

Due by March 31, 2016

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 (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. 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.].

This form is for reporting on activities undertaken in calendar year 2015.

Instructions: Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2016, to the appropriate address indicated on the last page of this form.

SECTION I. Municipal Information			
Name of Municipality		Facility ID No. (FIN)	
Village of Sussex		30735	
Mailing Address	City	State	ZIP Code
N64 W23760 Main Street	Sussex	WI	53089
County(s) in which Municipality is located	Municipality Type: (select one)		
Waukesha	<input type="radio"/> County <input type="radio"/> City <input checked="" type="radio"/> Village <input type="radio"/> Town <input type="radio"/> Other (specify)		

SECTION II. Municipal Contact Information			
Name of Municipal Contact Person		Title	
Judith A. Neu		Village Engineer / Asst. PW Director	
Mailing Address (if different from above)	City	State	ZIP Code
N64 W23760 Main Street	Sussex	WI	53089
Email	Phone Number (include area code)	Fax Number (include area code)	
jneu@villagesussex.org	(262) 246-5229	(262) 246-5222	

SECTION III. Certification

I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-2 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Authorized Representative Printed Name	Authorized Representative Title
Judith A. Neu	Village Engineer / Asst. PW Director
Signature of Authorized Representative	Date
	03/31/2016
Email	Phone Number (include area code) Fax Number (include area code)
jneu@villagesussex.org	(262) 246-5229 (262) 246-5222

SECTION IV. General Information

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

The Annual Report is posted in a public place within Village Hall and on the Village Web Site. The report will be presented as an agenda item at both the Public Works Committee and Village Board. At both of these meetings, the general public will have the opportunity to learn more about the report and comment on it.

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

Staff provides regular updates to the Public Works Committee and Village Board at public meetings. Village Staff are kept apprised of the Village's permit requirements, our storm water master plan and any relevant projects at internal staff meetings.

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

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

Village of Sussex Storm Water Management Master Plan - January 2011

SECTION IV. General Information (continued)

d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions as provided under section 2.10 of the general permit? Yes No

If yes, describe these cooperative efforts:

The Village is a partner in the Waukesha County Storm Water Education Program for Information and Education activities with targeted audiences of Contractors, Developers & Consultants; the General Public; and Teachers and Students.

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

If yes, provide web address:

www.villagesussex.org

If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program? Yes No

If yes, provide web address:

www.villagesussex.org : Under Departments, select Public Works, then Stormwater Utility

SECTION V. Permit Conditions

a. Minimum Control Measures: For each of the permit conditions listed below, provide a description of the implementation of each program element, the status of meeting measurable goals, and compliance with permit schedule in section 2.11 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

• Public Education and Outreach

The Village provides education and outreach through the Waukesha County Storm Water Education Program. In addition, information is available to residents on the Village's website and the Village's newsletter, which is mailed to all residents in the Village twice per year. Each newsletter includes educational information on storm water. For example, the 2015 Couriers included articles and information on Medicine Collection program, Spring Creek Daylighting, brush and yard waste disposal options, disposal of hazardous materials and electronics, and leaf and Christmas tree collection.

Additionally, information regarding storm water pollution solutions can be found on the Village website, and in fliers available at Village Hall. The Village posts Press Releases to its website from the Waukesha County Storm Water Education Program and the Waukesha County Recycling and Solid Waste staff regarding Workshops and education opportunities available to residents on topics such as composting, organic lawn care, rain gardens, rain barrels, and green cleaning. In addition, the Village's development codes and policies promote tree preservation, wetland preservation and buffers, and storm water quality and quantity controls, long term maintenance of storm water facilities, erosion controls, etc.

• Public Involvement and Participation

Most of the activities under this section are promoted through the Waukesha County Storm Water Education Program. Waukesha County provides DNR with an annual report on its activities and successes in meeting its measurable goals. In addition, when staff proposes improvements to storm water facilities as part of its capital improvement program in Sussex, the Village holds neighborhood meetings and meetings with individual property owners to discuss those projects. Staff encourages public involvement and participation.

• Illicit Discharge Detection and Elimination

Village staff has taken over the Village wide IDDE program. This work was done by consultants in previous years. In 2015, the 3rd issuance of the MS4 permit for the Upper Fox River Watershed revised the IDDE requirements to require annual screening of priority outfalls (only) and on-going dry weather screening at all other major (non-priority) outfalls at least once every five years. Village staff completed field screenings of the Village's six (6) priority outfalls, along with an additional seven (7) of the Village's thirty four (34) major outfalls. The IDDE Report is submitted with this annual report. None of the outfalls had discharge present. Therefore, no grab samples or testing was completed. The report contains the Village's planned screening schedule. The Village further intends to continue its project to remove sediment deposits and overgrown vegetation at its outfalls throughout the Village, which began in 2015.

SECTION V. Permit Conditions (continued)

• **Construction Site Pollutant Control**

Erosion Control plans and details are required to meet Village, State and Federal Standards and requirements before permits are issued. Staff also requests copies of State and Federal permits (WPDES, Ch 30, ACOE) before construction begins. Village Staff holds pre-construction meetings on large project to ensure that contractors, sub-contractors and owners are aware of erosion control requirements. Staff also makes sure that regular inspections of construction site erosion control measures are completed and that any issues are immediately addressed. Building Inspection personnel make regular stops at commercial construction sites and verify that weekly required inspections are being completed and that erosion control is in order. Engineering staff and its consultants regularly inspect subdivisions under construction for erosion control issues. Staff reviews the Village's erosion control ordinance on an annual basis to determine if any updates/improvements are needed. Extensive revisions to the erosion control portion of the Village's Code were completed in 2014 to match the requirements of NR 151.

• **Post-Construction Storm Water Management**

Village Staff continues to implement the Storm Water Management Ordinance through development reviews, construction site inspections, post-construction site inspections and review of annual reports from both privately and publicly held BMP's. An extensive inspection initiative was completed in 2015 for all Village owned / controlled storm water facilities. A comprehensive plan is being developed to complete the maintenance needs noted during the inspections. In addition, the Village updated its SWMMP (Storm Water Management Master Plan) with a 5-year plan that improves compliance with the WPDES permit requirements, including TSS Reduction percentages. Implementation of that 5-year plan continues. Extensive revisions to the Post-Construction storm water management portion of the Village Code were completed in 2014 to match the requirements of NR 151.

• **Pollution Prevention**

1. **Catch Basin Cleaning:** The Village cleans catch basins each year on a 3 year rotating basis, such that each catch basin is cleaned every 3 years.
2. **Street Sweeping:** All main roads (critical land uses) are swept at least 4x / year. Each road is swept in Spring - with the goal of sweeping after most snow melts and before the first heavy rain event. Streets with vertical curbs, which collect more debris, are swept at least 2x / year. Trouble spots - areas where debris is known to collect - are swept at least 4x / year. In the summer months, sweeping is coordinated with parade and special event schedules so that main roads and trouble spots are swept prior to those events. Weather permitting, streets are also swept after leaf pick-up. 89.6 tons were collected in 2015 (2014: 90.7 Tons; 2013: 37.51 Tons)
3. **Leaf/Brush Collection:** The Village completes a curb side pick-up of brush annually each fall. Curb side leaf pick-up is also completed annually each fall.
4. **Roadside Ditch Cleaning and Maintenance:** The Village has a number of roads with rural cross sections. Private property owners are expected to take care of general maintenance and cleaning of these ditches. Major maintenance or repairs are performed by the Village on an as needed basis.
5. **Storm Water Facilities:** The Village SWMMP includes maintenance plans for storm water facilities. In 2016, small maintenance projects on ponds and ditches will be done including some of those noted in the 2015 inspection of Village owned storm ponds. 2015 storm water projects completed include Spring Creek Daylighting, Outfall Cleaning, and repair and restoration of the ditches in the Majestic Heights subdivision.
6. **Winter Road Maintenance:** Village salts only arterials, intersections and hills unless there are extreme ice conditions. Brine system implemented in winter 2014/2015.

b. **Winter Road Management Activities:**

Provide the name, title, and phone number for the individual(s) with overall responsibility for winter roadway maintenance.

Melissa Weiss, Assistant Administrator / Public Works Director, 262-246-5200

Describe the types of products used for winter road management (e.g., deicing, pre-wetting, salting, etc.).

Deicing, pre-wetting of road salt, brine application 1-3 days prior to snow events on road and sidewalks, salting, plowing. Beet juice was used in some events during winter 2015/2016.

SECTION V. Permit Conditions (continued)

Describe the type of equipment used to apply the products.

Brine application attached to 1 Ton truck and Trackless sidewalk plow, pre-wetting brine equipment on each snow plow.

Report the amount of product used per month.

Jan 2015: 635.625 Tons Salt, 11 events
Feb 2015: 328.19 Tons salt, 7 events
March 2015: 8.65 Tons salt, 1 event
Nov 2015: 5.385 Tons salt, 1 event
Dec 2015: 212.26 Tons salt, 2 events.

A total of 35,116 gallons of Brine was used during the winter 2014/2015 season.

Report the snow disposal locations, if snow is hauled away.

Snow hauling is VERY infrequent (once / 5 or more years). If absolutely necessary, the snow is disposed of at the Village Nursery and / or Armory Park.

Describe any anti-icing, equipment calibration, and salt reduction strategies considered.

Brine application and pre-wetting was implemented just prior to the 2014/2015 winter season. Brand new equipment was factory calibrated and can be controlled by the plow operator and brine application operator. Operators adjust the pumps to use a specific amount of brine per load of salt. Plow operators believe that with the pre-wet, they actually use 1/2 of the salt that they would use without pre-wet. Brining of the streets and sidewalks prior to small events is the strategy being used to avoid salting operations.

Describe any other additional measurable data or information that the permittee used to evaluate its winter road management activities.

Salting operations for small events was avoided several times in 2015 and 2016 due to brining. It should be noted that several events of longer duration occurred, which caused per event salt use to increase. Staff uses only that salt that is necessary to keep the roads safe for drivers. This helps reduce our winter maintenance costs. Rain events between snow events washed residual salt from the roads and caused the need for increased salt use during some events.

c. Municipal facility(s):

Provide an inventory of municipally owned or operated structural storm water management facility(s), include: Location of each facility and contact information for the individual(s) with overall responsibility for each facility.

See attached Spreadsheet which shows location, type, and 2015 inspection summary notes for each municipally owned or operated storm water management facility. Melissa Weiss, Assistant Administrator / Public Works Director; and Judith A. Neu, Village Engineer / Assistant Public Works Director 262-246-5200 are responsible for the maintenance of all Village Owned / Operated Storm Water facilities.

Describe the housekeeping activities and best management practices installed to reduce or eliminate storm water contamination.

Public Works Garage: Equipment and materials are stored indoors. Vehicle maintenance takes place indoors. Salt is not stored on site.

Parks Maintenance @ Village Park: Equipment and materials are stored indoors. Vehicle maintenance takes place indoors.

Village Nursery: Erodible materials stored well upslope. Berm and 450 foot long grass filter in place downslope.

Discuss recommendations for improvements to current storm water management practices at the facility(s) and a timeline for installation and/or implementation of these recommendations.

No improvements recommended - good protections and practices are in place. Continue good housekeeping practices.

Describe the municipal facility(s) employee training on storm water pollution prevention provided.

Stormwater pollution prevention plan is reviewed with employees annually. Erodible materials and salt are expensive commodities that are protected from weather to prevent their loss.

SECTION V. Permit Conditions (continued)

Describe the spill prevention and response procedures in place at the municipal facility(s).

Oil dry spill kits are stored at each facility where vehicle maintenance takes place. Clean up of gravel areas at the Village Nursery would be completed with a shovel that is kept in each vehicle.

- d. Storm Water Quality Management: Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard? Yes No

If yes, provide the following: Model used WinSLAM Version 9.0 Reduction (%) 26.19

If no, include a description of any actions the municipality has undertaken during 2015 to help achieve the 20% standard.

- Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal? Yes No

If yes, describe:

The SWMMP outlines the steps that can be taken to increase the Village's TSS removal. The Village will consider additional improvements to flood control facilities as well as other opportunities in future budget cycles with the goal of continuing to increase our TSS reduction percentage. In new subdivisions and on Village projects where catch basins are installed or replaced, 2 foot sumps are required where it is possible to install them.

- e. Best Management Practices Maintenance: Does the municipality have a maintenance program for installed storm water best management practices? Yes No

If yes, describe the maintenance program and any maintenance activities that have occurred for best management practices in 2015. If available, attach any additional information on the maintenance program. The SWMMP outlines the maintenance activities necessary for all of the storm water facilities in the Village, in addition to routine maintenance best practices that should be performed. Staff is following the SWMMP for routine maintenance. In 2015, Village Staff completed an inspection of all publicly owned ponds. The Spring Creek Daylighting project was completed in 2015, and the Village has an agreement in place for bringing the pond in the Villas at Brandon Oaks into compliance with Village codes and the approved storm water management plan.

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

The Village's Storm Sewer System Map within the GIS System is routinely updated throughout the year as new systems are constructed and improvements are needed. However, the Village is in the process of overhauling its GIS system and will not be able to add to the system map until that is completed in a few months. A System Map dated 12/19/13 was submitted with the 2014 report and is the latest available. More up to date information is found in the Village's GIS system. New subdivisions constructed in 2015 will not be added to the mapping until the overall GIS update is complete. A new map will be submitted with the 2016 report.

SECTION VI. Fiscal Analysis

- a. Provide a fiscal analysis that includes the annual expenditures for 2015, and the budget for 2015 and 2016. A table to document fiscal information is provided on page 8.

See Completed form on Page 8.

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

Storm water utility General fund Other _____

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

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.

The Village continues its "pay as you go" mentality for the storm water utility and follows the SWMMP to determine which projects should be done and how they should be completed. Street Sweeping and Leaf Collection operations are also funded through the Utility. In 2015 we completed the Spring Creek Daylighting project, ditch cleaning in the Majestic Heights subdivision, and outfall cleaning throughout the Village. Main Street Reconstruction, including a new bridge and storm sewer system are planned for 2016, along with storm pond maintenance projects. A comprehensive rate study may be prepared in 2016 which may result in possible future rate increases.

SECTION VII. Inspections and Enforcement Actions

Note: If an ordinance listed below has previously been submitted and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.

- a. As of the date of this annual report, has the municipality updated or revised its construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit? Yes No
If yes, attach copy or provide web link to ordinance:
www.villagesussex.org - Select Municipal Code on the left side of the home page, then select Chapter 14.
- b. As of the date of this annual report, has the municipality updated or revised its post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit? Yes No
If yes, attach copy or provide web link to ordinance: www.villagesussex.org - Select Municipal Code Chapter 14
- c. As of the date of this annual report, has the municipality updated or revised its illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit? Yes No
If yes, attach copy or provide web link to ordinance:
www.villagesussex.org - Select Municipal Code Chapter 14
- d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)? Yes No
If yes, attach copy or provide web link to ordinance:
www.villagesussex.org - Select Municipal Code on the left side of the home page, then select Chapters 8, 11, and 19.
- e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.
See IDDE Report prepared by Village Staff. One potential illicit discharge was reported at a business on Waukesha Avenue in early 2016 - the floor drain was found to drain to the sanitary sewer. Erosion Control issues arose at Meijer, Woodside Ridge, Sussex IM and at Sussex Preserve developments. Corrections were made. For each land disturbing construction activity, erosion control inspections were completed either by Village Staff or owner. More frequent inspections are made on large projects - with monthly verification by Village Staff, and inspections done concurrent with building inspections on both large and small projects, such as new home construction.

SECTION VIII. Water Quality Concerns

- a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/topic/surfacewater/orwerw.html>) Yes No
If yes, list:
- b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/water/impairedsearch.aspx?status=303d>) Yes No
If yes, complete the following:
- Impaired waterbody to which the MS4 discharges:
Spring Creek and Sussex Creek downstream of confluence with Spring Creek.
 - Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant (s) of concern to an impaired waterbody:
The Spring Creek daylighting project was completed in 2015. Project removed flow from 500 foot long culvert. New stream channel has 700 feet open to the air with pools and riffles. Public Education continues.
- c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.
Spring Creek daylighting.
Brine system and pre-wetting systems implemented during 2014 and 2015 winter season.
Sediment deposits were removed from various ditches and outfalls.

SECTION VIII. Water Quality Concerns (continued)

d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

There are no known water quality degradations in the Village of Sussex.

SECTION IX. Proposed Program Changes

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2016 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

1. The Village intends to follow the recommendations of the SWMMP for maintaining and adding facilities.
2. The Village intends to systematically address new pond maintenance issues identified in 2015. Outfall maintenance continues.
3. The village plans to continue to review and re-examine its street sweeping standard operating procedures and timing to look for opportunities to improve TSS removal.
4. The Village plans to evaluate its IDDE inspection and testing plan to determine if additional revisions are warranted.

SECTION X. Other

Any other additional information the permittee would like to provide in the Annual Report regarding their storm water program?

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

Program Element	Annual Expenditure		Budget		Source of Funds
	2015	2016	2015	2016	
Public Education and Outreach	2,605	2,605	2,451	2,605	Storm Water Utility
Public Involvement and Participation	1,270	1,270	1,250	1,270	Storm Water Utility
Illicit Discharge Detection and Elimination	2,729	2,729	11,000	4,000	Storm Water Utility
Construction Site Pollutant Control	8,000	8,000	8,000	8,000	Storm Water Utility
Post-Construction Storm Water Management	250,000	250,000	236,000	1,000,000	Storm Water Utility
Pollution Prevention	37,500	37,500	37,519	9,000	Storm Water Utility
Storm Water Quality Management (including pollutant-loading analysis)	7,000	7,000	70,000	70,000	Storm Water Utility
Storm Sewer System Map	3,000	3,000	3,000	3,000	Storm Water Utility
Other:					

NORTHERN REGION COUNTIES

Ashland	Langlade	DNR Service Center
Barron	Lincoln	Attn: Storm Water Program
Bayfield	Oneida	5301 Rib Mountain Rd.
Burnett	Polk	Wausau, WI 54401
Douglas	Price	Phone: (715) 359-4522
Florence	Rusk	
Forest	Sawyer	
Iron	Taylor	
	Vilas	
	Washburn	

WEST CENTRAL REGION COUNTIES

Adams	Marathon	DNR Service Center
Buffalo	Monroe	Attn: Storm Water Program
Chippewa	Pepin	5301 Rib Mountain Rd.
Clark	Pierce	Wausau, WI 54401
Crawford	Portage	Phone: (715) 359-4522
Dunn	St. Croix	
Eau Claire	Trempealeau	
Jackson	Vernon	
Juneau	Wood	
La Crosse		

NORTHEAST REGION COUNTIES

Brown	Marquette	DNR Northeast Region
Calumet	Menominee	Attn: Storm Water Program
Door	Oconto	2984 Shawano Ave.
Fond du Lac	Outagamie	Green Bay, WI 54313
Green Lake	Shawano	Phone: (920) 662-5100
Kewaunee	Waupaca	
Manitowoc	Waushara	
Marinette	Winnebago	

SOUTH CENTRAL REGION COUNTIES

Columbia	Jefferson	DNR South Central Region
Dane	LaFayette	Attn: Storm Water Program
Dodge	Richland	3911 Fish Hatchery Rd.
Grant	Rock	Fitchburg, WI 53711
Green	Sauk	Phone: (608) 275-3266
Iowa		

SOUTHEAST REGION COUNTIES

Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	Attn: Storm Water Program
Ozaukee	Washington	141 NW Barstow Street,
Racine	Waukesha	Room 180
		Waukesha, WI 53188
		(262) 574-2100