

**Due by March 31, 2012**

**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 2011.

**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, 2012, to the appropriate address indicated on the last page of this form.

**SECTION I. Municipal Information**

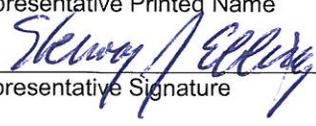
Name of Municipality Village of Summit		Facility ID No. (FIN) 31316	
Mailing Address 2911 N. Dousman Rd.	City Oconomowoc	State WI	Postal Code 53066
County(s) in which Municipality is located Waukesha	Type of Municipality: (check one) <input type="checkbox"/> County <input type="checkbox"/> City <input checked="" type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> Other (specify)		

**SECTION II. Municipal Contact Information**

Name of Municipal Contact Person Henry Elling		Title Village Administrator	
Mailing Address 2911 N. Dousman Rd.	City Oconomowoc	State WI	Postal Code 53066
E-mail Address dschueler@summitvillage.org	Telephone No. (include area code) 262-567-2757	Fax No. (include area code) 262-567-4115	

**SECTION III. Certification**

*I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-1 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 Henry Elling	Authorized Representative Title Village Administrator	
Authorized Representative Signature 	Date Signed March 13, 2012	
E-mail Address elling@summittown.org	Telephone No. (include area code) 262-567-2757	Fax No. (include area code) 262-567-4115

**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.

See attached.

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

See attached.

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:

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 of the general permit as provided under Section 2.10 of the general permit?  Yes  No

If yes, describe these cooperative efforts:

The Village contracts out its Engineering and uses Yaggy Colby Associates. Mike Court is the Village Engineer representing the Village. Brian Pehl (YCA) generally admisters the permit program. The Village also participates in Waukesha County's Public Education and Outreach Program.

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

If yes, provide web address:

<http://www.summitvillage.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:

**SECTION V. Permit Conditions**

a. Minimum Control Measures: For each of the permit conditions listed below, provide a description of the status of implementation of program elements, the status of meeting measurable goals, and compliance with permit schedule in section 3 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

See attached.

- Public Involvement and Participation

See attached.

- Illicit Discharge Detection and Elimination

See attached.

- Construction Site Pollutant Control

See attached.

- Post-Construction Storm Water Management

See attached.

- Pollution Prevention

See attached.

b. 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 WinSLAMM Version 9.3 Reduction (%) 29.3

If no, include a description of any actions the municipality has undertaken during 2011 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:

c. 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. If available, attach any additional information on the maintenance program.

d. 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.

**SECTION VI. Fiscal Analysis**

- a. Provide a fiscal analysis that includes the annual expenditures for 2011, and the budget for 2011 and 2012. A table to document fiscal information is provided on page 6.
- 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.

Funds for this program are budgeted through the General Village Funds, as well as pass through costs to permit and land owners as appropriate.

**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 adopted a 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:

Previously submitted.

- b. As of the date of this annual report, has the municipality adopted a 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:

Previously submitted.

- c. As of the date of this annual report, has the municipality adopted an 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:

Previously submitted.

- 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:

- 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 attached.

**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/org/water/wm/wqs/orwerw/>)  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/org/water/wm/wqs/303d/303d.html>)  Yes  No If yes, complete the following:

- Impaired waterbody to which the MS4 discharges:

Bark River

- 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 Village continues to look for ways to improve water quality and has required recently re-developed projects to provide additional storm water quality where there was none required previously.

c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

None known but due to the required water quality features mentioned above and the reduced amount of construction overall within the Village there should be less water quality degradation.

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.

None known.

**SECTION IX. Proposed Program Changes**

a. Describe any proposed changes to the storm water management program being contemplated by the municipality for 2012 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The Village is contemplating incorporation of post construction storm water maintenance program. The program would be patterned similar to other surrounding communities programs.

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

Program Element	Annual Expenditure		Budget		Source of Funds
	2011	2011	2011	2012	
Public Education and Outreach	\$1300	\$1,500	\$1,500	\$1,500	General Funds
Public Involvement and Participation	\$1300	\$1,250	\$1,250	\$1,250	General Funds
Illicit Discharge Detection and Elimination	\$1000	\$870	\$870	\$2,500	General Funds
Construction Site Pollutant Control	\$0	\$0	\$0	\$0	Typically all costs are passed through to permit holders/developers
Post-Construction Storm Water Management	\$0	\$1,260	\$1,260	\$2,200	Costs associated with this will generally be assessed to responsible parties for maintaining facilities. Some extra costs are expected to develop the inspection program and will be funded by the General Village Funds.
Pollution Prevention	\$410	\$315	\$315	\$400	General Funds
Storm Water Quality Management (including pollutant-loading analysis)	\$0	\$630	\$630	\$6,300	General Funds
Storm Sewer System Map	\$500	\$630	\$630	\$500	General Funds
Other	\$2500	\$3,130	\$3,130	\$3,475	General Funds

**Annual Report under MS4**  
**General Permit No. WI-S050075-1**

Form 3400-195 (R 01/12)

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NORTHERN REGION COUNTIES			WEST CENTRAL REGION COUNTIES		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	1701 N. 4th Street	Buffalo	Monroe	5301 Rib Mountain Rd.
Bayfield	Oneida	Superior, WI 54880	Clark	Portage	Wausau, WI 54401
Burnett	Polk	Phone: (715) 392-7988	Crawford	Trempealeau	Phone: (715) 359-4522
Douglas	Price		Jackson	Vernon	
Florence	Rusk		Juneau	Wood	
Forest	Sawyer		La Crosse		
Iron	Taylor				
	Vilas				
	Washburn				
			Chippewa	Pepin	DNR Service Center
			Dunn	Pierce	890 Spruce St.
			Eau Claire	St. Croix	Baldwin, WI 54002
					Phone: (715) 684-2914
NORTHEAST REGION COUNTIES			SOUTH CENTRAL REGION COUNTIES		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	2984 Shawano Ave.	Dane	LaFayette	3911 Fish Hatchery Rd.
Door	Oconto	Green Bay, WI 54313	Dodge	Richland	Fitchburg, WI 53711
Fond du Lac	Outagamie	Phone: (920) 662-5100	Grant	Rock	Phone: (608) 275-3266
Green Lake	Shawano		Green	Sauk	
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				
SOUTHEAST REGION COUNTIES					
Kenosha	Sheboygan	DNR Service Center			
Milwaukee	Walworth	141 NW Barstow Street,			
Ozaukee	Washington	Room 180			
Racine	Waukesha	Waukesha, WI 53188			
		(262) 574-2100			

## 2011 Village of Summit Annual Report - Attachment

### **SECTION IV.**

- a. The Village uses a variety of meetings and media to reach its citizens with current events and issues. Citizens are encouraged to attend and participate in Village Board, Plan Commission, and other Village meetings. The agenda for these are published on the Village's website and posted in public places. The Village will post the Annual Report at the Village Hall for the general public to view. The Village Board will also review and discuss this Annual Report during the April 5<sup>th</sup> Board meeting that follows the completion of the report in order to inform them of the past year's activities. Village staff is given the opportunity to review and provide input for the report prior to submittal to the DNR.
- b. The elected and municipal officials have been proactive in making sure they are familiar with the permit and its various requirements. The Village Board and Plan Commission have been informed of the NR 151 & 216 permit programs and goals. The Village Engineer has attended various seminars/informational workshops regarding the MS4 permit and works closely with DNR staff to ensure that the Village has access to the most recent developments and updates as it relates to the permit requirements. The Village Engineer meets with Village officials on a normal basis and keeps the Village apprised of any changes or issues that affect the Village. The Village will continue to be actively involved with the permit process and focus on meeting the goals of the permit. The officials have also been very inquisitive as to how the permit affects projects, as well as the Village's budget. The Village, and staff, is now more comfortable with their relatively new Village status and the increased responsibilities that it brings.
- d. The Village utilizes Yaggy Colby Associates to assist in the compliance of this permit program and relies on them to stay updated and forward the information to the Village, as needed. Any new information obtained by the Village's Engineer typically is relayed to the Administrator and passed onto staff and elected officials through monthly Village Board meetings or general correspondence.

The Village entered into an agreement with Waukesha County for the Education & Outreach portion of the permitting requirements. The Village encourages staff and residents participation in the County programs. Village staff also consistently attends County planning and workshop events when topics are appropriate for their participation.

- e. The Village has created a new website and trying to make it more interactive for their residents. The Village has created an entire tab on their site devoted to the MS4 Permit and has placed previous Annual Reports on it for review. They are also planning to add links to the DNR's General Permit and Waukesha County's website for more information.

## SECTION V. Permit Conditions

### a. Minimum Control Measures

- *Public Education and Outreach*

The Village has entered into a contract with Waukesha County to provide this portion of the permit requirements. The Village encourages its residents and officials to participate in the activities developed by the County and also provide its residents with information developed by the County. The Village, through its consultant and officials, will actively stay informed on the County's program and provide positive examples for their residents.

- *Public Involvement and Participation*

The Village entered into the Waukesha County agreement and this is portion of the program is also part of that agreement. The above paragraph describes how the Village encourages both their residents and officials to participate in the County's program. The County's report has been submitted to the DNR for review, as well as reported in Work Plan meetings. The Village's consultant has participated in the County Work Plan meetings and has provided the Village with minutes from those meetings. The Village Administrator also attended the Work Plan meeting and takes an active role in implementing the permit requirements. The Village's Engineer/consultant also routinely meets with the Village's administrator to discuss MS4 permit requirements, as it relates to the ongoing business of the Village. The Village administrator, as well as the Engineer, updates the Village's staff on issues that affect the Village's business as it relates to the permit.

- *Illicit Discharge Detection and Elimination*

The Village has created their own ordinance that includes a section for illicit discharge detection and elimination. The ordinance meets the requirements of the permit, as outlined in the general permit.

A schedule/plan of action for screenings has been created that outlines the required outfalls that need to be screened each year. Based on the permitting requirements, all outfalls need to be screened at least once every 3 years and the schedule provides an outline to accomplish this requirement. A dry weather screening map was also created that identifies the outfalls within each three year rotation and a spreadsheet has been created that describes each outfall and is color coded to further assist the screener during the inspection process. Generally, each outfall is photographed and comments provided regarding the condition of the outfall and/or conveyance, as well as any updates/changes from the previous

screening. After the screening is complete, a list of maintenance issues is created and provided to the Village for their use in scheduling future conveyance and/or outfall maintenance. The spreadsheet is available per request and filed. Village staff is aware of the illicit discharge ordinance and actively monitor the conveyances and/or outfalls while completing their daily work and general maintenance operations. They understand that any illicit or unusual discharges need to be reported and source determined.

- *Construction Site Pollutant Control*

The Village has created and adopted an ordinance for Construction Site Pollutant Control (Erosion and Sedimentation Control). The Village has taken this responsibility from the County and utilizes its engineering consultant to perform inspections and administer the ordinance. The adopted ordinance covers all the aspects of the permit that are required and was established under the guidance of Waukesha County.

For projects begun prior to the Village implementing their ordinance, Waukesha County has continued to administer their ordinance. A list of the sites that were inspected by the County is shown below. For projects started this year, the Village's ordinance is being utilized. The Village's consulting engineer is responsible for review of plans and recommending approval of permits. They also inspect the sites with active erosion control permits and administer the erosion control and storm water management ordinance, including any enforcement. A summary of the projects inspected by the Village's Engineer/consultant is included.

- *Post-Construction Storm Water Management*

The Village has created and adopted an ordinance for Post-Construction Storm Water Management. The same criteria for this ordinance applies as outlined above. Additionally, a storm water management facility maintenance program needs to be established and implemented. The Village's consultant is responsible for putting this program together and establishing it. The details of the program need to be worked out and it is expected that there will be progress made throughout next year.

- *Pollution Prevention*

The Village of Summit has limited municipally owned or operated structural storm water management facilities. A Village park has been developed recently; a sediment basin/trap was created to help control runoff from the park. This facility will be expanded and will include an infiltration basin once the next phase is developed. After installation, this basin will be monitored by Village staff during routine maintenance of the park lands. Any debris or trash that accumulates in the basin or forebay will be removed on an on-going basis.

Inspection by a trained observer will need to be done on a yearly basis in order to note and schedule any non-routine maintenance required. The yearly inspection will be reported to both the Administrator and Village Engineer and appropriate action will be taken.

The Village has limited curb and gutter within the urbanized area. Therefore street sweeping and catch basin sump cleaning is very limited also. The Village currently contracts out the street sweeping of the small area with curb and gutter within the Village. Village staff checks each of the sumps on a yearly basis and monitors the amount of debris collected. Village staff schedules the cleaning of the sumps on an as-needed basis. They again checked the sumps this past year and found very little accumulation and determined that no formal cleaning was necessary. They plan to again check the sumps this upcoming spring. When the need to clean them becomes necessary, a disposal contractor collects and disposes of the waste collected in an appropriate landfill.

Street sweeping was done in the Village on May 19, 2011 by the contractor Sweep All. The roadways swept were Stonegate Trail, Aurora Drive and Boulevard area, and Silver Maple.

The Village tracks the use of all salt and sand used on the Village's roads during the snow season. The Village prides itself in conserving their resources and using only as much as absolutely necessary. It also utilizes 2 parts sand to 1 part salt mix on their roads. For 2011, the Village used a total of 726 tons of the sand/salt mixture. The amount of materials used is directly related to the severity of the weather conditions for that year with conservation of materials being considered but not as important as public safety. The previous 3 years are as follows:

2010 – 419 tons

2009 – 699 tons

2008 – 961 tons

52 miles of roads (104 lane miles) are maintained.

The Village of Summit provides monthly yard waste pick-up services. The Village encourages alternative methods of managing leaves and yard waste.

The Village continuously looks to reduce or eliminate sources of pollution on municipally owned property. The storage areas are protected per current erosion control standards. The Village strives to abide by all the same erosion control requirements and ordinances that private developments are required and their personnel constantly learning and understanding the permit and Village ordinance requirements.

The Village of Summit does not use any fertilizers on municipally owned lands.

The Village of Summit's engineering consultant is responsible for providing the Village with updates to the program and provides assistance to the Village for program implementation. The Village Engineer and Administrator both are well versed in the details of the permit program and will continuously provide the Village Board and staff with the necessary information to comply with the permit's requirements.

b. Storm Water Quality Management

- Currently the Village of Summit meets their 20% reduction requirement, as the modeling reports a 29.1% reduction. At this time no facilities located within the urbanized area are being modeled. The municipality was incorporated to Village status in 2010 therefore the borders of the municipality have been altered. Updated modeling was planned for 2012 to accommodate these changes and to also determine the Village's status for achieving the previous 40% suspended solids reduction requirement but with the change in requirements introduced by the current administration, this modeling is so no longer required and no longer scheduled.

c. Storm Sewer System Map

- As noted above, the Town of Summit did incorporate on October 31, 2010 and with that incorporation the boundaries of municipality did change. A revised map has been created and will be forwarded to the DNR under separate cover. This map only shows the revised boundaries and the watersheds have not been altered since the modeling revisions are not required at this time. If the requirements again change and the modeling becomes necessary then the watersheds will be updated also.

## **SECTION VI. Fiscal Analysis**

Currently the Village funds this program with general tax funds. It is anticipated that the Village will continue to fund the program in this way. The Village anticipates that costs will be kept at a minimum once the program is established and running efficiently. It is anticipated that the majority of the costs for this program have already been spent on engineering to develop the necessary maps and modeling.

## **SECTION VII. Inspections and Enforcement Actions**

- 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 in a. to d. above.

The Village administers their erosion control and storm water management ordinance. A summary is provided below.

## **2011 Village of Summit Erosion Control Inspection Summary**

13 permits were active during the 2011 construction season;

8 sites were inspected during 2011 construction season;

44 inspections were done;

### Projects with erosion control permits in the Village of Summit during 2011

1. Rogers Memorial Hospital – OPEN;
2. ODTC – OPEN but not active. The site is fully stabilized but the Owner has kept the permit open because another phase is projected for the near future;
3. Bill Check Property – OPEN – site has on-going small scale work that needs to be permitted. The site is being monitored by Village staff and reports to Village Engineer if any issues are observed;
4. Anderson Property – OPEN – single family residence near lake that required EC permit as part of the conditional use permit;
5. We Energies CTH P – Closed on Sept. 28, 2011;
6. Sullivan Sub-station – Closed Sept. 28, 2011;
7. Wangard Horse Farm – Closed Oct. 4, 2011;
8. Lower Genesee Lake Outlet – Closed June 30, 2011;
9. SE Arterial – OPEN but not active;
10. AT&T – CTH P – Closed June 30, 2011;
11. Burke's Lakeside Restaurant – OPEN;
12. McNamara Property – OPEN;
13. Keller Property – OPEN – Landscape architect providing inspection and reports for this single family residence located near water body – needs EC permit due to CU.

### Enforcement

No enforcement was necessary on any of the sites.