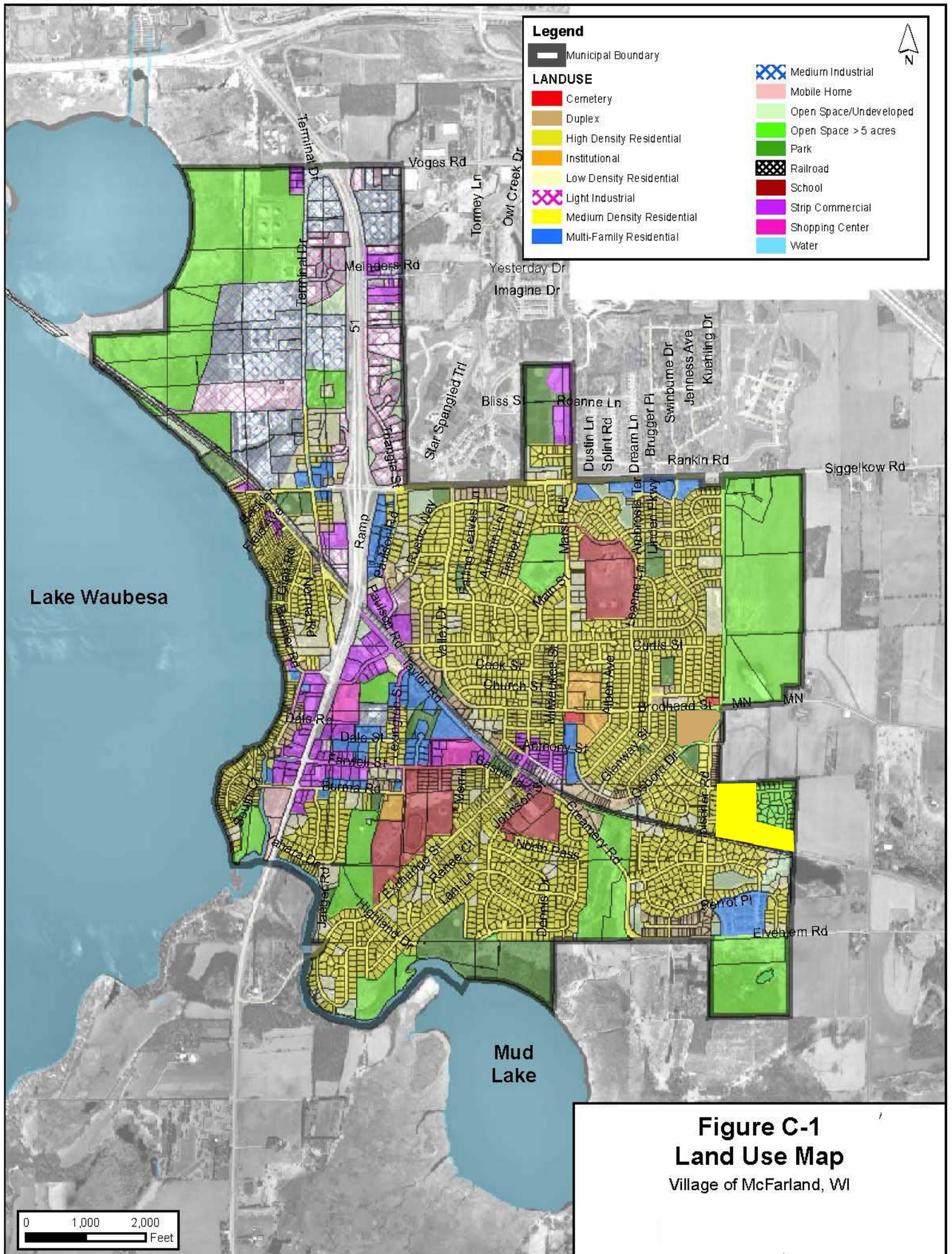
Figure G-1. Existing BMPs Map

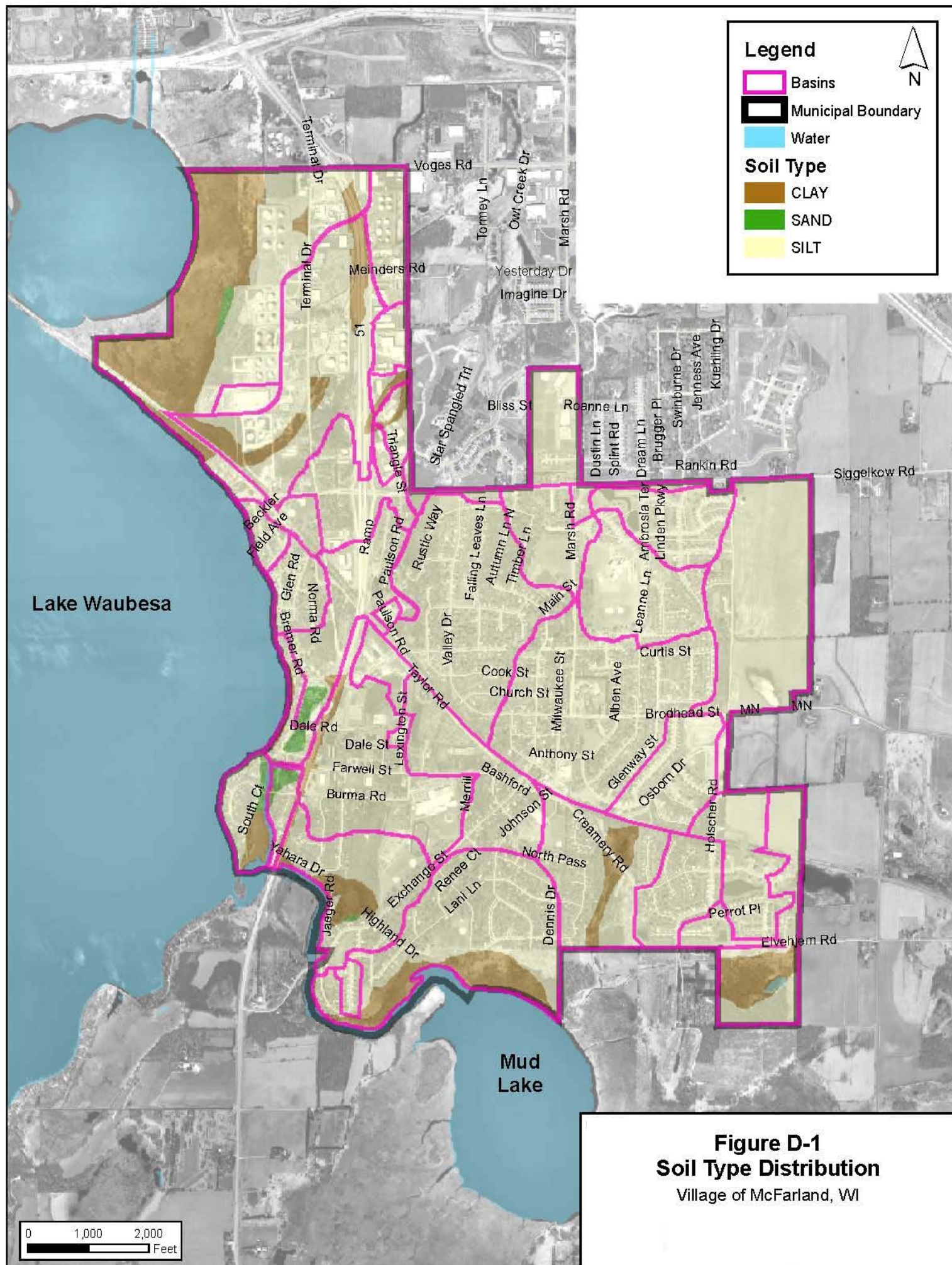
WinSLAMM electronic files (*on disc*)

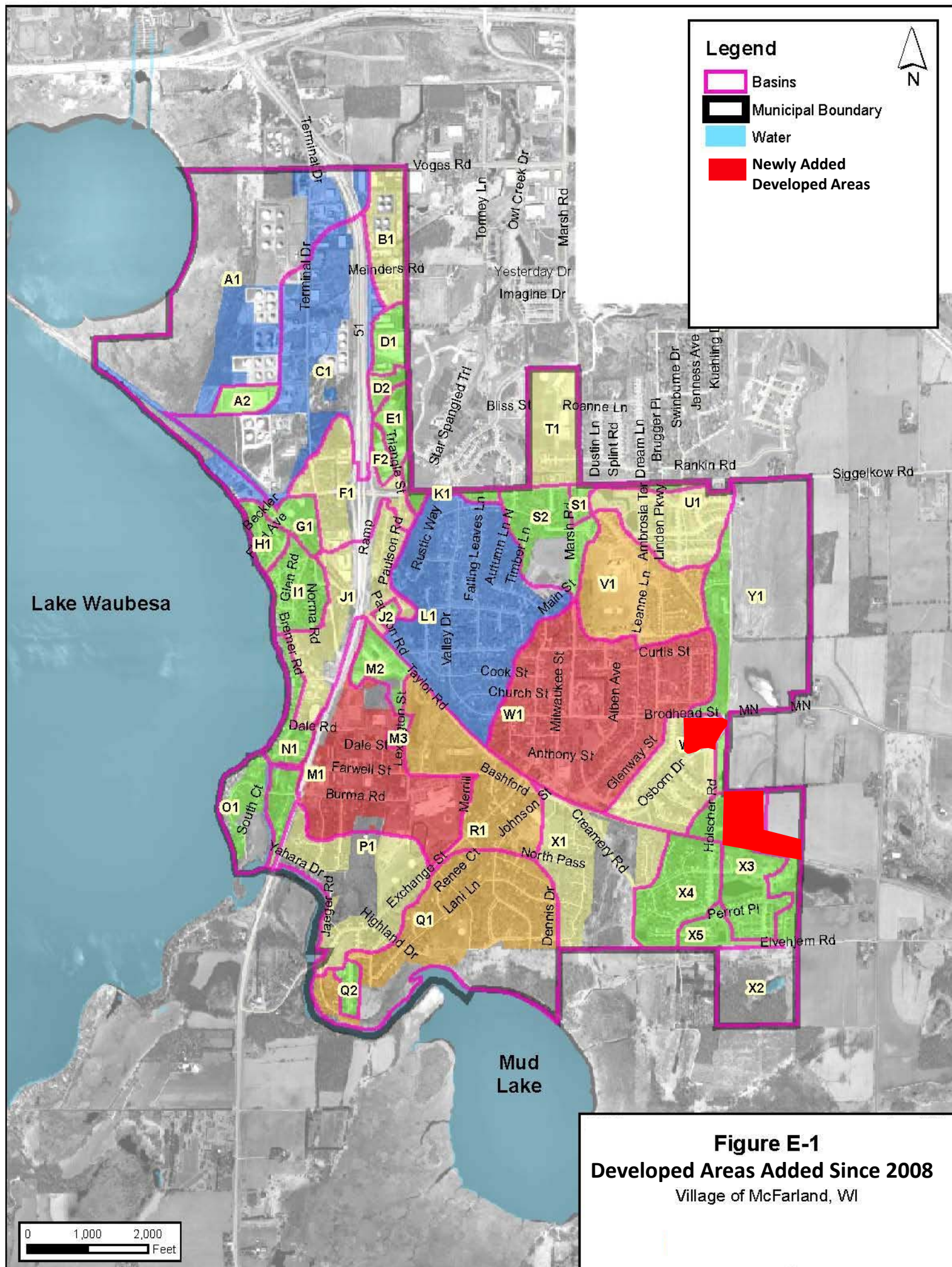
Village of McFarland Stormwater Management Plan – Aug 2008
(*incorporated by reference only*)

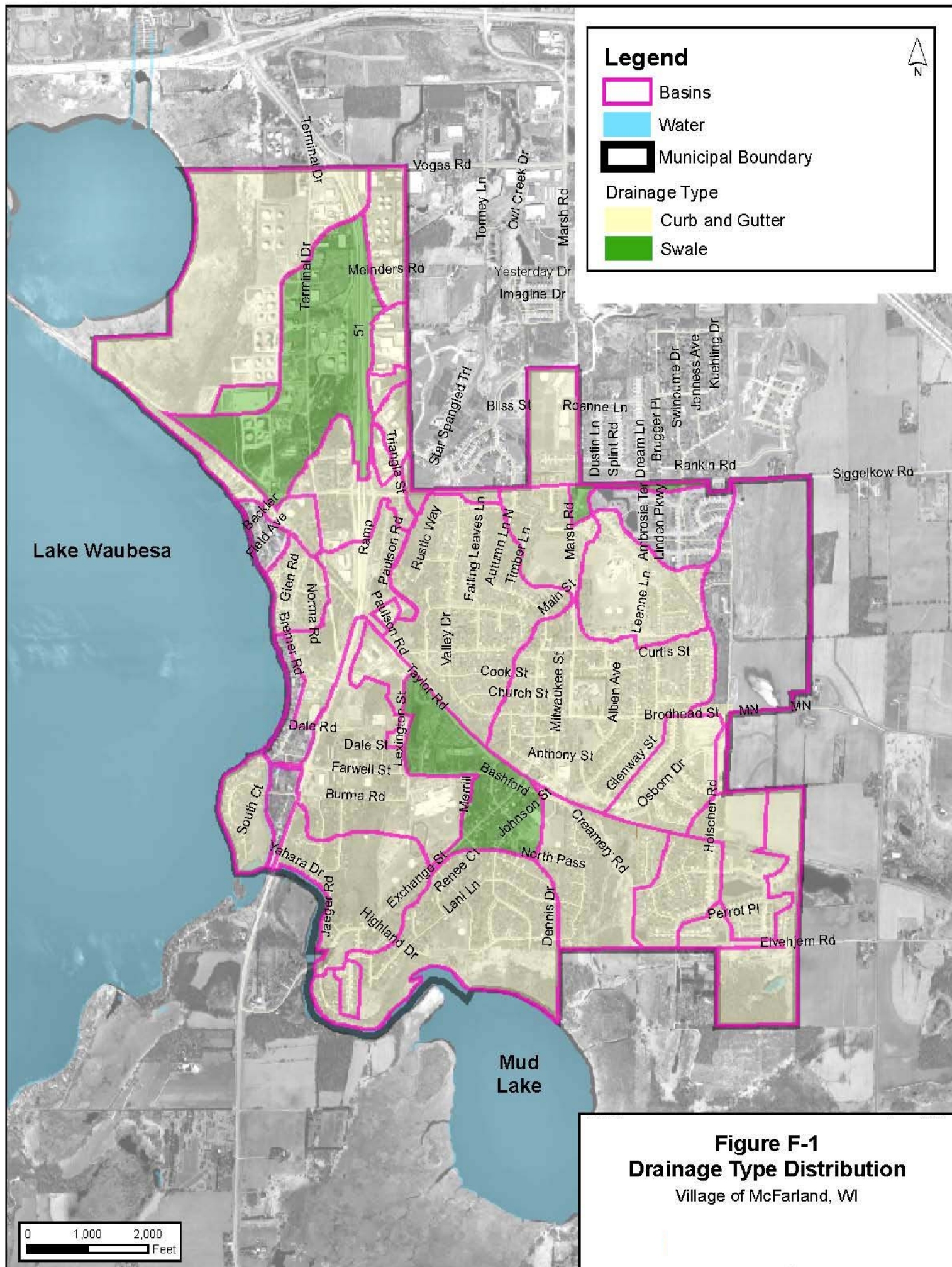
Summary of Modeling Results																
Watershed Characteristics			Total Suspended Solids (TSS)			Total Phosphorous			Stormwater BMPs employed*							
Drainage Area (label)	Area (acres)	Primary Land Use	Discharge No Controls (pounds)	Discharge with Controls (pounds)	TSS Control (%)	Discharge no controls (pounds)	Discharge with controls (pounds)	P control (%)	Source Area Control Practice 1	Drainage Area Control Practice 1	Drainage Area Control Practice 2	Drainage Area Control Practice 3	Drainage Area Control Practice 4	Description of BMPs		
A1	62.5	MI	31515.6	21345	32%	58	46.82	20%	SC	CB	OD-Pond (80% efficient)			Wetpond at 84 Lumber		
A2	10.3	LI	6557	2351	64%	58.76	30.87	47%		GS	OD - Pond (55%)			High Track Pond		
B1	26.9	MI, R	16044.6	12073.4	25%	29.3	23.18	21%	SC	CB	OD - Pond (40%)			Voges Road Pond		
C1	74.4	MI	36760	28330	23%	70.86	56.72	20%		GS	OD - Pond (40%)			84 Lumber Pond		
D1	13.8	LI	8023	1933.4	76%	14.786	6.898	53%	SC	CB	GS		OD - Pond (69%)	Commerce Park Pond 4		
D2	6.1	LI	2889	657	77%	5.622	2.678	52%	SC	CB	GS		OD - Pond (70%)	Commerce Park Pond 3		
E1	12.8	LI	7098.6	1199.72	83%	13.242	5.772	56%	SC	CB	OD - Pond (80%)			Commerce Park Pond 2		
F1	34.5	R	11315.8	7860.2	31%	34.26	28.32	17%	SC	CB	OD - Pond (80%)			Storage Shop USA Pond		
F2	5.4	LI	3175.4	547.2	83%	6.016	2.684	55%	SC	CB	OD - Pond (80%)			Commerce Park Pond 1		
G1	12.7	R	2143.8	1792.8	16%	8.946	8.018	10%	SC	CB						
H1	10.9	R	3683.2	3047.4	17%	13.206	11.616	12%	SC	CB						
I1	25.9	R	7102.8	5731.2	19%	27.1	23.62	13%	SC	CB						
J1	52.2	R	17146	14524	15%	52.02	46.56	10%	SC	CB						
J2	2.9	C	1734.2	1399.4	19%	3.694	3.132	15%	SC	CB						
K1	8.5	R	2588.4	2180.6	16%	8.102	7.284	10%	SC	CB						
L1	158.4	R	37190.6	14049.4	62%	149.82	85.88	43%	SC	CB	OD - Pond (80%)			Valley Drive Pond at Church St.		
M1	101.4	R, C	40478.6	20152.2	50%	111.48	68.78	38%	SC	CB	OD- Pond (40%)		OD - Pond (80%)	OD - Pond (37%)	Kwik Trip Pond, Bisbee Dale St Pond, Sediment Lagoon	
M2	15.4	C	7119.6	2755.2	61%	17.496	8.868	49%	SC	CB	OD-Pond (53%)		OD-Pond (67%)		Woodland Commons Ponds 1a & 1b	
M3	3.0	R	1113.2	914	18%	3.204	2.806	12%	SC	CB						
N1	24.1	R, C	8939.2	4546	49%	26.38	16.482	38%	SC	CB	OD- Pond (80%)		OD Pond (37%)		Burma Condos Pond, Sediment Lagoon	
O1	13.3	R	3933.8	3238.6	18%	14.858	13.06	12%	SC	CB						
P1	58.1	R	16045.6	13433.6	16%	60.12	53.6	11%	SC	CB						
Q1	104.9	R	24001.6	20168	16%	100.46	90.22	10%	SC	CB						
Q2	6.9	R	1558.4	252.8	84%	6.274	2.586	59%	SC	CB	OD-Pond (80%)				Meredith Heights Pond	
R1	75.3	R	25042.6	11612.8	54%	82.08	45.82	44%		GS	OD- Pond (37%)				Sediment Lagoon	
S1	9.2	R	2874	628.4	78%	10.274	4.022	61%		GS	OD-Pond (70%)				Marsh/Siggelkow Pond	
S2	32.1	R	7864.2	1972	75%	32.06	15.338	52%	SC	CB	OD-Pond (70%)				Marsh/Siggelkow Pond	
T1	37.3	R, O	10356	8347.8	19%	34.12	29.5	14%	SC	CB	OD-Pond (70%)				Marsh/Siggelkow Pond	
U1	48.5	R	13655	2262	83%	52.42	21.78	58%	SC	CB	OD - Pond (80%)				Red Oak Addition Pond	
V1	73.0	R	23325.6	3882.8	83%	84	32.84	61%	SC	CB	OD - Pond (80%)				Red Oak Addition Pond	
W1	178.1	R	50499.2	18440.6	63%	184.4	101.24	45%	SC	CB + one 6'MH		OD- Pond (60%)			Osborn Pond at Osborn/Leanne	
W2	52.2	R	12866.2	3656.2	72%	50.36	24.8	51%	SC	CB	OD-Pond (80%)		OD Pond (60%)		Lot 17 Fieldstone Pond, Highland Oaks Regional Pond	
X1	54.9	R	13743.4	11194.8	19%	51.82	45.58	12%	SC	CB						
X2	14.5	R, O	2615.4	2120.8	19%	11.188	9.922	11%	SC	CB						
X3	53.1	R	12066	2019.4	83%	49.14	21.26	57%	SC	CB	OD - Pond (80%)				Parkview Estates 1 Pond	
X4	43.5	R	9872.6	5975.4	39%	39.76	27.34	31%	SC	CB	GS - (to model Dry Pond)				Countrywood 1998 dry pond with outlet structure	
X5	12.1	R	3099.8	505.4	84%	11.762	4.784	59%	SC	CB	OD- Pond (80%)				Parkview Estates 2 Pond	
Y1	27.2 Internally Drained - EXCLUDE					Internally drained basin - exclude										
TOTALS	1529		486038	257101	47%	1588	1031	35%								
*Particle sizes routed between control practices																

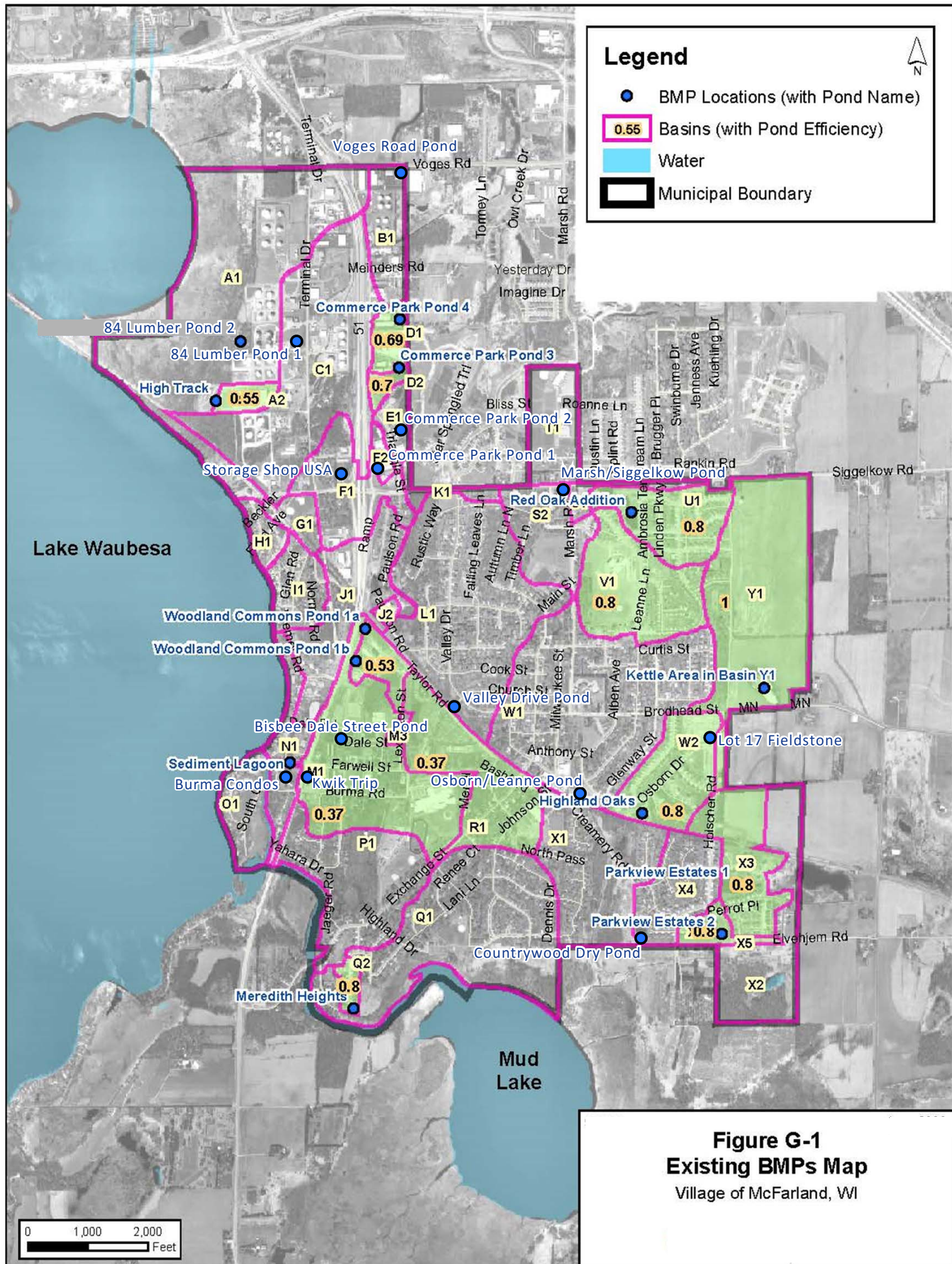












APPENDIX B

1610 Moorland Road
Madison, WI 53713-3398

Number: RC000003096
Page: 1
Date: 12/10/2019

Sold To:	VILLAGE OF MCFARLAND ALLAN COVILLE 5915 MILWAUKEE ST PO BOX 110 MCFARLAND, WI 53558
-----------------	---

Reference - P.O. No.	Customer No.	Salesperson	Ship Via	Terms Code
	AMVMCFARLAND			WINS

Description/Comments				Amount
Yahara Watershed Adaptive Mgmt				14,770.00
Due Date	Amount Due	Disc. Date	Disc. Amount	
3/8/2020	7,385.00		0.00	
7/8/2020	7,385.00		0.00	

Madison Met. Sewerage District
1610 Moorland Road
Madison, WI 53713
USA

Total amount	14,770.00
Payment received	0.00
Amount due	14,770.00

1% Interest per month after 30 days

Invoice

Village of McFarland Storm Sewer Map

Lake Waubesa
"303(d) Impaired Water"

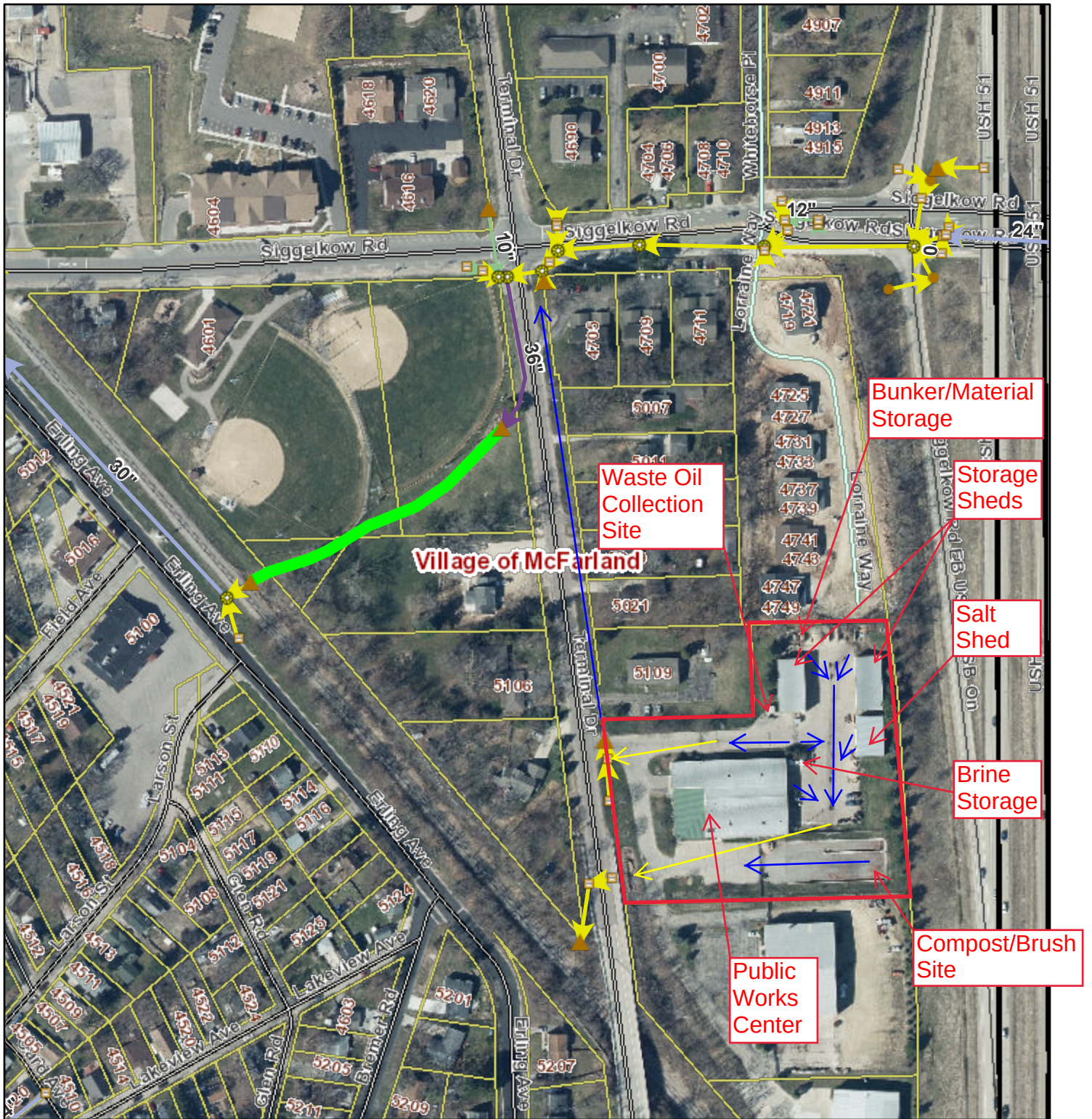
- Legend**
- BMP Locations
 - ★ Discharge Points
 - ★ Minor (<= 36")
 - ★ Major (> 36")
 - Public Works Garage/Salt Storage
 - ▭ Drainage Basins
 - ▭ Drainage Basins (Major)
 - ▭ Village Parks/Open Space
 - Streets
 - - - Municipal Boundary
 - ▭ Water

0 500 1,000 2,000
Feet

tc TOWN & COUNTRY
ENGINEERING, INC.
2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

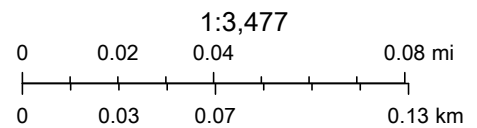
Town & Country Engineering, Inc. makes no representation regarding the accuracy or completeness of this map and its underlying data. Any use or reuse of this map will be at your own risk and without liability or legal exposure to Town & Country Engineering, Inc. Not to be used for utility marking for purposes of Digger's Hotline.
Date: 3/10/2021
Path: J:\JOB\SMcFarland\MC-00-00\Mapping\Custom Maps\McFarland MS4 Maps.aprx

Village of McFarland



3/5/2021, 1:42:44 PM

Storm Appurtenances	— <18"	Drainage Channels	Preliminary Address
Manhole	— ≥18"<36"	Natural Bottom	Primary Address
Street Inlet	— ≥18"<36"	Municipalities	
Area Inlet	— ≥36"	City	
Endwall	— Unknown	Village	
Storm Pipe	— <18"	Town	
		Road Centerlines	
		Interstate Highway	
		US Highway	
		State Highway	





Public Works Center

Storm Water Pollution Prevention Plan

(SWPPP)

March 2021

Approved by the Village Board on:

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	2.1 Introduction	Page 4
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3.0	Storm Water Pollution Prevention Team	Page 5
4.0	Potential Sources of Storm Water Pollution	Page 5-7
	4.1 Site Map	Page 5-6
	4.2 Inventory of Potential Sources	Page 7
5.0	Best Management Practices	Page 8-9
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6.0	Record Keeping and Reporting	Page 10
	6.1 Annual Facility Site Compliance Inspection	Page 10
	6.2 Annual Facility Site Compliance Inspection Instructions	Page 10-11

1.0 GENERAL FACILITY INFORMATION

Name of Facility: Village of McFarland

Facility Address: 5115 Terminal Drive, McFarland, WI 53558

Facility Contact:

Name: Jim Hessling

Title: Director of Public Works

Telephone: 608-838-7287

Mailing Address: 5915 Milwaukee Street
McFarland, WI 53558

Owner/Operator: Village of McFarland

Permit Information:

Facility Permit Name: Public Works Center

Permit Number: WPDES Permit No. WI-S0584416-4

Initial Date of Coverage and Expiration: July 1, 2019-June 30, 2024

Number of Storm Water Outfalls: 2

Receiving Waters: Lake Waubesa

Emergency Contact:

Name: Jim Hessling

Telephone: 608-838-7287

2.0 OVERVIEW

2.1 INTRODUCTION

This Storm Water Pollution Prevention Plan (SWPPP) covers the operations at the McFarland Public Works Center. It has been developed as required under Part III of Wisconsin's Pollutant Discharge Elimination System (WPDES) general permit for storm water discharges and in accordance with good engineering practices. This SWPPP describes this facility and its operations, identifies potential sources of storm water pollution at the facility, recommends appropriate best management practices (BMPs) or pollution control measures to reduce the discharge of pollutants in storm water runoff, and provides for periodic review of this SWPPP.

2.2 OBJECTIVES

The primary goal of the storm water permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff.

This SWPPP will:

1. identify sources of storm water and non-storm water contamination to the storm water drainage system;
2. identify and prescribe appropriate "source area control" type best management practices designed to prevent storm water contamination from occurring;
3. identify and prescribe "storm water treatment" type best management practices to reduce pollutants in contaminated storm water prior to discharge;
4. prescribe an implementation schedule so as to ensure that the storm water management actions prescribed in the SWPPP are carried out and evaluated on a regular basis.

3.0 STORM WATER POLLUTION PREVENTION TEAM

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with the management and operations of the McFarland Public Works Center.

Name & Title	Responsibility
Lee Igl Public Works Superintendent	Day to Day Operations & Planning
Aimee Irwin Assistant to the Director	Day to Day Operations & Planning
Jim Hessling Director of Public Works	Day to Day Operations & Planning

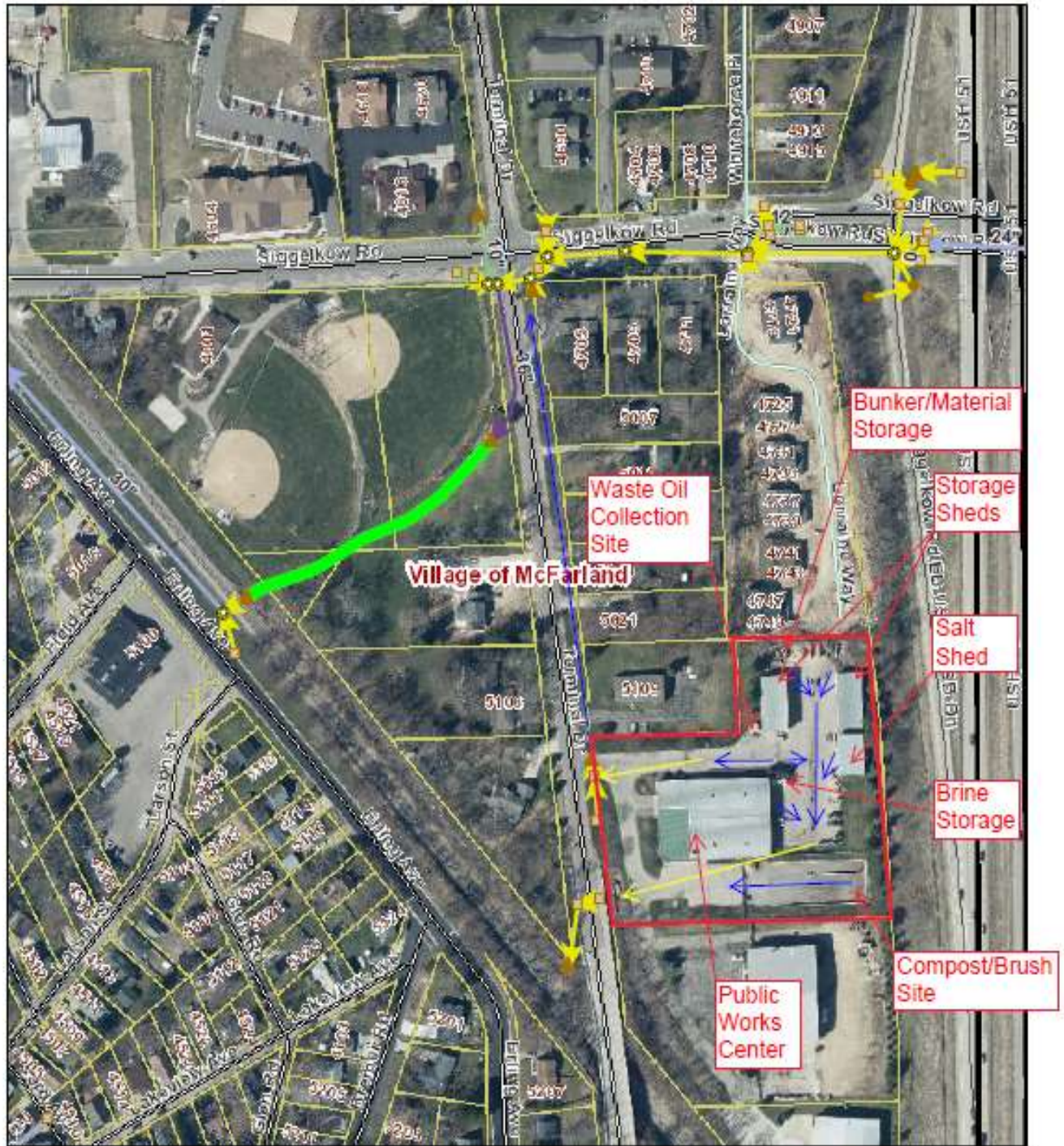
4.0 POTENTIAL SOURCES OF POLLUTANTS

4.1 SITE MAP

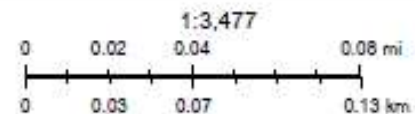
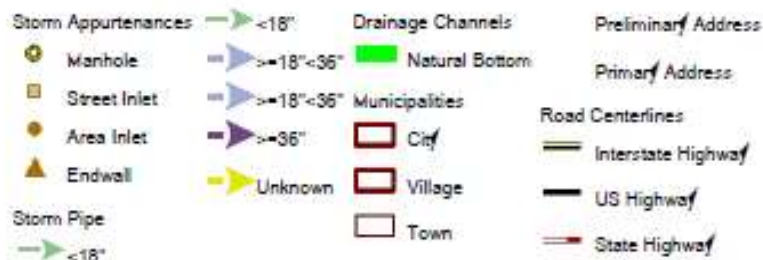
Figure 1 & 2 below presents a site map of the facility showing the following features as required by the permit:

- Facility property boundaries;
- Schematic of the storm drainage collection and disposal system, including all known surface and subsurface conveyances
- Any secondary or other containment structures if applicable
- Location of all outfalls
- Name and location of receiving waters or wetlands
- Location of activities and materials that have the potential to contaminate storm water

Village of McFarland



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Village Staff
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4.2 INVENTORY OF POTENTIAL SOURCES OF CONTAMINATION

The following have been identified as potential sources of storm water contamination.

- Asphalt pavement yard
- Salt storage loading area
- Brine storage area
- Compost drop off area
- Bunker storage areas
- Outdoor wash area
- Waste oil drop off area

All above mentioned areas are covered under two out falls and the receiving waters are Lake Waubesa.

The public works yard area drains to a sediment catch basin that is cleaned periodically. Water on the north side of the building is captured in a catch basin and sent to Lake Waubesa via a combination of grass ditches and downstream storm piping. Water that is captured on the east and west sides of the building drain into a sediment basin.

5.0 BEST MANAGEMENT PRACTICES

5.1 PRACTICES

Storm water management controls, or best management practices (BMPs), will be implemented to reduce the amount of pollutants in the storm water discharged from the McFarland Public Works Center. These include:

- Sweeping of the site
- Monitoring spillage
- Cleaning of the debris containment pit
- Employee training

5.2 SOURCE AREA CONTROLS

Erosion Control Measures

Areas prone to soil erosion shall be protected, and the soil kept out of the storm water discharge. All areas around the site are natural vegetation being mostly grass.

Good Housekeeping

Good housekeeping practices are designed to maintain a clean and orderly work environment. This will reduce the potential for significant materials to come in contact with storm water. The follow practices are included in our good housekeeping routine

Area/Equipment	Tasks	Frequency
Storage Yard	Sweeping of the area	Weekly when practical
Catch Basin sump	Physical removal of various sediments	Weekly when practical
Parking lot	Sweeping of the area	Weekly when practical
Waste Oil drop off site	Sweeping of the area Monitoring the containment area	Weekly when practical

Preventive Maintenance

Preventive Maintenance involves the regular inspection, testing, and cleaning of facility equipment and operational systems. These inspections will help to uncover conditions that might lead to a release of materials.

Equipment	Tasks	Frequency
Salt storage facility	Sweep up residual from loading trucks	As needed
Compost area	Sweeping of the area	Weekly when practical
Waste Oil drop off site	Sweeping of the area Monitoring the containment area	Weekly when practical
Storage yard	Sweeping of the area	Weekly when practical

5.3 STORMWATER TREATMENT BEST MANAGEMENT PRACTICES

Best Management Practices for the Village of McFarland includes the following:

- Sweeping of the lot
- Cleaning up of any salt spillage
- Monitor equipment wash ups
- Cleaning the catch basins on the site
- Removing compost as warranted
- Monitoring salt handling at the site
- Monitoring brine handling at the site
- Sweeping the impervious areas as needed
- Reminding employees the importance of storm water run off
- Install and maintain filtering elements in structures

Preventive Measures

Preventive measures are controls that are intended to prevent the exposure of storm water to contaminants.

The following preventive measures have been chosen for this facility.

(Examples: signs and labels, safety posts, fences, a security system, coverings over areas of concern, etc.)

Area	Material	Control Measure
Salt Storage	Road Salt	Material is under a permanent covered structure
Brine Storage	Salt Brine	The department will be working on acquiring a containment vessel

6.0 RECORD KEEPING AND REPORTING

6.1 ANNUAL FACILITY SITE COMPLIANCE INSPECTION

Public Works management shall make an annual inspection to evaluate the effectiveness of the SWPPP. The inspection shall be adequate to verify that the site drainage conditions and potential pollution sources identified in the SWPPP remain accurate, and that the best management practices prescribed in the SWPPP are being implemented, properly operated and adequately maintained. Information reported shall include the inspection date, inspection personnel, scope of the inspection, major observations, and revisions needed in the SWPPP.

6.2 ANNUAL FACILITY SITE COMPLIANCE INSPECTION REPORT INSTRUCTIONS

- **Inspection Procedures:** The inspection report contains the procedures to be used for inspecting the facility annually. The purpose of this inspection and reporting procedure is to ensure the SWPPP is effectively preventing contamination of the stormwater. An example form for the annual facility site compliance inspection is included.
- **Responsibilities:** The Environmental Engineer will ensure that the annual inspection associated with this plan is performed.
- **Recordkeeping:** All inspection records should be maintained for at least five years
- **Inspection Frequency:** Will be performed once per year.

Annual Facility Site Compliance Inspection Form

Date: _____ Inspector Signature: _____

Instructions: Answer the questions below with a brief explanation in each box. A response of “No” indicates a further explanation and revision to the plan. Complete once per year to evaluate the effectiveness of the SWPPP.

Facility:	
1. Are the site drainage conditions accurately represented in the SWPPP? Explain:	
2. Are the potential pollution sources identified in the SWPPP accurate? Explain:	
3. Are the BMPs being implemented, operated, and maintained adequately? Explain:	
4. Other major observations related to the effectiveness of the SWPPP:	
5. What revisions to the SWPPP are required:	
6. Personnel completing report and date:	

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 22, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding a Request for Proposals (RFP) for Locating Services.

PREVIOUS ACTION:

This item was approved at the March 16, 2021 Public Utilities Committee meeting.

ISSUE SUMMARY:

The Public Works Department is requesting permission to send out a Request For Proposal (RFP) for the locating and mapping of the force mains throughout the village.

The village has several pressurized sewage pipes that are called force mains. A force main is a pipe used to transport material from a low point to a discharge point that is usually higher. All of the force mains in the village are underground. Our sewage lift station force mains range in size from four to eight inches in diameter. We have a few privately owned force mains that were installed years ago that are located in our right-of-ways. These pipes are approximately two inches in diameter.

We have maps on the general location of these force mains but nothing actual, except for the force main that comes out of lift station 5 on Holscher Road. This pipe location was marked with GPS when it was built back in 2016.

Our goal is to have all of the force mains in the village located and mapped in order to prevent damage to these facilities. When we attempt to locate these pipes for a Digger's Hotline ticket, the process is challenging and usually not accurate. Our goal is to obtain more accurate data to improve locating.

FINANCIAL/BUDGET IMPACT:

Project costs are included in the Public Works Capital Improvement Plan, up to \$25,000.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommendation to the Village Board approval and issuance of the RFP for Locating Services



ATTACHMENTS:

1. Force Main Locating RFP 03192021 FINAL



Request For Proposals

Sanitary Sewer Force Main Locating/Mapping Services

-

RFP Issuance Date: March 24, 2021

Proposal Due Date: April 16, 2021 by 10:00 am

Please Submit to:

Village of McFarland
Attn: Jim Hessling
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

SECTION 1

Purpose/Introduction

- A. The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified Contractor(s) to provide personnel and equipment necessary for locating and mapping of several sanitary sewer force mains under the direction of the Village of McFarland Public Works Director. The Village desires a private contractor to perform these services which will help us to maintain our collection and transmission system. Additionally, it will assist us to properly assess the location of the sanitary sewer force main portion of our system.

SECTION 2

Background

- A. The Village of McFarland is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated 8,952. The Village has approximately 43.50 road miles and is a little under 5 square miles in total land area. The Village is serviced by US Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Community is home to a high quality of life within the Madison metropolitan area as demonstrated by its excellent schools, variety in commercial enterprises, vast parks, and safe neighborhoods. More information about the Village is available at www.mcfarland.wi.us.

SECTION 3

Scope of Work

This Scope of Work will become an integral part of the contract between the Village and the Contractor. The Contractor hereby agrees to provide services and/or materials to the Village pursuant to the provisions set forth as follows:

- A. **Description.** Surveying services for locating and mapping seven existing force mains totaling approximately 9,200 lineal feet as defined below:
 - i. Erling Avenue Force Main (Lift Station #1) – Consisting of 1,443 lineal feet. Pipe material and size unknown.

- ii. Pheasant Run Force Main (Lift Station #2) – Consisting of 3,077 lineal feet. Pipe material is ductile iron and pipe size is 8 inches in diameter.
- iii. Meredith Way Force Main (Lift Station #3) – Consisting of 802 lineal feet. Pipe material is ductile iron and pipe size is 4 inches in diameter.
- iv. Terminal Drive Force Main (Lift Station #4) – Consisting of 1,916 lineal feet. Pipe material is HDPE and pipe size is 6 inches in diameter.
- v. McDaniel Park Force Main – Consisting of approximately 900 lineal feet. Pipe material is PVC and pipe size is 1.5-2.0 inches.
- vi. Lewis Lane Private Force Main – Consisting of 447 lineal feet. Pipe material is PVC and pipe size is 1.5 inches in diameter.
- vii. Taylor/Terminal/Erling Private Force Main – Consisting of 600 lineal feet. Pipe material and size unknown.

B. **Locating.** The Contractor will be given a list of line sections to be located. It is the intent of this contract to satisfy Village collection system requirements; namely, the Contractor will locate the sanitary sewer force mains as required as part of the Village sanitary sewer transmission system. It is estimated that the footage to be located is approximately 9,200 feet. This includes sewer mains located in the street, easements, and on private property. As a condition of the work, the Contractor will be required to identify the diameter, length, depth, and material of the sanitary sewer force main being located. The Contractor shall provide an electronic copy of the locating report upon completion.

C. **Mapping.** The Contractor will be given a list of line sections to be mapped. It is the intent of this contract to satisfy Village collection system requirements; namely, the Contractor will map the sanitary sewer force

mains as required as part of the Village sanitary sewer transmission system. It is estimated that the footage to be mapped is approximately 9,200 lineal feet. This includes sewer mains located in the street, easements, and on private property. As a condition of the work, the Contractor will be required to identify the diameter, length and material of the sanitary sewer force main being mapped. The Contractor shall provide a mapping report including horizontal coordinate information of the force mains at all major bends (greater than 22 degrees), and at increments of no more than 50-100 feet between bends. Coordinates shall be on the Dane County Coordinate system.

D. General Requirements.

- i. A copy of the sanitary sewer transmission system map will be given to the contractor at the onset of the contract, to assist in this endeavor.
- ii. During the course of the Contract, additional infrastructure not presently defined under Section 3(A) may need to be located and mapped. The Contractor will provide a price per lineal foot for any additional locating and mapping needs outside of the previously defined locations.
- iii. It is understood that this will take multiple weeks, or months, to locate and map the specified sections of the system. Once operations commence, updates will be required by the Village as part of their notification process to residents and businesses. It is also understood that more frequent updates should be given, if the Village or the Contractor feels there is need.
- iv. All reports are required to be submitted in an electronic format compatible with GIS. The following information will be required within the reports for each force main:
 - Diameter of force main.
 - Length of force main.

- Material of which the force main is made of.
- Pipe depth.
- Locations of any bends or deviations in the line.
- Date and time located/mapped.
- Any noted problems in this section of pipe.

- E. **Term.** The Contract term will commence on July 1, 2021 . Substantial completion (draft report on locating and mapping) shall be completed by October 1, 2021. Final completion of the contract shall be no later than December 31, 2021. Any extension, if applicable, shall be based on satisfactory performance by the Contractor during the year.

SECTION 4 RFP Submittal Requirements

- A. The Proposal must include all of the information set forth in this Section and other Sections of this RFP. Additionally it should be organized and tabbed appropriately. Including but not limited to the following:
- i. Company history and background.
 - ii. Qualifications of the Contractor.
 - iii. Relevant past project experience of the Contractor.
 - iv. Availability of resources and reliance on subcontractors.
 - v. No fewer than three municipal references.
 - vi. Completion of the Cost Proposal Form listed in Appendix A outlining the costs necessary to complete this work.
- B. Responses to the RFP must be received by 10:00 am on Friday, April 16, 2021. Proposals received late, for any reason, shall not be accepted.

- C. Responses to the RFP shall be provided to the Village of McFarland, Attn: Jim Hessling, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.
- D. Prospective Contractors shall provide five (5) printed copies of the proposal and one (1) electronic copy as their submittal.

SECTION 5 Proposal Evaluation Criteria and Timeline

- A. The following criteria will be used to evaluate each proposal:
 - i. Qualifications of the Contractor.
 - ii. Relevant past project experience of the Contractor within Wisconsin.
 - iii. Resumes of all team members.
 - iv. Familiarity municipal sanitary sewer systems.
 - v. Availability and compatibility of technology.
 - vi. Past history with the Village as applicable.
 - vii. Availability of resources and reliance on subcontractors.
 - viii. Proposal completeness and effectiveness at addressing the needs of the Village for the project.
 - ix. Proposed cost.
- B. The Public Works Director, Streets/Utilities Superintendent, and/or Village Engineer ("Evaluation Team") will be responsible for performing a technical evaluation of each proposal submitted and making a recommendation for selection to the Public Utilities Committee. The Public Utilities Committee will consider this recommendation and make its own recommendation to the Village Board regarding proposal acceptance. The Village Board shall

hold the final decision regarding award of proposal for these services. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each submittal. Interviews with perspective Contractors will be held at the sole discretion of the Village. The Village reserves the right to obtain clarification or additional information from any firm regarding its proposal as is needed.

- C. The Village reserves the sole right to select the most qualified Contractor on the basis of the best overall proposal that is most advantageous to the Village. Firms that submit proposals will be notified of the selection results. Final approval of any selected Contractor is subject to the approval of the Village Board.
- D. Evaluation timeline is as follows:
 - i. March 24, 2021 – Open Advertisement of RFP
 - ii. April 16, 2021 at 10:00 am – Deadline for Submission of Proposals
 - iii. May 14, 2021 – Evaluation Team Finalizes Selection and Makes Recommendation
 - iv. May 18, 2021 – Public Utilities Committee will consider findings of Evaluation Team to make recommendation to the Village Board.
 - v. May 24, 2021 – Village Board considers recommendation of the Public Utilities Committee to make final decision on award of proposal.
 - vi. July 1, 2021 (or as available) – Project Commences
- E. Any questions regarding this RFP, its contents, and the proposed project may be directed to...

Jim Hessling, Public Works Director
jim.hessling@mcfarland.wi.us
(608) 838-7287

SECTION 7

Terms and Conditions

- A. Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in its best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Contractor from compliance with the contract requirements if the Contractor is awarded a contract.
- B. The Village will require the use of its standard contract template set by policy. It can be made available upon request. Modifications to this standard may be required or considered subject to review and approval by the Village Attorney under the direction of the Village Board.
- C. There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the proposal, or any part thereof, confidential or proprietary will be ineffective and will be disregarded unless consistent with the Wisconsin Public Records Law.
- D. The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the Contractor of the terms and conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Contractor.
- E. All property rights, including ownership and publication rights of all conceptual plans, designs, bidding documents, and reports produced by the selected Contractor in connection with services performed under this agreement shall be vested in the Village.
- F. The Village reserves the right to reject any or all proposals submitted.

Appendix A

Cost Proposal Form

In accordance with the attached instructions, terms/conditions, and scope of services we, as the Contractor, submit the following cost proposal to the Village of McFarland.

This cost proposal shall include all necessary labor, materials, supervision, equipment, appliances, and materials to perform all operations required to provide sanitary sewer force main locating and mapping services.

Locating and Mapping Services \$____ per lineal foot

Vertical accuracy within actual placement ____ inches/feet (circle one)

Horizontal accuracy within actual placement ____ inches/feet (circle one)

Notes: _____

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

Authorized Signature: _____

Printed Name: _____

Title: _____

Firm Name: _____

Date: _____

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, March 22, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Lee Igl, Streets/Utilities Superintendent

AGENDA ITEM: Discussion and action regarding the creation of a Traffic Management Request Policy as Chapter 1 of the Public Works Policy Manual.

PREVIOUS ACTION:

The Public Works Committee reviewed the enclosed revisions at their meeting on March 9, 2021 and recommended approval.

ISSUE SUMMARY:

Enclosed is the revised draft to create Chapter 1 of the Public Works Policy Manual for Traffic Management Requests. The Public Works Committee completed its most recent review at their last meeting to discuss changes proposed by the board. The policy addresses resident requests such as speed reduction, stop signs, no parking signs, etc. Previously, requests of this nature were reviewed by the Police and Public Works Departments with occasional recommendation from a Traffic Engineer. The policy will establish the procedure and a policy for making these requests and how the requests will be handled. The changes proposed by the board are shown via track changes with notable changes including changing a petition to a notice, and appeals going to the board rather than Committee.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommendation to the Village Board to approve the presented Traffic Management Policy as Chapter 1 of the Public Works Policy Manual.

ATTACHMENTS:

1. Chapter 1 - Traffic Management Request Policy 03182021 mgs

CHAPTER 1 Traffic Management Request Policy

SECTION 1.01 Purpose

To establish guidelines to efficiently and effectively evaluate and respond to public requests for traffic management including but not limited to street signs, speed limit, and parking control within the Village.

SECTION 1.02 Procedure

- (a) Staff will utilize the Manual on Uniform Traffic Control Devices (“MUTCD”) as a guide in making decisions relating to applicable traffic management requests (“Requests”).
- (b) Requests for conceptual or routine additions, maintenance, repair, relocation, etc. shall be addressed as follows:
 - (1) Requests for conceptual or routine additions, maintenance, repair, relocation, etc. may be received verbally, via email, letter or phone call, or via the Application. For example, if someone calls to report that a stop sign has fallen down, action will be taken based upon that Request, and the submission of an Application will not be required. Additionally, individuals may inquire as to conceptual traffic management requests with Staff before submitting an application to better understand the parameters of such a request. Staff will provide preliminary response regarding compliance to Section 1.02(c)(3)(i).
 - (2) Requests for conceptual or routine additions, maintenance, repair, relocation, etc. will generally be evaluated and resolved by Staff, unless any of the preclusions of Section 1.02(~~bc~~)(3)(~~ii~~) exist.
- (c) Requests shall be provided as follows:
 - (1) All Requests shall be submitted via an official Traffic Management Request Form (“Application”). The form will be submitted, as per instructions, to the Police Department (“Police”). The Application will be formatted by Staff and at a minimum contain the following information to be supplied by the Applicant:
 - (i) Name.
 - (ii) Address.
 - (iii) Contact information including telephone number and email address.
 - (iv) Information about the request including a description of the issue, location, and suggested resolution.

(v) ~~**Petitions.** The following types of Requests will require a petition to be filed before a final decision will be made by Staff or Committee. The petition must have 60% approval from property owners (one signature per property owner) within the defined proximity as follows:~~

a. ~~**New or additional Stop Sign(s):** approval signatures from 60% of all property owners within a 500-foot radius of the sign intersection.~~

b. ~~**No Parking:** approval signatures from 60% of all property owners in a 250-foot radius in all directions of the sign location.~~

c. ~~**Speed limit sign:** approval signatures from 60% of all property owners in a 500-foot radius of the sign location.~~

d. ~~**Traffic calming signs and devices:** approval signatures from 60% of all property owners in a 500-foot radius of sign location.~~

(2) Upon receipt of an Application, the Police Department shall forward a copy to the Public Works Department (“Public Works”).

(3) Police and Public Works will jointly evaluate the Request, and make one of the following determinations:

(i) Under the following criteria, the Application will be considered ~~administratively~~ by Staff when:

1. The Request is clearly in compliance with the MUTCD and does not contain any of the preclusions listed in Section 1.02(b)(3)(i).

2. The Request is clearly not defined nor recommended in the MUTCD, but may have merit due to other circumstances and does not contain any of the preclusions listed in Section 1.02(b)(3)(i)(1)-(4). Example: the addition of a School Zone warning sign.

3. The Request is, in the opinion of Staff, emergent in nature but may otherwise require Committee review. In these situations Staff will handle the situation with temporary solutions to the degree possible, and refer the Request to the Committee for review of possible permanent solutions.

4. The Request would be considered normal, obvious, everyday course of business situations. Example: a new roadway is opened up, requiring the addition of a stop sign or other traffic control sign.

5. Notice will be provided to each property owner within 300 feet of the proposed Request if warranted. The notice shall be distributed by Public Works providing property owners with an opportunity to respond.

(ii) Under the following criteria, the Application will be forwarded to the Public Works Committee (“Committee”) with recommendation from Staff for consideration when:

1. The Request requires approval due to the financial implications per the Fiscal Policy Manual.
2. The Request is clearly not defined or recommended in the MUTCD, but may have merit due to other circumstances and contain one or more of the preclusions found in this section.

~~3. The Request is clearly supported by the MUTCD, but may contain one or more of the preclusions found above in this section.~~

SECTION 1.03 Committee Referral

(a) Committee Referral

- (1) Upon determination that the Application will require review by the Committee, Staff shall forward the Request to the Committee along with their recommendation(s).
- (2) In most situations, the recommendations of Public Works and Police should be in line with the MUTCD. As noted; however, situations may exist that would suggest a course of action not in compliance with these recommendations. In these situations, the reasons for this and any supporting data or information should be included with the Staff recommendation(s).
- (3) As part of its review, Staff may also consult a Traffic Engineer in order to study the Application and present their recommendations to the Committee as appropriate.

(b) Committee Review

- (1) The Committee will review the Application, Staff report, Traffic Engineer recommendations, and public comments as applicable and available to make its decision on the Request. In doing so the Committee will adhere to the standards contained within the MUTCD as is practical and possible.
- (2) In the event that the action taken by the Committee on the Request necessitates a revision to Village Ordinance, the Committee shall recommend action to the Village Board for final decision.

(c) Final Disposition of the Request

- (1) Upon determination of a final disposition of an Application, Staff shall inform the Applicant of the disposition and what, if any, action will be taken.

SECTION 1.04 Requests for Federal, State, and/or County Highways

- (a) Applications pertaining to Federal and/or State roadways will be referred to the Wisconsin Department of Transportation (“WisDOT”) for review and recommendation. The Village will consider Applications within these roadways that fall within its jurisdiction based upon the findings of WisDOT.
- (b) Applications pertaining to County roadways will be referred to Dane County Highway and Transportation (“Dane County”) for review and recommendation. The Village will consider Applications within these roadways that fall within its jurisdiction based upon the findings of Dane County.

SECTION 1.05 Appeal Process

- ~~(a) Upon receiving notification of the final disposition, the Applicant may appeal to the Committee if action was taken by Staff that the Applicant does not feel properly addresses their Application.~~
- (b) Upon receiving notification of the final disposition, the Applicant may appeal to the Village Board if action was taken by ~~Staff the Committee~~ that the Applicant does not feel properly addresses their Application. Decision by the Village Board is final.
- (c) The Applicant is responsible for the preparation and presentation of any and all evidence, documentation, or testimony they feel supports their Application.

Committee Adopted: March 9, 2021

Village Board Adopted: Revised: None.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 22, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Lee Igl, Streets/Utilities Superintendent

AGENDA ITEM: Discussion and action regarding the creation of a Street Light Policy as Chapter 2 of the Public Works Policy Manual.

PREVIOUS ACTION:

The Public Works Committee reviewed the enclosed revisions at their meeting on March 9, 2021 and recommended approval.

ISSUE SUMMARY:

Enclosed is the revised draft to create Chapter 2 of the Public Works Policy Manual for Street Light Requests. The Public Works Committee completed its most recent review at their last meeting to discuss changes proposed by the board. The policy addresses resident requests to add street lights. Previously, requests of this nature were reviewed by the Public Works Departments with the Public Works Committee. The policy will establish the procedure and a policy for making these requests and how the requests will be handled. The changes proposed by the board are shown via track changes with notable changes including changing a petition to a notice, creating one process for all requests, and appeals going to the board rather than Committee.

FINANCIAL/BUDGET IMPACT:

None

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommendation to the Village Board to approve the provided Street Light Policy.

ATTACHMENTS:

1. Chapter 2 - Streetlight Policy 03182021 mgs

CHAPTER 2 Streetlight Policy

SECTION 2.01 Purpose

This policy is to guide the Village Board, Departments, Staff, and the general public in the request and review process for the additional installation of street lighting, in the right of way, on public Village streets, or cul-de-sacs.

SECTION 2.02 System ~~Standards~~ ~~Process~~

- (a) **New Installation.** For new streets and developments, the street lighting plan will be provided through the energy provider with location and spacing to be approved by the Director of Public Works, Village Engineer, and/or designee.
- (b) **Reconstruction.** Additional street lighting will be reviewed by the Director of Public Works, Village Engineer, and/or designee to determine if additional lighting is needed and will be reviewed on the following basis:
 - (1) Maturity of trees restricting current lighting.
 - (2) High crime area reported by Police.
 - (3) Additions of sidewalks or multi-use paths.
 - ~~(4) Response from petition.~~
- (c) **Spacing standards.** Standard spacing for streetlights are 300 to 400 feet pole to pole.

SECTION 2.03 Request Process

- (a) **Initial Consultation.** ~~Street lighting requests~~ **Requests** for conceptual or routine additions, maintenance, repair, relocation, etc. may be received by Village Staff verbally, via email, letter, or phone call. Individuals are encouraged to meet with Village ~~may inquire as to conceptual street lighting requests with~~ Staff before submitting the official requests to better understand the parameters that may be applicable to their ~~of such a~~ request.
- (b) **Residential Request.** After the initial consultation (if applicable), an individual will be requested to complete an application which at a minimum will contain the following: petition receiving approval from at least 75% of the property owners (one vote per property owner) within a 300-foot radius feet of the proposed streetlight. The following conditions shall apply as part of the review:
 - (1) Name.
 - (2) Address.

(3) Contact information including telephone number and email address.

(4) Information about the request including a description of the issue, location, and suggested resolution.

~~A signed petition or request does not guarantee the addition of street lighting.~~

~~——(i)——Maturity of trees restricting current lighting.~~

~~(ii)——High crime area reported by Police.~~

~~(iii)——Additions of sidewalks or multi-use paths.~~

~~(iv)——Response from petition.~~

(c) **Notice.** Notice will be provided to each property owner within 300 feet of the proposed request if warranted. The notice shall be distributed by Public Works providing property owners the opportunity to respond.

(d) **Review.**

(1) The Director of Public Works, Village Engineer, and/or designee will review the request and and/or application-petition in order to make the final decision on adding street lighting.
~~based on:~~

(2) The application will be forwarded to the Public Works Committee for consideration when the request requires approval due to financial implications per the Fiscal Policy Manual.

~~(e)——**Internal Request.**~~

~~(1)——Internal requests from the Village Board, Departments, and/or Staff will be reviewed by the Director of Public Works, Village Engineer, and/or designee.~~

~~(2)——The Public Works Department will send out a notification to all residents within 300 feet of the purposed streetlight.~~

~~(3)——The Director of Public Works, Village Engineer, and/or designee will make a final decision based on:~~

~~(i)——Maturity of trees restricting current lighting.~~

~~(ii)——High crime area reported by Police.~~

~~(iii)——Additions of sidewalks or multi-use paths.~~

(iv) ~~Response from petition.~~

SECTION 2.04 Appeal Process

- (a) All requests denied at the Staff review level may be appealed to the Village Board ~~Public Works Committee for consideration as a recommendation to the Village Board~~ for action. Decision by the Village Board is final.

Committee Adopted: March 9, 2021

Village Board Adopted: Revised: None.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 22, 2021

SECTION: Business

DEPARTMENT: Police

CONTACT: Matt Schuenke, Village Administrator, Brian Redman, Police Chief

AGENDA ITEM: Discussion and action regarding revisions to the job description and request to fill the vacancy for the Police Officer position within the Police Department.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Jackie Statz has announced her retirement from the position of Police Officer within the Police Department. She has served in this role since 2005 and is also our Community Service Officer.

We thank Jackie for her service to the Community and wish her well on future endeavors. The Police Department is requesting authorization from the Village Board to fill the vacancy as is required by policy. Included within your packets is the Job Description for the position which does include a few changes related to cultural competency that have been adopted previously into the Chief and Lieutenant positions. The action sought for this meeting will be to approve these changes for the position description as well as authorize the vacancy to be filled. Upon receiving authorization, the Police and Fire Commission will move forward with filling the position as is customary.

FINANCIAL/BUDGET IMPACT:

This is a represented position where the wage scale is set by contract.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval of the revisions to the position description and to authorize filling the vacancy.

ATTACHMENTS:

1. 03.16.2021 - Police Officer

POLICE OFFICER

POSITION DESCRIPTION

Position Title: Police Officer

Department: Police Department

Reports to: Police Chief, Police Lieutenant,
and Police Sergeant

FLSA: Non-exempt

Represented: MPPA

Employment Status: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This sworn, professional position performs a variety of patrol, investigation, traffic regulation, and related law enforcement activities in the interest of maintaining law and order, suppressing crime, and protecting life and property. The work involves the following types of activities: arrest and detention; search and seizure; criminal investigation; evidence collection; patrol operations; traffic and OMVWI enforcement; traffic accident investigation; use of firearms and weapons; first aid/first responder situations; conflict mediation/civil disorder situations; crime prevention and community relations; and court functions. This position may also be assigned to specialist assignments, including school resource officer, K-9 officer, crime prevention, court services, criminal investigations, vehicle and equipment maintenance, and youth services.

This position is appointed with the approval of the McFarland Police and Fire Commission (PFC).

Supervision Received

Performs under general supervision of the Police Chief and Police Lieutenant and direct supervision of a Police Sergeant.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Works on assigned shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation, and arrest of persons involved in crimes or misconduct.
- Uses own judgement in deciding course of action; is expected to handle difficult and emergency situations without assistance.

- Carries out duties in conformance with federal, state, and village laws and ordinances.
- Patrols Village streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
- Interrogates suspect, witnesses, and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Stores, maintains, and tags evidence collected during an investigation. Analyzes and evaluates evidence and arrests offenders. Prepares and presents evidence and reports for proving testimony in court proceedings.
- Prepares a variety of reports and records including officer's Daily Activity Report, reports of investigation, field interrogation report, alcohol reports, influence reports, intoximeter check list, bad check form, vehicle impoundment form, traffic hazard report, etc.
- Undertakes community oriented police work and provides citizens with assistance and information as requested.
- Participates in investigating criminal law violations, accidents, domestic disturbances, and complaints occurring within the Village limits, obtaining evidences and compiling information regarding violations, preparing cases for filing of charges, testifying in court, and related activities.
- Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and checking the security of businesses and residences.
- Coordinates activities with other officers, other Village departments, and other with other law enforcement agencies as needed.
- Checks and maintains proper condition of assigned vehicles and equipment..
- Represents the department at community meetings and functions.
- Performs other related duties as required.

Equipment Used

Police vehicle, radio, radar gun, handgun and other weapons as required, including impact weapons and chemical weapons,, handcuffs, intoximeter, camera, video camera, first aid equipment; personal computer/printer with various software applications, laser and inkjet printers, dictation equipment, phone, copier, fax machine.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Also works under uncontrolled field conditions in a variety of environments. Some hours beyond the normal shift work week required; evening and weekend work required. Subject to 24-hour emergency call-in. Exposure to extreme weather conditions, armed and/or dangerous persons and life-threatening situations, individuals with contagious diseases, hazards associated with emergency driving and traffic control; may require heavy lifting and strenuous physical activity.

TECHNICAL REQUIREMENTS

Knowledge of

- * Current law enforcement principles, best practices, procedures, techniques, and equipment including but not limited to de-escalation, conflict resolution, and implicit bias and the ability to keep abreast of developments in the future.
- * Modern community policing concepts applicable to the apprehension of criminals and the suppression of crime.
- * The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.
- * Pertinent federal laws, state statutes, and local ordinances relating to police powers, health, and safety.
- * Evidence and courtroom procedures including criminal justice system practices and programs that promote restorative justice.
- * Operational procedures for using firearms, photography, radar equipment, and communications equipment.
- * Basic first aid and first responder procedures.
- * The environs of the Village and surrounding areas.

Ability to

- † Analyze situations quickly and objectively and to determine the proper course of action.
- † React calmly in highly stressful and life threatening situations.
- † Interpret and enforce laws and ordinances in a courteous, firm, tactful, and impartial manner without discrimination.
- † Establish and maintain effective working relationships with fellow employees, other law enforcement agencies, and the general public.
- † Obtain and accurately record information using interview, interrogation, and observation techniques.
- † Provide accurate, clear, and detailed reports.
- † Present clear and concise testimony in court.
- † Operate police vehicles, weapons, radios, computers, cameras, and other specialized equipment.
- † Communicate effectively with a diverse public, including in emergencies or in situations where a customer may be angry, unruly, or verbally abusive.
- † Perform difficult physical tasks requiring dexterity and stamina.
- † Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. The employee is frequently seated in a vehicle for prolonged periods.

The employee must frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The employee must be able to protect himself and others by having the necessary physical strength, fitness, endurance, reactions, and range of spontaneous movement to control or apprehend an uncooperative person. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information both in written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems and recommend actions designed to prevent problems from occurring.
- ◆ **ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.
- ◆ **ABILITY TO WORK IN STRESSFUL SITUATIONS:** Work under hazardous conditions and extreme pressure in life and death situations.

DESIRED QUALIFICATIONS

U.S. citizenship; an A.A. degree or a minimum of sixty (60) fully accredited college level credits in criminal justice (B.A. degree preferred); Wisconsin Law Enforcement Certification; a minimum of eighteen (18) years of age; no prior conviction record or pending charge that relates substantially to work as a police officer; good physical conditioning and mental health; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid Wisconsin driver's license.

Updated
03.22.2021 05.01.14

Village of McFarland

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*
2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
3. *The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20____.

Employee Signature

Department Head Signature

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 22, 2021

SECTION: Business

DEPARTMENT: Fire/EMS

CONTACT:

AGENDA ITEM: Discussion and action regarding revisions to the job description and request to fill the vacancy for the 24-Hour Advanced EMT position within the Fire and Rescue Department.

PREVIOUS ACTION:

ISSUE SUMMARY:

With the departure of two 24 Hour EMTs within the last couple months, the Fire & Rescue Department is seeking to fill the vacancies for two 24-Hour Advanced EMT Positions within the Village.

FINANCIAL/BUDGET IMPACT:

N/A. Both Positions budgeted for, this just fills the vacancies that currently exist.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of revisions to the job description and request to fill the vacancy for two 24-Hour advanced EMT positions within the Fire and Rescue Department.

ATTACHMENTS:

1. 03.16.2021 - 24 Hour EMT mgs

24 Hour EMT

POSITION DESCRIPTION

Position Title: 24 Hour EMT
Department: Fire and Rescue
Reports to: Fire/EMS Chief

FLSA: Non-exempt
Represented: ~~IAFFAFSCME~~
Employment Status: Full Time

POSITION SUMMARY

Job Summary

Under the direction of the Fire/EMS Chief, the 24 Hour EMT position is responsible for protecting lives through knowledge and application of emergency medicine on emergency incidents. The 24 Hour EMT often acts as the Ambulance Crew Chief or Driver of the ambulance crew. Additionally, the 24 Hour EMT assists in providing training to the members of the Fire and Rescue Department and also provides community education through CPR, first aid and fire prevention training programs. The 24 Hour EMT is also responsible for clerical assistance and/or the custodial care and minor maintenance of the Village Municipal Center as assigned by the Fire/EMS Chief.

Supervision Received

The 24 Hour EMT works under the direction of the Fire/EMS Chief.

Supervision Exercised

Ambulance crew when acting as Ambulance Crew Chief

DESCRIPTION OF WORK

Duties and Responsibilities

NOTE: Duties shall be assigned as needed to utilize personnel, methods, and means in the most appropriate and efficient manner possible for the operation of the McFarland Fire & Rescue Department and the Village of McFarland.

EMT Duties:

NOTE: In some of the EMT duties, it shall be understood that the EMT must be able to perform the functions while wearing turnout gear and any other applicable personal protective equipment deemed necessary by the incident commander or crew leader.

- Responds as a member of a medical team to bring medical care to the citizens of the service area and neighboring communities following department approved protocols.
- Responds to fire alarms as a medical team member to provide EMS services to firefighters or patients at the emergency scene and/or stand by for other EMS calls.

- Ensures emergency vehicles and equipment are ready to respond to emergencies with daily, weekly and monthly checks.
- Performs routine maintenance of department EMS vehicles, equipment, and grounds.
- Prepares written reports and maintains records per department policies and State standards/statutes.
- Participates in scheduled training exercises and classroom lectures.
- Performs duties as a licensed EMT according to criteria and standards set forth by the department.
- Conducts demonstrations, station tours, and public speeches on emergency medical services, CPR, first-aid, and other subjects to the public, when assigned.
- May perform ancillary firefighting duties.
- Performs other related duties assigned by the Fire/EMS Chief.

Clerical Duties:

- Provides general clerical support functions, including word processing, data entry, desktop publishing, filing, photocopying, and distributing mail
- Assists with Department record keeping creation, processing and filing
- Screens and routes calls, and refers visitors to appropriate personnel
- Assists with performing fire inspections to commercial buildings as assigned.
- Assists with scheduling EMTs to fill evening and weekend ambulance coverage needs
- Assists with developing and maintaining Department Recruitment Programs
- Assists Department Officers with training, health/safety, inventory, equipment and training programs.

Cleaning Duties:

- Sweeps, vacuums, mops, and dusts floors, carpets, and furniture.
- Dumps trash and recycling containers and relines cans with liners.
- Cleans and sanitizes restrooms and replenishes supplies; cleans drinking fountains; cleans interior windows and door glass, mirrors, blinds, light fixtures, tables, and walls.
- Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
- Inventories and orders cleaning supplies and paper products.
- Sets up, takes down, and rearranges furniture as needed.
- Opens and closes, locks and unlocks facilities as needed.
- Performs other related duties as required or assigned by the Fire/EMS Chief.

Equipment Used

Ambulance and various staff vehicles, patient restraints, oxygen, blood pressure equipment, defibrillators, testing equipment, or any other first aid and medical equipment carried on the vehicle that the employee is fully trained on and is within their scope of practice; mobile and portable radios, pager, personal computer/printer with various software applications, phone, copier, fax machine, vacuums, mop, broom, dusting equipment, ladder.

Work Environment and Working Conditions

Works in a normal office setting with moderate noise levels; also works under uncontrolled field conditions; attendance at evening meetings during regularly scheduled and assigned overtime shifts required; work is sometimes performed in emergency and stressful situations; exposure to extreme weather conditions, smoke, fumes, noxious odors, toxic chemicals and hazardous substances can be encountered; requires heavy lifting and strenuous physical activity; exposure to dangers of smoke, fire and explosion, moving mechanical parts, bloodborne/airborne pathogens, risk of electrical shock, vibration, and high noise levels; may work in high or precarious places.

TECHNICAL REQUIREMENTS

Knowledge of

- * All department EMS apparatus, equipment, tools and radios.
- * Principles, practices, methods, techniques and department protocols of emergency medical care up to the Advanced EMT scope of practice.
- * [The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.](#)
- * Equipment, materials, and supplies used in building cleaning and light maintenance.
- * Methods and techniques used in building cleaning and light maintenance.
- * Standard occupational safety measures used in the assigned fields of work.

Ability to

- † Maintain effective working relationships with the public, other fire and/or EMS departments and other local agencies, fellow employees, supervisors, and volunteers; ability to communicate clearly and concisely, both orally and in writing.
- † Act effectively in emergency and stressful situations.
- † Respond to emergency situations.
- † Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals while adhering to Department protocols.
- † Interpret and apply Federal, State and local policies, protocols, laws and regulations.
- † Carry out assigned tasks with a minimum level of direction and supervision and complete a daily work schedule.
- † Maintain confidentiality of sensitive records and materials.
- † Lift heavy objects and work on feet for long periods of time.
- † Maintain a valid driver's license.
- † Maintain physical condition appropriate to the performance of assigned duties and responsibility.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee

is often required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds. The employee must possess specific vision abilities as per DMV requirements. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written and oral form.
- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, statutes, codes, technical manuals, bulletins.
- ◆ **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal or written instructions from supervisor.
- ◆ **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.
- ◆ **ABILITY TO WORK IN STRESSFUL SITUATIONS:** Work under hazardous conditions and extreme pressure in life and death situations.

REQUIRED QUALIFICATIONS (AT TIME OF APPOINTMENT)

- Maintain a valid State of Wisconsin regular driver's license
- Maintain a valid State of Wisconsin AEMT or EMT Intermediate Technician License or higher
- Maintain Health Care Provider Level CPR training through the American Heart Association (or equivalent)
- Legible writing, reasonable writing/documentation skills and the ability to use computer programs such as Microsoft Office, Image Trend, and Firehouse
- Completed or ability to complete within 1 year ICS-100, ICS-200, ICS-700, ICS-800

WHILE NOT REQUIRED, OTHER USEFUL QUALIFICATIONS INCLUDE

- Three years' experience as an EMS professional
- Previous experience as a fulltime EMT in a combination EMS / Fire Department
- Wisconsin Emergency Services Instructor I
- Wisconsin Firefighter I certification

NOTES

1. *The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*
2. *The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
3. *The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20____.

Employee Signature

Department Head Signature

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 22, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding a stormwater drainage easement with the McFarland School District for the Public Safety Center.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The plans presented for the Public Safety Center at the last meeting removed the expansion of the stormwater pond on the neighboring School District parcel. The reason for this was that the existing pond was sized large enough to accommodate the runoff from the new facility and the expansion was not needed. We had always contemplated an easement with the School District to share in the use of the pond they constructed. This was included in the land swap agreement with the Village acquired the property. The enclosed agreement takes it a step further to outline our ability to use the pond in exchange for the Village maintaining the facility going forward. It is a fair trade off given the district has already incurred the capital expense and the Village will then avoid that, but over time will be required to maintain the pond which through our Stormwater Utility will pick up those costs. Enclosed is a conceptual map showing the easement area, proposed easement, and utility plan for reference. School District Administration Staff have reviewed this easement and area agreeable to what is proposed.

The easement will also need a legal description and map to formally define the boundaries of the easement. A Surveyor has been tasked with this work but was not ready as of the time this packet was prepared. Ultimately, it is needed prior to signature which it will be ready for when that time comes. An illustration is provided for the time being to provide visual representation of the easement on the land.

The process for this will include approval by the Village Board to request the easement from the School District. If we do so approve such an action, the School Board will take up at their next meeting for consideration. Once approved, then it requires only the signature of the grantor after which it can be recorded against the land.

FINANCIAL/BUDGET IMPACT:

There are no cash considerations for the easement. The only associated cost will be ongoing maintenance by the Village; however, we forego the capital expense of expanding the pond. We are appreciative of the District for this opportunity to work together on this shared issue.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended that the Village Board approve the sanitary sewer lateral easement with the McFarland School District for the Public Safety Center as presented with the condition that the final draft will include updated Addendum A with official legal description and map.

ATTACHMENTS:

1. Stormwater Easement Concept Map
2. MSD Stormwater Easement 03192021 mgs
3. Site Utility Plan 50% Plan Set

Village of McFarland



3/19/2021, 2:48:08 PM

Municipalities

City

Village

Town

Road Centerlines

Interstate Highway

US Highway

State Highway

County Highway

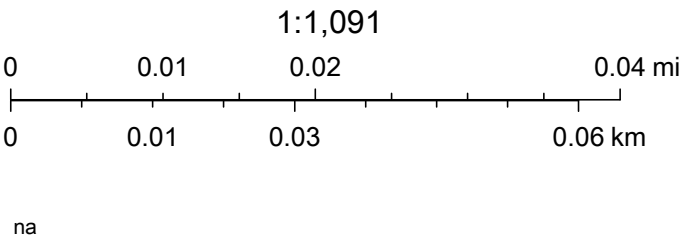
Local Road

Restricted Access

Ramp

Named Private Road

Parcels



STORMWATER DRAINAGE EASEMENT

School District of McFarland (Grantor), for valuable consideration, hereby grants to the **Village of McFarland**, a Wisconsin municipal corporation, its heirs, successors and assigns (Grantee), a perpetual easement upon, over and across the lands described and depicted in Exhibit A (the “Easement Parcel”) in Dane County, Wisconsin, on the terms and conditions contained herein.

1. *Grant of Rights.* Grantee shall have the right to discharge and drain stormwater and other surface water onto and across the Easement Parcel and into any stormwater management facility located thereon, from the Grantee’s adjacent parcel (“Grantee Parcel”) described as:

Lot 2, Certified Survey Map No. 15364, recorded March 2, 2020, in Vol. 110 of Certified Survey Maps, Pages 64 through 68, as Document No. 5566718, in the Village of McFarland EXCEPT for lands dedicated to the public for roadway purposes.

Along with the right of access and use of the Easement Parcel for any necessary maintenance activities for which Grantee is responsible hereunder.

2. *Improvements.* Grantee may, at its own expense, improve the existing stormwater detention basin on the Easement Parcel and construct other improvements for stormwater conveyance including pipes, swales and similar systems. Grantee may also install a dry hydrant system for purposes of extracting and conveying water collected in the detention basin for firefighting purposes and training therefor. To the extent practicable, such improvements made by Grantee, other than the dry hydrant, shall be constructed underground. No improvements shall be constructed that will materially interfere with the existing improvements to, or uses of, the Easement Parcel by Grantor.

3. *Maintenance of Stormwater Improvements.* Grantee shall be responsible for performing all maintenance and repairs to any improvements installed by Grantee, as well as the existing stormwater detention basin located on the Easement Parcel for as long as stormwater from the Grantee Parcel is discharged to the Easement Area. Such maintenance shall include all activities necessary to maintain the operation of the basin in compliance with applicable statutes, administrative regulations and Village Ordinances. Grantee shall pay all costs of routine maintenance (mowing, weed control and similar activities) of the basin for as long as Grantee is discharging stormwater into the basin. The cost of significant maintenance activities such as periodic sediment dredging shall be shared between the parties in proportion to the total area of impervious surface on each parcel.

4. *Grantor’s Rights.* Grantor retains the right to use the Easement Parcel in any lawful manner that does not materially interfere with the rights granted hereby.

5. The easement granted hereby, and the rights and obligations attendant thereto, shall run with the land for the benefit of the successors and assigns of the parties. The rights granted hereby are appurtenant to the Grantee’s parcel described above, and may not be assigned or otherwise transferred except with the conveyance of Grantee’s property.

Return to:

Mr. Matt Schuenke
Village Administrator
Village of McFarland

Tax Parcel No. 154/0610-021-9140-1

P.O. Box 110
McFarland, WI 53558-3619

This document is a grant of easement and not a conveyance pursuant to sec. 77.21(1), Stats., and is not subject to a transfer return or fee.

Dated this ____ day of March 2021.

SCHOOL DISTRICT OF MCFARLAND

By: _____
Arlyn Halvorson, Board President

By: _____
Christine Pribbenow, Board Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

Personally came before me this ____ day of March, 2021 the above-named Arlyn Halvorson and Christine Pribbenow, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

*

NOTARY PUBLIC, STATE OF WISCONSIN
My Commission _____

This instrument was drafted by:
Allen D. Reuter
Reuter, Whitish & Evans, S.C.
Madison, Wisconsin

*Names must be printed or typed below all signatures

EXHIBIT A

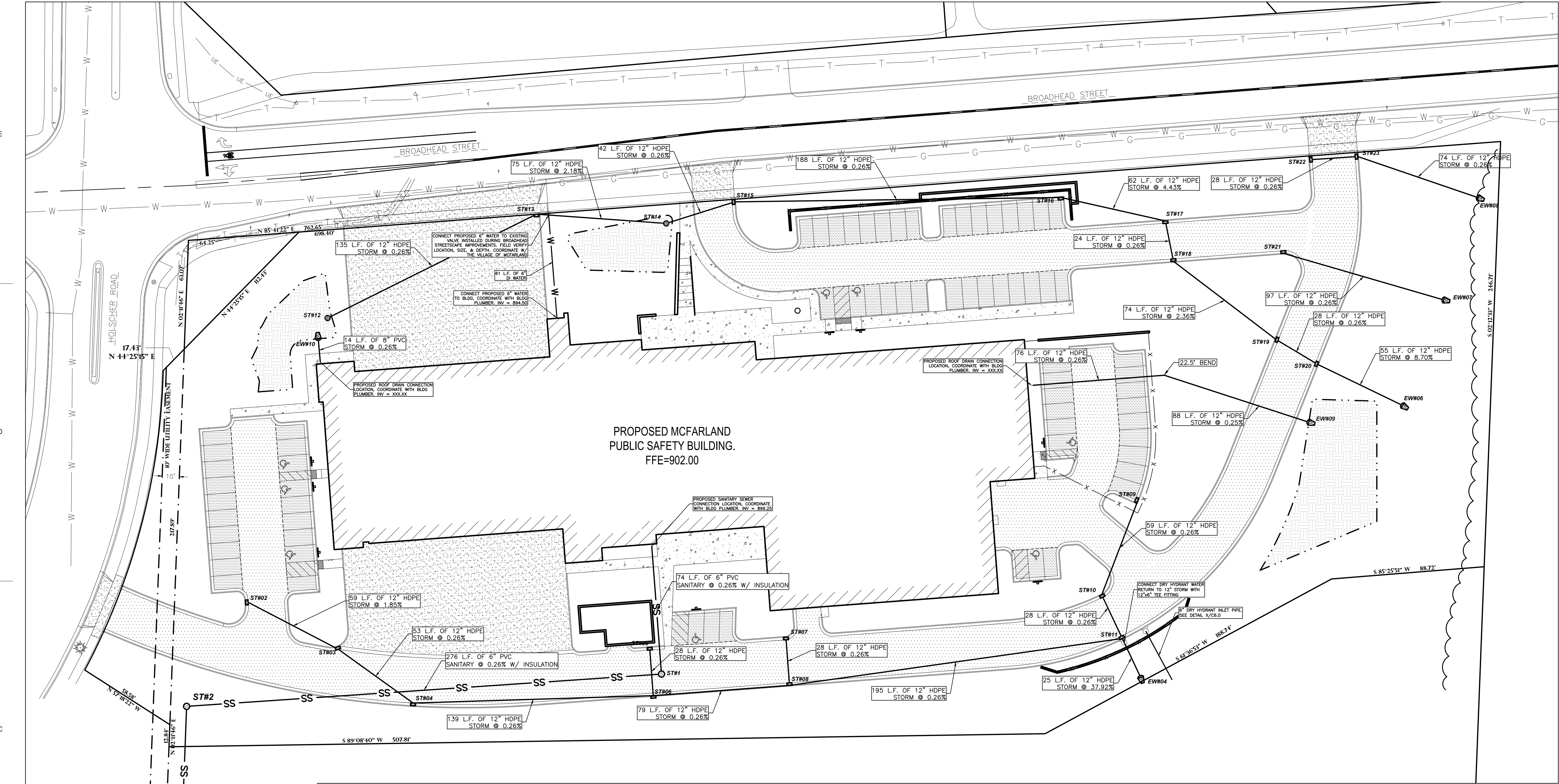
LEGAL DESCRIPTION AND SKETCH OF EASEMENT AREA

Green shading represents Easement Area

Illustration is for graphic representation only. Does not substitute for an official legal description and corresponding sketch of easement area.



3/12/2021 11:00:21 AM C:\projects\2020\2020-12-16-McFarland Public Safety Building - Bray12 - Con Drawings



GENERAL NOTES:

- CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
- GRADE, LINE, AND LEVEL SHALL BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
- ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR.
- REFER TO THE PROPOSED BUILDING MECHANICAL/PLUMBING PLANS TO VERIFY EXACT CONNECTION LOCATIONS AND SIZES OF PROPOSED SANITARY SEWER AND WATER LATERALS.
- COORDINATE ALL UTILITY WORK WITH THE RESPECTIVE TRADES RESPONSIBLE FOR THE INSTALLATION OF GAS, CABLE, TELEPHONE AND ELECTRICAL (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE).
- COORDINATE ALL WORK WITHIN THE PUBLIC RIGHT OF WAY WITH THE LOCAL MUNICIPALITY.
- ALL TESTING AND INSPECTION SHALL BE DONE IN ACCORDANCE WITH SPS 382.21.
- THE PROPOSED WATER MAIN SHALL HAVE A MINIMUM COVER OF 7'-6" TO THE TOP OF PIPE FROM PROPOSED FINISHED GRADE. SEE SHEET C3.0 FOR PROPOSED FINISHED GRADE.
- THE MUNICIPALITY SHALL BE CONTACTED PRIOR TO ANY EXCAVATION IN THE PUBLIC RIGHT-OF-WAY, AND PRIOR TO CONNECTING SANITARY SEWER AND WATER LATERALS TO THE PUBLIC MAINS.
- THE CONTRACTOR SHALL HAVE A TRAFFIC CONTROL PLAN APPROVED PRIOR TO WORK COMMENCING.
- THE MUNICIPALITY SHALL OPERATE ALL EXISTING WATER VALVES, IF NEEDED.
- THE CONTRACTOR IS RESPONSIBLE FOR THE DESIGN, INSTALLATION, AND PERMITTING OF THE WELL.
- FIELD VERIFY INVERT ELEVATION OF THE SANITARY SEWER AND WATER PUBLIC MAIN, AT THE LOCATION OF THE SERVICE LATERAL CONNECTIONS, PRIOR TO CONNECTING THE LATERALS TO THE PUBLIC MAIN.
- PROVIDE RIP RAP AT ALL STORM ENDWALLS TO PREVENT WASHOUT AND EROSION.
- INSTALL WisDOT TYPE HR FILTER FABRIC BENEATH PROPOSED RIP RAP.

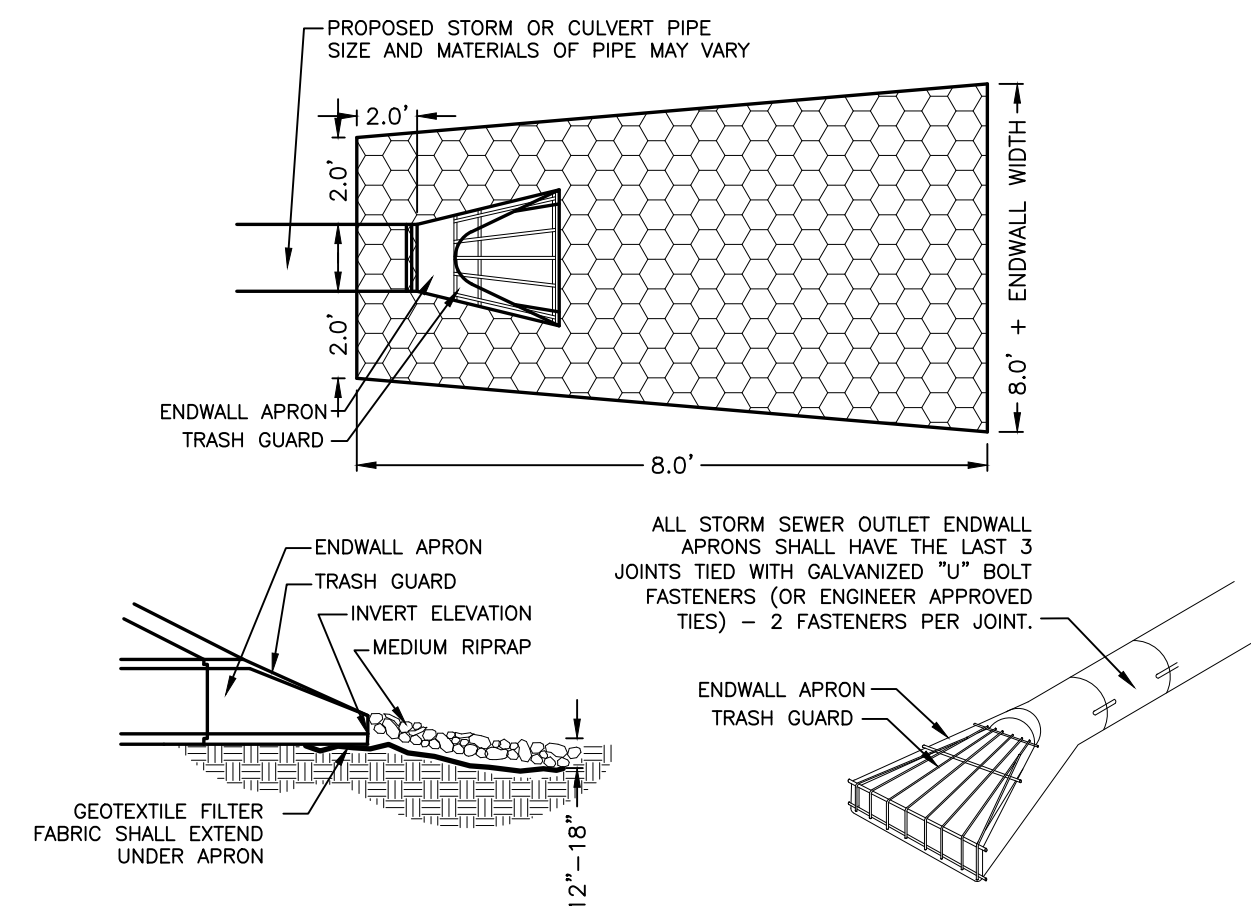
UTILITY LEGEND:

- PROPOSED STORM SEWER — X"ST —
- PROPOSED SANITARY SEWER — X"SS —
- PROPOSED WATER MAIN — X"W —
- PROPOSED ENDWALL STRUCTURE WITH RIP RAP  1 C5.0
- PROPOSED SANITARY SEWER MANHOLE  2 C5.0
- PROPOSED STORM SEWER INLET  3 C5.0
- PROPOSED STORM SEWER CURB INLET  X C5.0
- POTENTIAL BIO-INFILTRATION BASIN  X C3.0

SANITARY MANHOLE SCHEDULE:

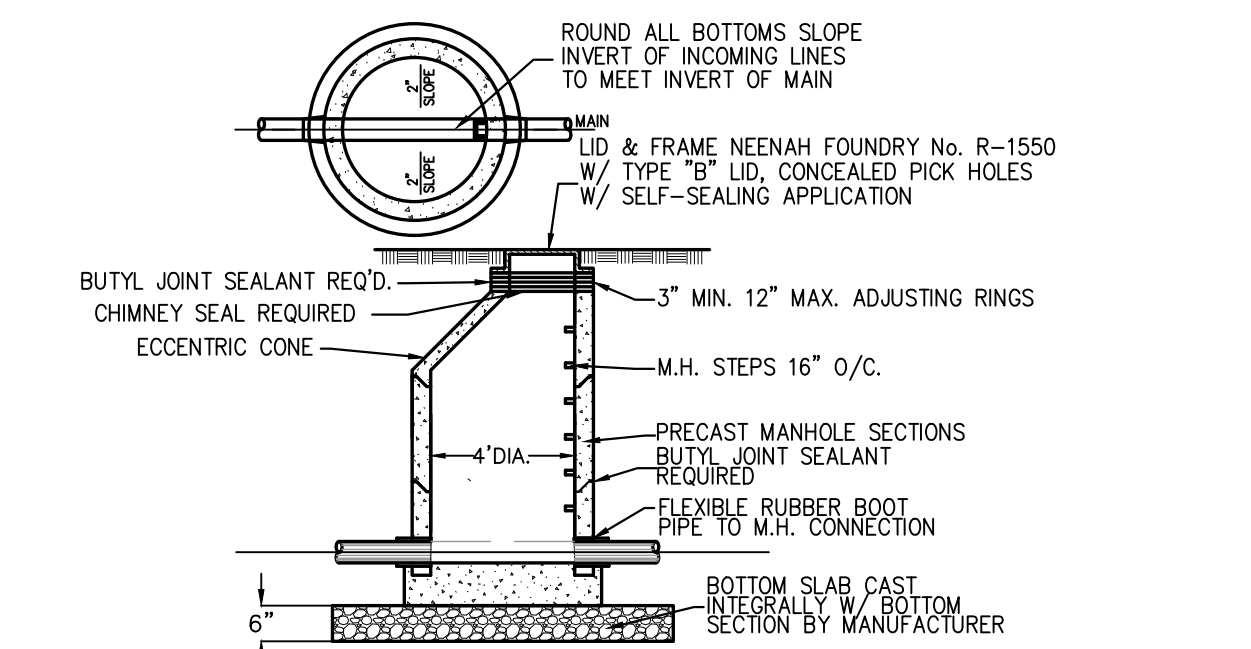
STRUCTURE #	STRUCTURE DETAILS
ST#1	RIM = 901.10 INV (N) = 896.05 INV (W) = 896.05 DEPTH = 5.05' SAN MH
ST#2	RIM = 899.47 INV (E) = 895.33 INV (S) = 895.33 DEPTH = 4.14' SAN MH

STORM MANHOLE SCHEDULE:



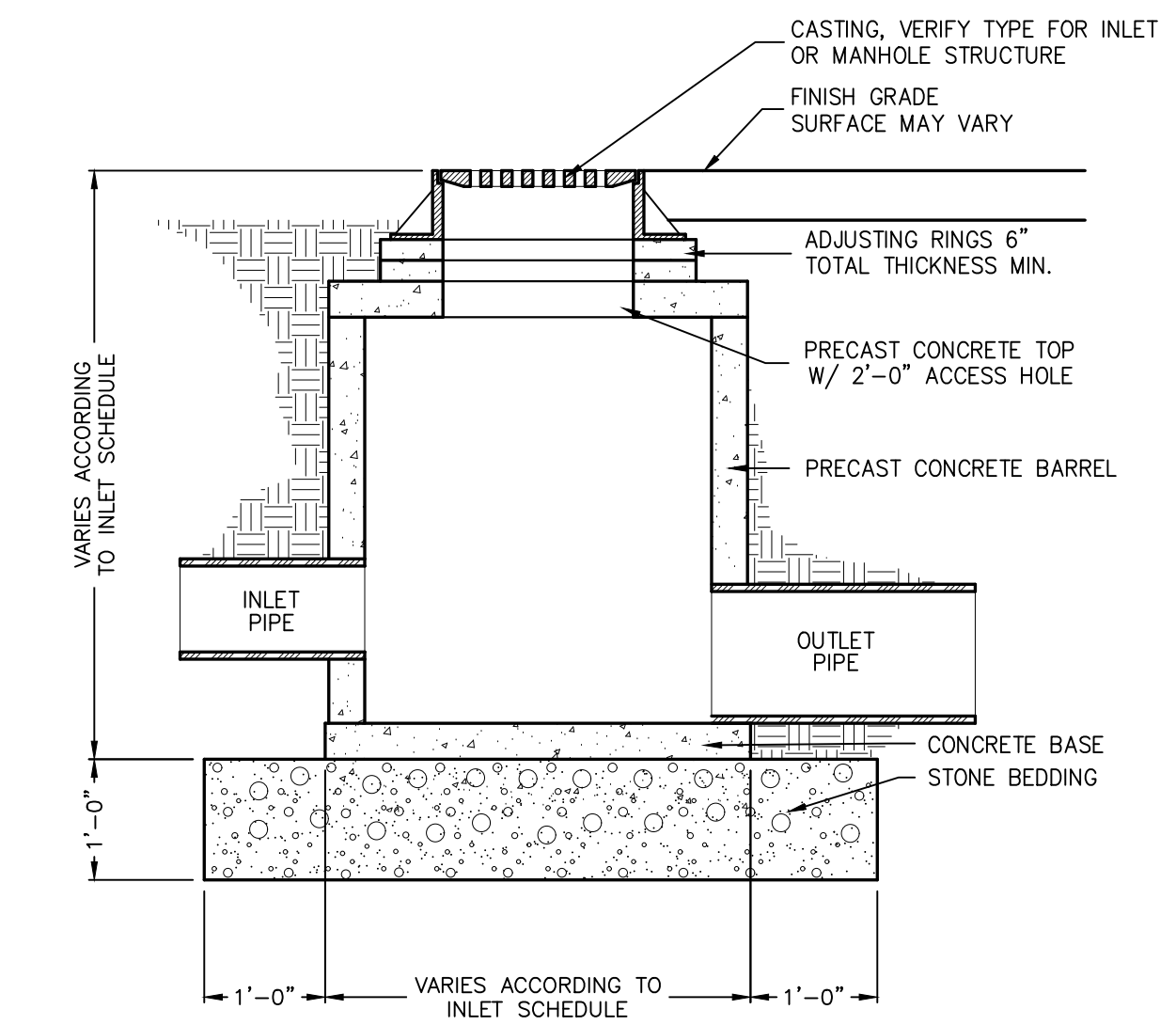
- NOTES:
- ENDWALL APRON SHALL BE PLACED LEVEL WITH THE TOP OF THE RIPRAP. PLACE FILTER FABRIC BENEATH THE PROPOSED RIPRAP. RIPRAP SHALL BE PLACED ONLY AT DISCHARGE END PIPE. SEE UTILITY PLAN FOR LOCATION.
 - ALL ENDWALLS SHALL HAVE A TRASH GUARD.

ENDWALL STRUCTURE 1 C5.0

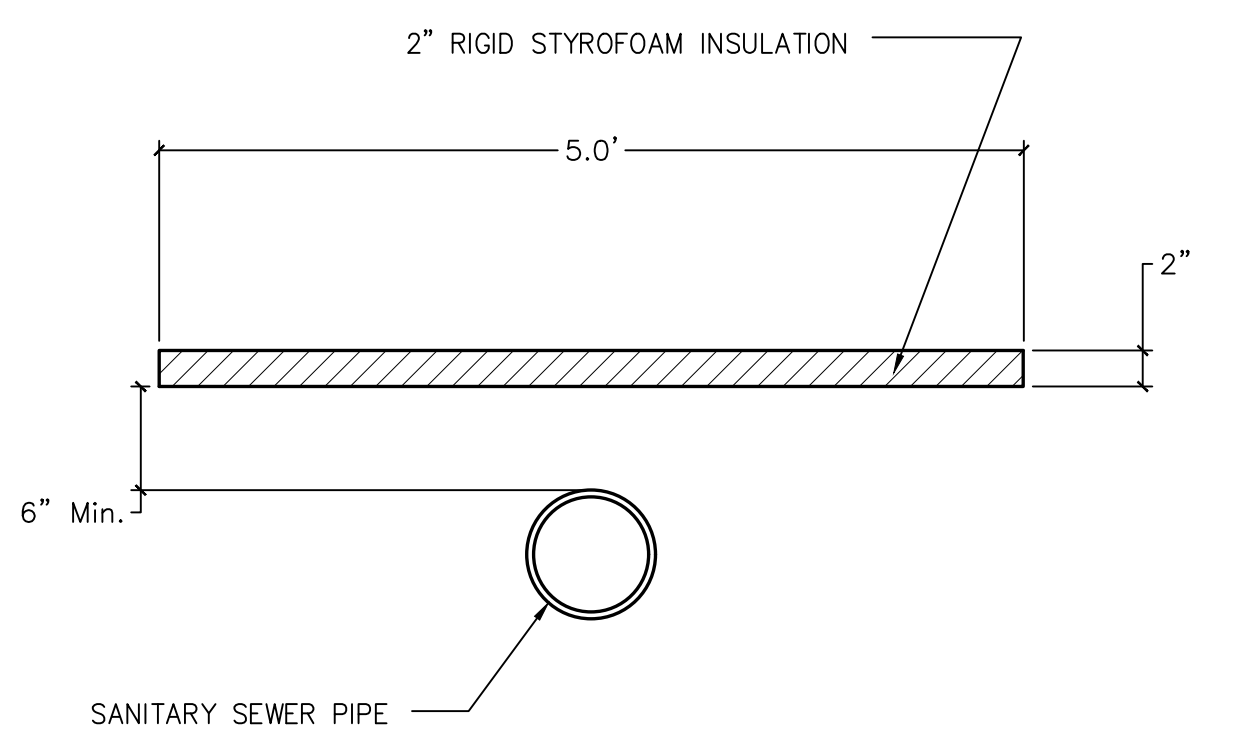


- GENERAL NOTES:
- THE BOTTOM 2" POLYETHYLENE ADJUSTMENT RING IS TO BE SET ON THE CONE OR FLAT TOP IN A MORTAR BED COMPOSED OF ONE PART PORTLAND CEMENT AND TWO PARTS MASON SAND MIXED WITH POTABLE WATER.
 - A SELF-LUBRICATING GASKET OR OPTIONAL BUTYL SEAL IS TO BE USED ON ALL MANHOLE JOINTS.
 - THE MANHOLE CONSTRUCTION PLATE WILL BE SET ON THE MANHOLE CONE OR FLAT-TOP FOR GRADING PURPOSES.
 - CONCRETE USED IN MANHOLES FOR CONCRETE BENCHES OR CAPS AROUND PIPES WILL BE CLASS "D".

SANITARY SEWER MANHOLE 2 C5.0



STORM MANHOLE/INLET 3 C5.0



PIPE INSULATION 4 C5.0

EXISTING CONDITIONS DISCLAIMER

THE EXISTING CONDITIONS SHOWN ON THESE PLANS WAS PROVIDED BY OTHERS. POINT OF BEGINNING MAKES NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE EXISTING CONDITIONS SHOWN HEREON.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 22, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding a sanitary sewer lateral easement with the McFarland School District for the Public Safety Center.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Gravity flow of sanitary sewers is the ideal condition in order to convey wastewater from its origin to a treatment facility. In order to do that for the Public Safety Center, we have to construct a later to the south of the property in order to hook into an existing main at the end of Osbourne Drive. Aerial photo with depiction of conceptual improvement and also plan sheet showing the actual construction are included in your packet. The property to the south is owned by the School District and an easement is required in order to allow the Village to make this connection between the Public Safety Center through the District's land to the sewer main on Osbourne Drive. Easements for this purpose are fairly common, especially for utilities. The general area in question is 20' wide off the western property line from the northern line to the entrance of the parking lot. The Village through its contractor for the facility will install the pipe and upon completion conduct restoration to the terrain and asphalt as we'll need to dig into the road as well as parking lot entrance. School District Administration has been provided the enclosed drafts and is supportive of the concept but continues to review the contents of the easement. If any changes as a result of that review develop, I will share as needed with the board on Monday.

The easement will also need a legal description and map to formally define the boundaries of the easement. A Surveyor has been tasked with this work but was not ready as of the time this packet was prepared. Ultimately it is needed prior to signature which it will be ready for when that time comes. An illustration is provided for the time being to provide visual representation of the easement on the land.

The process for this will include approval by the Village Board to request the easement from the School District. If we do so approve such an action, the School Board will take up at their next meeting for consideration. Once approved, then it requires only the signature of the grantor after which it can be recorded against the land.

FINANCIAL/BUDGET IMPACT:

The easement has been proposed with no corresponding compensation. We are appreciative of



the support from District Administration to move this forward in this fashion. The Village will incur costs for the restoration work, but this would be unavoidable no matter which direction we went to construct this pipe. Other more expensive alternatives required connection on Holscher Road and/or N. Peninsula Way. Similar about of disruption and restoration would be needed, although it would be within the public right of way. Additionally, these other two options require a grinder pump which has ongoing electrical costs and maintenance needs.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended that the Village Board approve the sanitary sewer lateral easement with the McFarland School District for the Public Safety Center as presented with the condition that the final draft will include updated Addendum A with official legal description and map.

ATTACHMENTS:

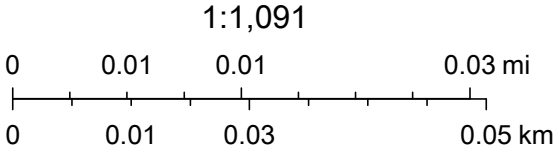
1. Sanitary Easement Concept Map
2. MSD Sanitary Easement
3. McFarland PSB - C5.1 SANITARY SEWER LAYOUT 03-01-21

Village of McFarland



3/19/2021, 11:12:12 AM

- | | | |
|------------------|--------------------|--------------------|
| Sanitary Objects | Village | County Highway |
| Manhole | Town | Local Road |
| Gravity Sewers | Road Centerlines | Restricted Access |
| 8" | Interstate Highway | Ramp |
| Municipalities | US Highway | Named Private Road |
| City | State Highway | Parcels |



na

SANITARY SEWER EASEMENT

School District of McFarland (Grantor), for valuable consideration, hereby grants to the **Village of McFarland**, a Wisconsin municipal corporation, its heirs, successors and assigns (Grantee), a perpetual easement upon, over, under, upon and across the lands described and depicted in Exhibit A (the “Easement Area”) in Dane County, Wisconsin, on the terms and conditions contained herein.

This is an easement and is not a conveyance per §77.21(1), Stats. and is not subject to transfer return or fee per §Tax 15.01, Wis. Admin. Code

Return to:
Mr. Matt Schuenke
Village Administrator
Village of McFarland
5915 Milwaukee St.
P.O. Box 110
McFarland, WI 53558-3619

Parcel No. 154/0610-021-9140-1

1. Grant of Rights. Grantee shall have the right of perpetual access and use over, under and upon the Easement Area for the purpose of constructing, reconstructing, maintaining, repairing, replacing, operating, supplementing, and removing sanitary sewer mains and related appurtenances (“Grantee’s Facilities”) for the collection and conveyance of wastewater through a public sanitary sewer system.
2. Repair. Grantee shall be required to repair, to the extent practicable, any damage to the surface of the easement lands and adjacent lands of Grantor resulting from the exercise of the rights granted by this Easement to substantially the same condition they were in immediately before Grantee commenced its construction, repairs, maintenance or other work authorized hereby.
3. Authority Warranty. Grantor warrants that it has the full authority to grant this easement.
4. Restrictions on Grantor. Grantor agrees that it will not construct or install upon the Easement Area any buildings, fence, tree or structures of any kind which would interfere with the operation or maintenance of Grantee’s Facilities or services or otherwise in any other manner interfere with the rights granted hereby.
5. Ownership of Facilities. All pipes, fixtures and other facilities installed by Grantee within the Easement Area shall remain the property of Grantee and may be removed at Grantee's option.
6. Binding Effect and Assignment. The Easement and covenants granted by this Agreement shall run with the lands described herein and are binding upon the heirs, successors and assigns of the Grantor and shall benefit Grantee and its successors and assigns.

IN WITNESS WHEREOF, Grantor has executed this instrument the day and year written below.

[Signatures appear on following page]

Dated this ____ day of March 2021.

SCHOOL DISTRICT OF MCFARLAND

By: _____
Arlyn Halvorson, Board President

By: _____
Christine Pribbenow, Board Clerk

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

Personally came before me this ____ day of March, 2021 the above-named Arlyn Halvorson and Christine Pribbenow, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

*
NOTARY PUBLIC, STATE OF WISCONSIN
My Commission _____

This instrument was drafted by:
Allen D. Reuter
Reuter, Whitish & Evans, S.C.
Madison, Wisconsin

*Names must be printed or typed below all signatures

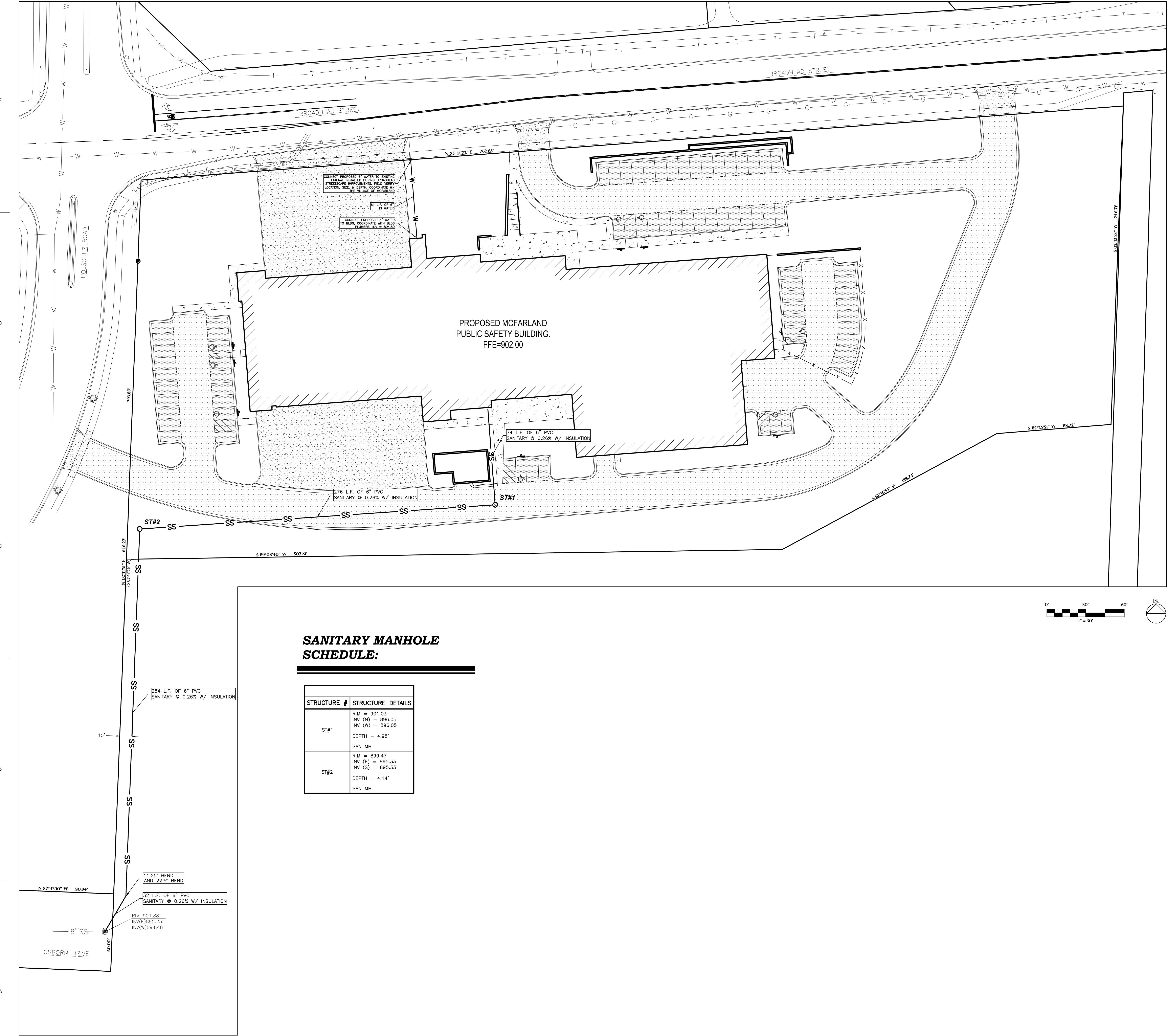
ADDENDUM A

Legal Description and Sketch of Easement Area

Green shading represents Easement Area

Illustration is for graphic representation only. Does not substitute for an official legal description and corresponding sketch of easement area.





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P.O.B.
Point of Beginning

Project Title:
**NEW BUILDING PUBLIC SAFETY BUILDING
MCFARLAND PUBLIC SAFETY BUILDING
CITY OF MCFARLAND
BROADHEAD ST. MCFARLAND, WI**

REVISIONS:
DATE DESCRIPTION

Project Number:
3388

Issued For:
**50% DESIGN
DEVELOPMENT**
03/05/2021

Sheet Title:
**SANITARY
SEWER LAYOUT
PLAN**

Sheet Number:
C5.1

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